

Longridge
Towers School



CARPE DIEM

Educational Visits Policy

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Section 1

School Trips

Ethos

Educational visits are a vital piece in the jigsaw of a student's education. Visits ranging from a simple local visit to long, overseas expeditions are encouraged and regularly undertaken. Longridge Towers School is committed to providing a wide range of trips, accessible to all of the pupils in the school.

It is the aim of the school to:

- Provide visits at all levels of the school from recreation classes to Sixth Form
- Invite all members of the school on visits
- Provide visits which are educationally worthwhile, including:
 1. Consolidation of academic teaching
 2. Widening horizons within the Arts, Science and Media
 3. Raising awareness of conservation issues
 4. Worldwide travel widening awareness of other cultures and climates
 5. Team Building

Policy

Longridge Towers School acknowledges that students can derive immense educational benefit by taking part in off-site visits. Taking part in problem solving, decision-making and residential experiences both at home and abroad can enhance the development of personal and social skills. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An Off-site Visit is defined as pupils going 'beyond the school boundary' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear educational objectives. All participants in activities will be identified as group members associated with the school.

The school policy recognises that every student should have full access to each visit that is appropriate to their class, year or option subject, regardless of their abilities, therefore, developing further 'the whole child'.

Introduction

Longridge Towers School seeks to encourage Educational visits, off-site and residential activities as part of both the curricular and extra-curricular programmes. There are a wide range of tangible and intangible benefits from such activities including improving knowledge and experience, increasing individual awareness, confidence and abilities as well as fostering teamwork and developing leadership potential. However we must put in place a common and agreed system to ensure that such activities are managed safely and successfully. This should not be seen as a bar to undertaking such visits or as threat to professional competence but as an aid to ensure beneficial outcomes. As long as we follow 'current best practice' in undertaking such activities we will discharge our responsibilities, especially our duty of care, to our pupils and colleagues in a positive and effective way. The starting point for planning and executing any such activity must be the current Health and Safety guidelines. The system is built on the Department for Education and Skills (DfES) 'good practice guide' *Health and Safety of pupils on Educational Visits (HASPEV)* (1998) and the current review of HASPEV (2001) available at www.teachernet.gov.uk/visits. It will also seek to conform to best practice as suggested by teaching union publications. Overall responsibility for Health and Safety for anything in this area ultimately rests with the employer i.e. the Bursar and the Longridge Towers School Governors but all employees have responsibilities as well to:

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers;
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risk.

The purpose of the Longridge Towers Educational Visits Policy is to define policy in the light of current best practice, to manage the risks associated with the wide range of activities undertaken by Longridge Towers School and to audit the management steps to ensure that required standards are achieved. On-site and off-site activities involving pupils operate within a legal framework defined by statutory instruments or regulations derived from related Acts of Parliament or 'framework directives' from the European Parliament. The most relevant statutes which provide regulations, codes of practice and guidelines are:

i) Health and Safety at Work Act (1974)

Defines employers' and employees' responsibilities.

ii) Management of Health and Safety at Work Regulations (1999)

Sets the requirements for Risk Assessments (RA's) under European Directive.

iii) Children Act (1989), Protection of Children Act (1999)

Places specific requirements on those with substantial access to children, who need clearance from the Criminal Records Bureau (CRB), established under Part 2 of the Criminal Justice and Court Services Act (2000). This Disclosure allows for checks on the suitability of a person for work with children and depending on the level of the check (Enhanced, Standard or Basic) will yield details of Criminal record (Police National Computer (PNC) and Local Police files) covering convictions, cautions, reprimands and warnings. Also details

from lists held by the Department of Health (DoH) (Consultancy Index) and the DfES (List 99).

iv) Occupiers Liability Act (1975 & 1984)

Define a safe environment for those visiting or allowed access to premises.

v) Activity Centres (Young Persons' Safety) Act (1995)

Adventure Activity Licensing Regulations (1996)

Registered Licences must be held by commercial providers of Caving, Climbing, Trekking and Watersports confirming appropriate and effective safety management systems.

vi) The Reporting of Injuries, Disease or Dangerous Occurrences Regulations (RIDDOR) (1985)

Defines the reporting of specified serious injuries or incidents to the Health & Safety Executive (HSE).

vi) Package Travel, Package Holiday and Package Tours Regulations (1992)

Protects consumers against tour operators' inaccuracies and insolvency, by making organiser or retailer strictly liable for the contract details being carried out. They establish what information must be provided in brochures, other advertising material and contracts.

This policy follows current professional practice within Longridge Towers School, as explained in the *Staff Handbook*, and merely pulls together what is already being done into a unified system which can be monitored by the Educational Visits Co-ordinator (EVC). For any category of activity there will be a 'Normal Operating Plan' (NOP) based on the 'Risk Assessment' (RA), concerned with the Code of Conduct and pupil behaviour management during transport, undertaking activities and free time, and an 'Incident Management Plan' (IMP).

The EVC takes on the roles of both the Outdoor Education Advisor and Educational Visits Coordinator required in LEAs and maintained schools. This formal recognition of both functions helps Longridge Towers School fulfil its Health and Safety obligations in the area of off-site visits by ensuring Longridge Towers School (LTS) guidelines are clearly stated and enforced. It is also essential that these guidelines are subject to review, both in the light of internal experience but also through the experience of the wider education community and society as a whole. The system is partly controlled by legislation but also relies heavily on Common Law, which is therefore subject to update and change in the light of legal decisions. It is therefore essential that LTS staff regularly check their responsibilities and methods in order to conform to these guidelines.

Off-site activities fall into six categories, which will require different responses:

Category	Type	Definition
A	<i>Regular 'short' distance day</i>	Sports matches, Duke of Edinburgh, theatre trips or visiting off-site training facilities, which are school led.
B	<i>Irregular and longer distance day</i>	Trips within the UK e.g. one day training courses, which are usually school led.
C	<i>Residential trips</i>	Trips within the UK e.g. PGL, Geography field courses, which are using licensed or other providers.
D	<i>Residential trips</i>	Trips within the UK e.g. PGL, Geography field courses, which are school led
E	<i>Residential trips abroad</i>	Sports tours, trekking trips which are using licensed or other providers.
F	<i>Residential trips abroad</i>	Sports tours, trekking trips which are school led

School led means the activity is totally organised, undertaken and completed by Longridge Towers School. Therefore the organiser is immediately responsible for the safe supervision of the pupils and the activity. These trips may contain an Adventure element, which will need particular attention in the risk assessment.

In most cases those trips that fall into category A will not need the involvement of the EVC on each occasion, although at the start of each term there should be a review of the health and safety issues covering all the trips. Staff involved in such trips should be trained in the basic management issues, and be familiar with the relevant elements of these guidelines. Current best practice suggests that parental consent will not be needed for sports fixtures separately as long as it is laid down in published documents that pupils will be expected to take part in these as part of their studies or routine activities.

Copies of this document and the relevant form are available from Longridge Towers School through the Staff Shared area, or directly from the EVC.

Approval Procedures

i). For Trips rated A

The following details must be submitted to the EVC before the trip leaves.

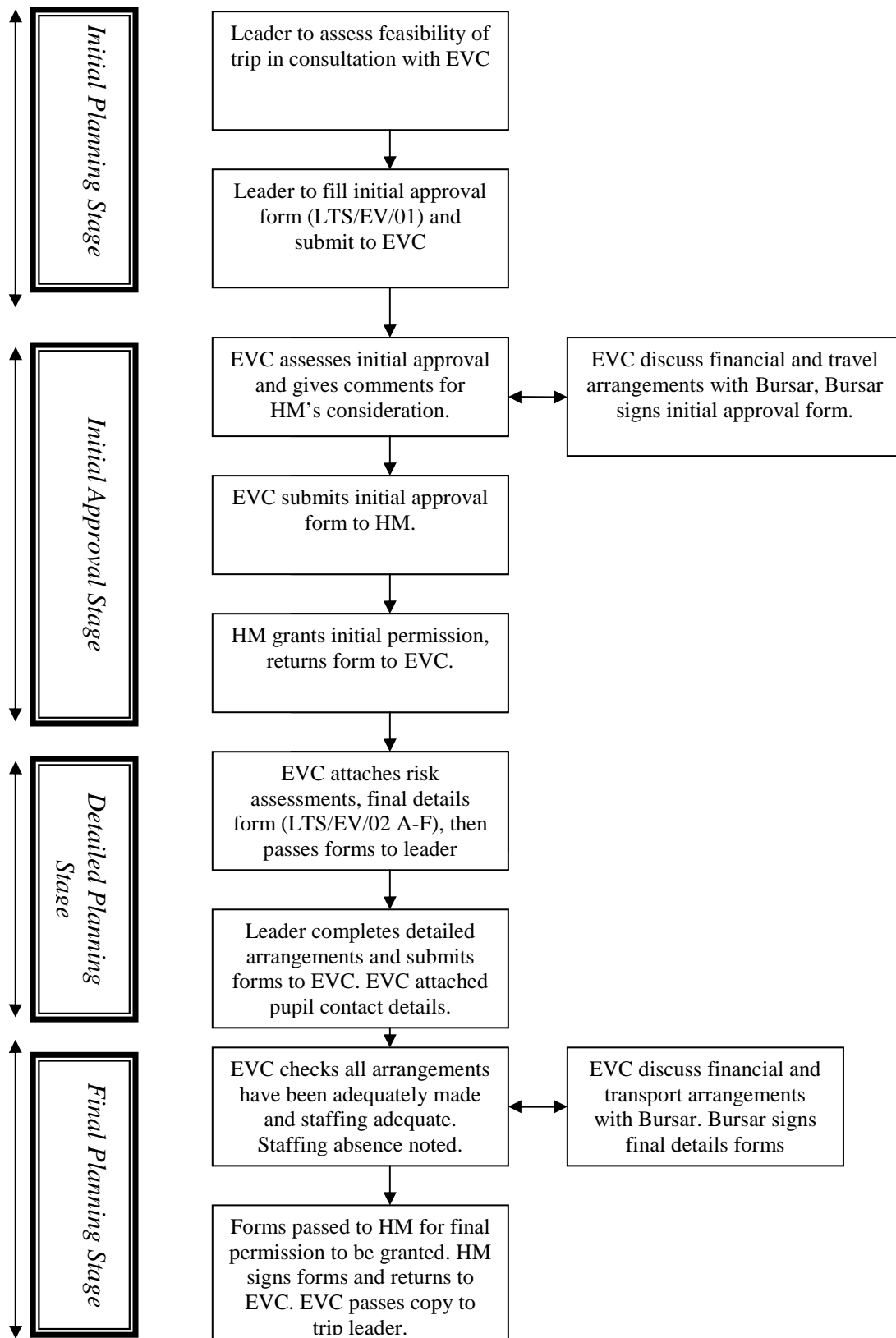
The members of the sports department are expected to:

1. Submit teams two days prior to fixture and notify EVC of any late changes
2. For use of off site facilities (Berwick Astro, Eyemouth Pool, Swan Centre etc), the EVC will produce a form (LTS/EV/04) containing all the required information. This should be completed by the leader and submitted to the school office before departure.

Type of trip	Sports Fixtures	Use of off site facilities	Duke of Edinburgh	Theatre Trips
Requirements				
List of pupils involved	✓	✓	✓	✓
Timing of departure and return details	✓	✓	✓	✓
Leader Contact details	✓	✓	✓	✓
Route Cards			✓	
Accommodation Location			✓	
Transport booked	✓	✓	✓	✓
Costing discussed with Bursar				✓
LTS contacts card carried by the leader	✓	✓	✓	✓
Risk Assessments	✓	✓	✓	✓

ii). For Trips rated B – F

The procedure for gaining the Headmaster's (BURSAR) approval for trips rated B to F is details in the flow chart below.



Check List for Teacher in Charge.

Staff in charge of a trip should use the checklist on the following page during the detailed planning stage of the trip. Leaders should be aware that this list may not be exhaustive. Any queries which may arise during organisation of a trip must be raised with the EVC at the earliest possible opportunity.

Organisation Checklist.

Category		A	B	C	D	E	F
Item							
<i>Transport</i>	Initial permission granted	✓	✓	✓	✓	✓	✓
	Transport discussed with Bursar	✓	✓	✓	✓	✓	✓
	Transport booked	✓	✓	✓	✓	✓	✓
	Transport confirmed before departure	✓	✓	✓	✓	✓✓	✓✓
<i>Communication with parents</i>	Parental permission slip received	✓	✓	✓	✓	✓	✓
	Medical form (incl. allergies) received		✓	✓	✓	✓	✓
	In Loco Parentis Form received			✓	✓	✓	✓
	Passport received					✓	✓
	Final details sent to parents	✓	✓	✓	✓	✓	✓
<i>Risk Assessments</i>	Risk assessment(s) provided by EVC	✓	✓	✓	✓	✓	✓
	Risk assessment(s) self written				(✓)		(✓)
	Risk assessment(s) provided by destination		✓	✓	✓	✓	✓
	Risk assessment(s) provided by tour company			✓		✓	
	Discussion with EVC Regarding dynamic risk assessment	✓	✓	✓	✓	✓	✓
<i>Accommodation</i>	Accommodation visited by leader			✓	✓	✓*	✓*
	Homestay with trusted partner school					✓	✓
	Separate Accommodation for boys and girls			✓	✓	✓	✓
	Accommodation large enough to accommodate group			✓	✓	✓	✓
	Adequate catering arrangements available			✓	✓	✓	✓
<i>Finance</i>	Costing of trip discussed with Bursar	✓	✓	✓	✓	✓	✓
	Bill pupils or cheque payment	✓	✓	✓	✓	✓	✓
	Cash/ Currency / Travellers cheques in place					✓	✓
	Financial contingency plan in the event of cancellation		✓	✓	✓	✓	✓
	Insurance details checked by Bursar	✓	✓	✓	✓	✓	✓

- ✓ = required to be checked by leader
- (✓) = may need to be completed, consult with EVC
- ✓* = if possible
- ✓✓ = very important for flights

Preparation for School Trip

Leaders of school trips assume responsibility for the welfare of all the trip participants, both students and staff. It is good practice for all the staff involved in the trip to be involved in the arrangement of the trip and to be fully aware of all documentation.

It is good practice for the Leader to do the following.

- Appoint specific duties to the staff on the trip (e.g. pocket money)
- Carry a first aid kit and be aware of its contents and limitations
- Carry emergency service numbers (note international numbers will differ from those used in the UK and should be noted prior to departure)
- Be aware of which staff the school has appointed first-aiders, and that their qualifications are valid and in date.
- Carry the mobile number of the coach driver appointed to the trip
- Carry the blue card containing all school contacts in their wallet / purse

Before Departure

On the day of or prior to departure, it is good practice for a trip leader to check the following.

1. All of the paperwork is in place and the EVC and BURSAR are satisfied with the arrangements,
2. The transport is confirmed,
3. The accommodation is confirmed,
4. Any communal cash / travellers cheques are divided amongst the staff for safe keeping,
5. All passports are in good order,
6. The list of student contact numbers is up to date,
7. All pupil medical details are up to date and available,
8. Any specific medications (i.e. epi-pen for example) are in date and all staff are aware of their use.

Expectations, Rules and Arrangements for Pupils

During a school outing, pupils participating on a school visit are expected to follow a code of conduct for behaviour. This can include the LTS code of conduct, and in addition, any code of conduct set down by the hosts of the visit. Pupils must be made aware of these codes before departure, and reminded of their content if needed during the trip.

For a day trip, the code of conduct should be specified to the pupils verbally by the trip leader before departure.

For a trip overnight, a written code of conduct, along with a disciplinary procedure, should be made available to parents. In the event of a serious breach of discipline, a student may need to be returned home from the trip. In this case, The Headmaster should be notified PRIOR to this decision being taken and parents notified of the decision immediately. It is good practice to specify in the written code of conduct that returning a student during a trip will be charged to the parents. The Leader should be aware that, in the case of a staff member accompanying a student home, the minimum staffing ratio for a trip must not be broken. For a more detailed explanation of this policy, see the “sending home” section, page 24.

A sample code of conduct is available in Appendix 4 page 44.

After the Trip

For any major trip (rated C – F) it is good practice for the Leader to submit a written feedback regarding the visit to the EVC and Bursar. This will be reviewed by the EVC and Bursar. Any decision regarding a further trip of this type, along with any recommendations or policy updates needed will be decided upon. The EVC should keep a record of these feedback forms.

Information Letters & Parental Consent Forms

Any trips where pupils are taken off the school grounds require parental consent. The letter should include details of the timing, location, nature and cost of the trip. The school should ensure that the signatory of the letter giving consent is an adult with parental responsibility for the pupil. The leader should keep copies of all consent forms until the trip is completed. It should be noted here that any pre-existing or known condition could not be covered by the school’s insurance and should be discussed with the Bursar.

Sample Consent Form

A sample letter which has been used for consent for a previous trip is found in appendix 3 page 43. With suitable alteration, it can be used for any trip.

Consent for Pupils 16+

It is the policy of LTS that any pupil, regardless of age, requires consent for leaving site on a school visit as specified on page 14.

Selecting Pupils

For most trips, LTS embraces a policy of inclusion for all pupils. It is usual for all pupils to be given access to all trips unless there is a special case for a restriction.

Such restrictions could include:

- Physical fitness for major expeditions (*Malawi, Borneo for example*)
- Need to go on the trip (*Geography / Biology Field study*)
- Pupil ban resulting from mis-behaviour on previous trips
- Suspension / exclusion of pupil prior to trip (BURSAR to discuss this with parents before decision is finalised)

If a pupil cannot join the trip due to financial reasons, the school should look favourable on this and wherever possible, assist with the cost of the trip. This money should come from any profit made on previous trips.

In the case where the Leader feels uncomfortable with the medical condition of a pupil applying for a place on a trip, the leader should discuss this with the Bursar and parents. The school retains the right to ask for a doctor's letter stating fitness to travel in extreme cases.

Day Trips

Day trips are rated in categories A and B and therefore require far less rigorous planning than overnight trips. Any leader planning a day trip should follow the guidelines in the "transport" section on page 20 and check any activity provider for licences as described in the "Residential and Adventurous Activities" section below. Furthermore, a leader would be expected to contact their host location (museum, activity centre etc) for a copy of their risk assessment for visits and attach this to the leader-pack of paperwork.

Residential and Adventurous Activities

When planning to use adventure activity facilities offered by a commercial company or by a local authority the group leader should follow the policy of the school and check:

- whether the provider is legally required to hold a licence for the activities it offers and, if so,
- that the provider actually holds a licence.

Over 900 providers currently hold a licence. The relevant legislation is the Activity Centres (Young Persons' Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996.

A licensed provider does not necessarily have to hold a licence for all its activities. Other activities offered may be accredited under non-statutory schemes. The provider can give information on what activities are licensed.

It is illegal for a provider of licensable status to offer a licensable activity without a valid licence. The Adventure Activities Licensing Authority can check on the licence status of a provider. Their address is:

Adventure Activities Licensing Authority,
17 Lambourne Crescent,
Llanishen, Cardiff
CF4 5GG.

Tel 01222 755715. Fax: 01222 755757.

Their Internet site is at: <http://www.aala.org>

A licensed provider does not necessarily have to hold a licence for all its activities. Many of the activities that pupils take part in will be covered by health and safety legislation alone. However the following activities - where undertaken by young people under 18 years unaccompanied by a parent - need a licence when commercial companies sell them, or when local authorities provide them with or without a charge:

- **caving:** the exploration of underground passages, disused mines, or natural caves which requires the use of special equipment or expertise;
- **climbing:** climbing, sea-level traversing, abseiling or scrambling over natural terrain or certain man-made structures which requires the use of special rock-climbing or ice-climbing equipment or expertise;
- **trekking:** going on foot, horse (pony), pedal cycle, skis, skates or sledges over moorland, or on ground over 600 metres above sea level when it would take 30 minutes to reach an accessible road or refuge. Off-piste skiing requires a licence;
- **watersports:** this comprises sailing, canoeing, kayaking, rafting and windsurfing, on the sea, tidal waters, inland waters at a location where any part of those waters is more than 50 metres from the nearest land, and turbulent inland waters. Rowing is exempt.

Holding a licence means that a provider has been inspected and the Licensing Authority are satisfied that appropriate safety measures are in place for the provision of the specified licensed adventure activities. Other elements of the provision - such as catering and accommodation - are not covered by the licensing scheme. These should be checked separately by the group leader.

Not all providers are required to hold a licence. Voluntary bodies and schools providing for their own members and pupils respectively are exempt, hence trips category F are allowed.

Commercial bodies and local authorities are also exempt if their activities fall outside the scope of the regulations. Not holding a licence does not imply a lack of safety. It might simply mean the provider or the activity is not licensable. It is advisable for the trip leader to pre-visit the centre and discuss the activity in this case.

If proposing to use a non-licensable provider, the group leader should obtain assurances in writing from the provider that:

- risks have been assessed and that the provider's staff are competent to instruct and lead pupils of the group's age range on the activity.
- Competence could be demonstrated by holding the relevant NGB award where it exists or through successful participation in an NGB approved in-house scheme;

- the equipment is appropriate and that its safe condition is checked before each use;
- operating procedures conform to the guidelines of the National Governing Body for the activity where this is appropriate;
- clear management of safety systems is in place;
- there is appropriate provision for first aid;
- there are emergency procedures (including arrangements for informing next of kin and for alerting the group leader);
- that the provider's staff are competent in the procedures and will hold emergency phone numbers and addresses of the group members; and
- that the group will have a fire drill as soon as possible on arrival at the provider's base.

The group leader may wish to ask the provider for names of other schools who have recently used its facilities

Trips Overseas

A group leader may decide to organise a package abroad without the help of an outside body (i.e. trip category F). Package organisers have responsibilities under Directive 90/314/EEC. This is implemented in the UK by the Package Travel, Package Holidays and Package Tours Regulations 1992 (The Package Travel Regulations). These regulations apply to packages sold or offered for sale in the UK. They define a package as a combination of any two of:

- accommodation,
- transport, or
- other tourist services not ancillary to transport.

Most package arrangements come within scope of the regulations unless they are 'occasional' or part of an educational course programme as compared with a leisure activity such as skiing. At the time of this document's production, the legal position of packages arranged as part of an educational course is subject to the effects of a future judgement in the European Court of Justice. Head teachers should be aware of these regulations in case they are in scope.

Organising your own transport

Group leaders should ensure that drivers taking groups abroad are familiar with driving the coach or minibus in the countries being visited and those en route. EC regulations require the fitment and use of a tachograph and prescribe maximum limits on driving time and minimum requirements for breaks and rest periods. These regulations apply for most drivers of school passenger vehicles when undertaking an international journey. Different licence requirements would normally apply for driving abroad. DETR can provide advice on the relevant transport legislation.

Factors to consider when travelling abroad include:

- the need to be aware that different legislation and regulations may apply for drivers' hours and recordkeeping purposes, particularly in non-EU countries;
- EU drivers' hours and tachograph regulations normally apply to any vehicle with 9 or more passenger seats on journeys through EU countries and some countries outside the EU. In other countries, drivers must observe the domestic rules of the countries being visited,

- Advice on domestic rules may be obtained from the relevant embassies of the countries concerned. See also *Taking a Minibus Abroad* (DETR);
- special documentation is required for minibuses taken abroad;
- all group members should be aware of unfamiliar right-hand drive traffic. The passenger doors on UK minibuses and coaches may not open on the kerb side in countries where travel is on the right hand side of the road. Extra care will be necessary when the group is climbing in and out of the vehicle. Detours may be necessary to ensure safety;
- carrying capacity and loading requirements;

Using a Tour Operator

Before using a tour operator group leaders should ensure it is reputable. Ascertaining this should form part of the risk assessment. The Civil Aviation Authority licenses travel organisers and tour operators selling air seats or packages with an air transport element (Air Travel Organisers Licence or ATOL). The licence is a legal requirement and provides security against a licence holder going out of business.

A travel agent does not need to be an ATOL holder if acting only as an agent of an ATOL holder. But if so the group leader must check whether or not the whole package being supplied is covered by the ATOL. If it is not, the organiser must show evidence of other forms of security to provide for the refund of advance payments and the costs of repatriation in the event of insolvency.

There are seven bonding bodies approved by the Department of Trade and Industry:

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

Operators based abroad

Directive 90/314/EEC (as referred to above) applies to all states of the European Economic Area (EEA). Group leaders may wish to use a package organiser based abroad in an EEA state. If so, they should check that it satisfies the requirements of the national legislation implementing the Directive. Details may be available from national tourist offices or embassies/consulates.

Factors to consider for visits abroad include:

- language - particularly common phrases;
- 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. In some countries it is safer to drink bottled water, and care needs to be taken with raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat or fish;
- money - how to carry money and valuables discreetly e.g. money belts, zip armlets. If larger amounts of money will be needed, it is advisable to take travellers cheques;

- how to use phones abroad, money required and the code for phoning home;
- what to do in an emergency.

Briefing meeting for parents

It is particularly important that parents are given the opportunity to meet the teachers and others who will be taking the pupils overseas.

Vaccinations

The group leader should find out whether vaccination is necessary and ensure that all members of the group have received it in good time. Check whether the country to be visited requires proof of vaccination. The Department of Health gives advice on vaccination requirements in their publication, *Health Advice to Travellers Anywhere in the World*

It is good practice for the leader to photocopy the details page of all passports (including staff) and ensure they all have a minimum of 6 months left to run. These photocopies should be left in school with the Bursar.

Medical Care in the EU

The leader should ensure that all members of the group have a valid European Health Insurance Card (EHIC). It is good practice for the leader to either carry the cards for the group, or have a record of each member of the group's EHIC number (photocopies advised)

the EHIC will cover:

- any medical treatment that becomes necessary during your stay because of either illness or an accident.
- the card gives access to reduced-cost or free medical treatment from state healthcare providers.
- it allows you to be treated on the same basis as a resident of the country you are visiting i.e. you may have to pay a patient contribution (also known as a co-payment). You may be able to seek reimbursement for this when you are back in the UK if you are not able to do so in the other country (and limited to the equivalent cost on the NHS).
- it includes treatment of a chronic or pre-existing medical condition that becomes necessary during your visit.
- it includes routine maternity care, (provided the reason for your visit is not specifically to give birth).
- it includes the provision of oxygen, renal dialysis and routine medical care.

it does not cover:

- the EHIC is not a substitute or replacement for private travel insurance. You should always take out an appropriate private policy in addition to carrying your EHIC.
- it will not cover the costs of private healthcare or services that are not part of the state healthcare system.
- it will not cover the costs of being brought back to the UK.
- it will not allow you to go abroad to specifically receive treatment (including going abroad to give birth).

- the card may not be used in some regions, as there may be no state provided healthcare available.

Transport

The group leader must give careful thought to planning transport. The main factors to consider include:

- passenger safety;
- the competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence;
- number of driving hours required for the journey and length of the driver's day (including non-driving hours);
- capacity and experience of driver to maintain concentration - whether more than one driver is needed to avoid driver fatigue;
- type of journey - will the visit take place locally or will it include long distance driving i.e. motorways?
- traffic conditions;
- contingency funds and arrangements in case of breakdown/emergency;
- appropriate insurance cover;
- weather;
- journey time and distance;
- stopping points on long journeys for toilet and refreshments;
- supervision.

The school's governing body should satisfy themselves that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit. In practice the Bursar will normally carry out these checks.

The driver is responsible for the vehicle during the visit.

Seat belts: All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years inclusive must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements. For further information contact the Department of the Environment, Transport and the Regions (DETR).

The level of supervision necessary should be considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including maintaining good discipline.

The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a small number of older children are being taken on a short journey. All group members should be made aware of the position of the emergency door and first aid and anti-fire equipment on transport. The group leader should also be aware of alternative routes or means of travel in the event of delay or cancellation. Factors that the group leader should consider when planning supervision on transport include:

- level of supervision that will be necessary on double decker buses/coaches - one supervisor on each deck should be appropriate in normal circumstances;
- safety when crossing roads as part of the journey

- the group leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings and traffic lights or footbridges should be used to cross roads, whenever possible;
- safety on buses, trains, ferries and boats – the group leader should make clear to pupils how much or little freedom they have to ‘roam’. Misbehaviour is a main cause of accidents to children on such means of transport. Appropriate supervision and discipline should be maintained at all times. Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed;
- booking transport - the group leader should arrange for seats to be reserved well in advance to ensure that the party can travel together;
- safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad. Pupils should be made aware of safety rules and expected standards of behaviour.
- safety while on stops or rests during the journey - group leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods;
- safety of the group in the event of an accident or breakdown - the group should remain under the direct supervision of the group leader or other teachers wherever possible;
- head counts, by the group leader or another delegated teacher or supervisor, should always be carried out when the group is getting off or onto transport;
- responsibility for checking that seat belts are fastened;
- consider whether a visible and easily recognisable article of clothing should be worn in common by pupils. These are available in each of the minibuses.
- pupils should be made aware that they are not allowed access to the driving area at any time;
- group members should be made aware that travel sickness tablets should only be administered to a pupil with previous authorisation from the parents;

Use of private cars.

Teachers and volunteers who drive pupils in their own car must ensure their passengers’ safety, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for carrying the pupils. Volunteers should be carefully vetted by the school before they are permitted to drive pupils in their car. The driver is responsible for making sure that pupils have a seat belt and use it at all times. Vehicles without seat belts should not be used.

Head teachers or group leaders who wish to use parents, volunteers or other pupils to help transport pupils in their own cars, must ensure that they are aware of their legal responsibility for the safety of the pupils in their cars. Parents’ agreement should be sought (on the consent form) for their children to be carried in other parents’ cars. It is important that parents driving pupils are not put in a position where they are alone with a pupil, unless that parent has had a CRB check via the school. The group leader should arrange a central dropping point for all pupils rather than individual home drops.

Finance

The group leader should ensure that parents have early written information about the costs of the visit, how much will come from school funds, and how much each parent will be charged or asked to contribute. Parents should be given enough time to prepare financially for the visit. It may be useful to break the costs down into subheads such as travel, hostel, meals etc.

The head teacher should ensure that banking arrangements are in place to separate the visit's receipts from other school funds and from private accounts.

The head teacher/group leader should reach a pre-agreement with parents on whether any funds left surplus after the visit will be returned to parents or retained for another visit.

Insurance

The school has an insurance policy which covers all trips. This policy includes volunteer helpers if they are specifically working for the school on the trip. It may be necessary to speak to the insurers via the Bursar if a trip category F (school led residential trips abroad) requires some uncommon practices (i.e. glacier walking for example)

Staffing Ratios for School Trips

The following table shows the *minimum* staffing for trips in the UK. This has been extracted from HASPEV guidelines (section 3:70)

Reception class	1 Adult for every 5 pupils
J1 to J3	1 Adult for every 6 pupils
J4 to J6	1 Adult for every 10-15 pupils
Form 1 upwards	1 Adult for every 15-20 pupils

For trips abroad, a minimum of 1 staff to every 10 pupils is required.

The gender mix of the staff MUST equate to the gender mix of the pupils on the trip for overnight visits. For day visits, a female staff member must be present if female pupils are taken.

Using Sixth Year Pupils as Helpers

It is the policy of LTS that 6th form students can act as volunteer helpers with trips, especially with younger pupils. When staffing a trip, 6th form helpers should not be counted as staff when calculating the staff: pupil ratio.

Volunteer Helpers

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents, volunteers or staff spouses may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. Anyone who has not had a criminal conviction check should not be left in sole charge of pupils.

The group leader needs to be clear about procedures for vetting volunteers who wish to be supervisors or drivers, in particular for residential visits. The suitability of potential supervisors should be assessed by the group leader and the head teacher at an early stage of the planning process. Where there is any doubt about suitability further investigations should be made and if any doubt remains the adult should not be allowed to help supervise the visit. Similar considerations should be made for adults who have no supervisory role but who wish to take part in the visit.

The Education (Teachers) (Amendment) Regulations 1998, which came into force on 1 August 1998, made changes to the law with the aim of preventing people who are barred by the Secretary of State from being directly employed by an LEA, school or further education college from getting round the ban by either:

- working as a volunteer; or
- working in a business that is contracted to provide services to schools, further education institutions, or pupils attending them.

The amendment means that List 99 checks should be carried out on volunteers and staff employed by contractors who will have regular contact with children and young people attending the school or college either on or off the premises.

Code of Practice for Volunteer Helpers

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit. Non-teacher adults acting as supervisors 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 pupils at any time during the visit.

Children of Staff Members

A child of a staff member, who is not being educated at LTS, may be allowed to participate on a trip with the agreement of both the trip leader and the Bursar. The schools insurers will need to be contacted in this case and advised of the situation. The parent of the child in question will need to be aware that his or her participation on the trip could incur an extra cost if the insurers deem this necessary.

Medical Consent

For any trip which requires an overnight stay, a medical consent form must be completed by the parent of guardian of the pupil. Failure to do so will result in the pupil being excluded from the trip.

A copy of the standard form used by LTS is in Appendix 5 page 46.

Dealing with Problems

All school trips generate problems which need to be resolved by the leader. Minor problems should be sorted “in house” and as quickly as possible by the leader.

More major problems, such as missing pupils, illness, accidents or breaches of discipline should be reported immediately to the Bursar.

- **Missing pupils:** The police should be notified of the last time and place which the pupils was seen. The group may help with the search but they should split into groups of a minimum 4 people per group, one of which must be a member of the staff. A pupil can be deemed to be missing if they have not reported 60 minutes after an agreed time. (This may be altered for DoE)
- **Illness / accident:** The leader should always seek professional medical opinion in the event of illness of a pupil. Where hospitalisation is needed, the parents should be informed immediately via the BURSAR, and given the chance to travel to the hospital to be with their son / daughter.
- **Breaches of discipline:** Minor breaches should be dealt with swiftly and effectively by the leader. These should be recorded and added to the pupil’s file on return to school. More major breaches, such as smoking, alcohol or drugs, or a serious health and safety breach should be discussed with the BURSAR. Where the incident is serious enough for the pupil to be sent home, the procedure detailed in the “sending home” section of this policy should be followed.

Sending Home

For a pupil to be sent home there must have been a serious breach of discipline during a trip. This can include any of the misdemeanours noted in appendix 4 page 45 “Code of Conduct for Pupils”

If a serious breach of the code of conduct takes place, the BURSAR must initially be informed. A discussion between the leader and the BURSAR must take place. Before a decision is reached as to whether a student is returned home, the following must be discussed.

1. Nature and seriousness of incident
2. Remaining staffing ratio on the trip
3. Practicality of returning home
4. Parental supervision when home
5. Cost implication
6. Group morale

It should be noted that sending a pupil home from a trip is an absolute last resort and very careful consideration of the situation should be undertaken before doing so.

Catastrophe

Catastrophe on a school trip is very rare. However, a serious accident cannot be legislated for if all proper control measures have been followed. Catastrophe can be defined as the following:

- Vehicle accident leading to death or serious injury
- Other accident leading to death or serious injury
- Continued loss of a pupil

In the event of one of the above occurring, the Bursar and the relevant authority (Police, ambulance, coast-guard, mountain rescue etc.) must be informed immediately. In the event of the leader of the trip being unable to perform the duties, the deputy must take this responsibility. If no staff member is available, the Bursar must assume the role as leader or nominate a member of staff to travel to be with the group. In the event of a catastrophe occurring on an overseas trip, the British Consulate or Embassy should also be informed. The chain of command for dealing with a catastrophe is:

1. Headmaster
2. Bursar
3. Deputy Headmaster
4. EVC.

It is extremely unlikely that both the Head and Deputy will be unavailable.

No staff member should comment to the press regarding a catastrophe situation and all questions should be referred to the Bursar. The Bursar or Chair of Governors only should deal with the publicity of such an incident. The names of any members of the school injured or killed should not be given to the media.

Incident and Accident Reporting

All incidents and accidents should be reported verbally to the Bursar as soon as it is practical after the incident. A following report should be submitted to the Bursar in writing again as soon as practicable. This could be whilst the group is still on the trip and could be submitted via fax or email. If the Bursar is unavailable, a member of the Senior Management Team should be contacted.

Any incident should also be reported to the school's insurers, via the Bursar. They would need to be informed of any medical treatment required by members of the group in order to process any payment required for this.

Section 2

Guidance Notes

Accommodation

When a group requires overnight accommodation, the group should ideally have adjoining rooms with teachers' quarters next to the pupils' rooms. The leader should also obtain a floor plan of the rooms reserved for the group's use in advance. In addition to this;

- there must be at least one teacher from each sex for mixed groups;
- there must be separate male and female sleeping/bathroom facilities for pupils and adults;
- the immediate accommodation area should be exclusively for the group's use;
- ensure there is appropriate and safe heating and ventilation;
- ensure that the whole group are aware of the lay-out of the accommodation, its fire precautions/exits (are instructions in English or otherwise clear?), its regulations and routine, and that everyone can identify key personnel;
- security arrangements - where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors;
- the manager of the accommodation should be asked for assurances that the staff, including temporary workers, have been checked as suitable for work with young people.
- locks on doors should work in the group's rooms but appropriate access should be available to teachers at all times;
- there should be drying facilities;
- there should be adequate space for storing clothes, luggage, equipment etc, and for the safe keeping of valuables;
- adequate lighting - it is advisable to bring a torch;
- there should be provision for pupils with special needs and those who fall sick;
- balconies should be stable, windows secure, and electrical connections safe;
- where possible pupils should not be lodged in ground floor rooms;
- the fire alarm must be audible throughout the accommodation;
- there should be recreational accommodation/facilities for the group;
- the hotel/hostel should be able to meet any particular cultural or religious needs of the group;
- there should be an appropriate number of group supervisors on standby duty during the night.

Before booking a hostel/hotel abroad, the group leader should confirm it has fire exits and lifts with inner doors and that it meets local regulations. After arrival at any accommodation it is advisable to carry out a fire drill as soon as possible.

Evaluation Pro-forma for a visit

Company & Centre

Location

Pre-visit undertaken by:

Item	Yes / No	Comments
Is there suitable accommodation?	Yes / No	
Are there separate showers and toilet facilities for male and female?	Yes / No	
Is all the accommodation for a group together?	Yes / No	
Does the centre hold current ALAA licences and insurance for its activities?	Yes / No	
Are the staff qualified to run activities	Yes / No	
Are the catering arrangements acceptable?	Yes / No	
Can provision be made for vegetarians and diabetics?	Yes / No	
Are there qualified first-aiders available?	Yes / No	
Is there a clearly defined fire drill procedure marked in all rooms?	Yes / No	
Do you get the impression this is a well run centre?	Yes / No	

Information Pack for Parents for School Visits

Before residential visits, or when the pupils are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English.

Parents need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil health and safety should be given to parents:

- dates of the visit;
- visit's objectives;
- times of departure and return - parents must have agreed to meet their child on return;
- the location where the pupils will be collected and returned;
- mode(s) of travel including the name of any travel company;
- the size of the group and the level of supervision including any times when remote supervision may take place;
- details of accommodation with security and supervisory arrangements on site;
- details of provision for special educational or medical needs;
- procedures for pupils who become ill;
- names of leader, of other staff and of other accompanying adults;
- details of the activities planned and of how the assessed risks will be managed;
- standards of behaviour expected in respect of, for example, alcohol, sexual behaviour, smoking and general group discipline including prohibited items. This information may take the form of a code of conduct which parents should sign;
- what pupils should not take on the visit or bring back;
- details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover;
- clothing and equipment to be taken;
- money to be taken;
- the information to be given by parents and what they will be asked to consent to;
- on exchange visits, the details of the host families. For example, whether they have hosted any of the school's pupils before;
- details on the cost of the visit.

Checklist for Pupil going on Overnight Visit

For a pupil partaking on an overnight visit, the following checklist should be given to ensure they have completed all the necessary tasks.

Task	Completed
Balance paid	
Medical form submitted	
Contact form submitted	
Dietary requirements form submitted	
Valid passport submitted	
Contact form given to parents	
Itinerary given to parents	
Code of conduct signed	
Inoculations completed	

Off Site Swimming Pool

Group leaders should follow the recommended safe supervision levels at the pool for their pupils. A minimum ratio should be 1 adult to 12 pupils in school years 4 to 6, and 1 adult to 20 for school years 7 onwards. For pupils in school year 3 and below the ratio should be higher. Teachers should monitor the risks of regular swimming activities and adjust supervision levels for their individual groups as necessary.

If considering the use of a swimming pool not used before or monitoring the hazards of a regularly used pool it is advisable to observe and check the following:

- is there constant pool supervision by a sufficient number of qualified lifeguards?
- where there is no lifeguard the group leader should stay at the poolside at a raised location. In such circumstances, the group leader, or a designated teacher, should have a relevant life saving award and be accompanied by an appropriate number of supervisors;
- is the water temperature appropriate?
- is the water clear?
- are there signs clearly indicating the depth – is there a shallow end and is the water there shallow enough?
- does the pool cater for pupils with disabilities?
- does the deep end allow for safe diving?
- is there a poolside telephone?
- are there a resuscitator and other pieces of first aid and rescue equipment, and is there someone trained to use them?
- is there a changing room for each sex?
- does the pool cater for pupils with disabilities?
- does the pool cater for any particular religious or cultural factors?
- are the changing and showering facilities safe and hygienic?
- can clothes be stored securely?
- have the pupils been instructed how to behave in and around the water?

See Appendix 6 for a checklist on swimming safety and Appendix 7 for parental consent for swimming activities. Parental consent does not mean that group leaders should not check for themselves the level of a pupil's swimming ability.

Coastal visits

Group leaders and other teachers should be aware that many of the incidents affecting pupils have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming (for which see separate section below). The group leader should bear the following points in mind when assessing the risks of a coastal activity:

- tides, rip tides and sandbanks are potential hazards; timings and exit routes should be checked;
- ensure group members are aware of warning signs and flags;
- establish a base on the beach to which members of the group may return if separated;
- look out for hazards such as glass, barbed wire and sewage outflows etc;

- some of a group's time on a beach may be recreational. Group leaders should consider which areas of the terrain and sea are out of bounds;
- cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times. Group leaders should consider whether it is safe or legal for pupils to ride mountain bikes on coastal paths.

The local coastguard, harbour master, lifeguard or tourist information office can provide information and advice on the nature and location of hazards.

All the staff of the trip should constantly monitor weather conditions, state of the sea and visibility. If any concern arises, contact the leader and a decision made regarding the viability of the remainder of the activity.

Swimming in the sea or other natural waters

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. They should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance i.e. qualified lifeguard cover. Nonetheless, pupils should always be in sight of their supervisors. One supervisor should always stay out of the water for better surveillance.

The group leader, or another designated teacher in the group, should hold a relevant life saving award, especially where lifeguard cover may not be available. For further advice contact the Royal Life Saving Society.

This policy advises that a ratio of 1 adult to 10 pupils is a minimum. The group leader should assess the risks and consider an appropriate safe supervision level for their particular group before the activity takes place.

The group leader should:

- be aware that many children who drown are strong swimmers;
- ascertain for themselves the level of the pupil's swimming ability;
- be aware of the local conditions - such as currents, weeds, a shelving, uneven or unstable bottom - using local information from the lifeguard, coastguard, harbourmaster, police or tourist information office;
- designate a safe area of water for use by the group;
- be aware of the dangerous effects of sudden immersion in cold water;
- be aware of the dangers of paddling especially for young pupils;
- ensure that pupils have not eaten (at least half an hour) before swimming;
- ensure the activity is suitable for the pupils, especially any with disabilities;
- adopt and explain the signals of distress and recall.

Exchange Visits with Home Sleeping

The success of an exchange visit largely depends on good relationships and communications with the partner school. Individual school exchanges differ from other visits abroad in that pupils will spend most of their time with host families and are, therefore, not always under the direct supervision of school staff. Host families will not be subject to English law.

Pupils must be aware of the ground rules agreed between the group leader and the host family. Many of the considerations which apply to residential and day trips also apply here. In addition, the following should be ensured by the group leader:

- a good personal knowledge of the host school and counterpart;
- satisfactory 'pairing' arrangements. The partner school should tell the host families of any special, medical or dietary needs of their guests, age and gender;
- matches should be appropriate;
- parents, pupils and the host school should be clear about the arrangements for collecting and distributing pupils to families, and for transporting pupils throughout the visit;
- the head teacher should retain a list of all the children involved and their family names and addresses;
- pupils living with host families should have easy access to their teachers, usually by telephone;
- parents should be made aware that their children living with host families will not always be under direct teacher-supervision.

Vetting host families

Exchange or home stay visits can be arranged through agencies, in which case the agency should have some responsibility for vetting the host families. Group leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of host families including criminal background checks insofar as these are available.

If the host school or placing agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange or home stay pupils, the group leader should seek further assurances and/or reconsider whether the visit should take place.

Section 3

Appendices

Appendix 1

School Visit Application Forms

School Visit Initial Approval Form LTS/EV/01

To be completed by trip leader.

Trip leader			
Destination		Location	
Educational purpose			
Departure	Date	Time	
Return	Date	Time	
Other staff involved			
Pupil details	Year group	Girls	Boys
Method of transport	Hired bus / School minibus / Other		
Total cost	Tickets	Transport	
Charge pupils	Yes / No (delete as appropriate)		Cost each £
Cost to the school			

Signed (Trip Leader)

Date of submission

Staffing guidelines. (Extracted from educational visits policy)

Reception class	1 Adult for every 5 pupils
J1 to J3	1 Adult for every 6 pupils
J4 to J6	1 Adult for every 10-15 pupils
Form 1 upwards	1 Adult for every 15-20 pupils

The gender mix of the staff **MUST** equate to the gender mix of the pupils on the trip for all visits.

These are a guideline only. Speak to the EVC if any doubt arises. These staffing ratios must be altered for outdoor pursuits.

Headmaster comment

Permission is granted to organise the trip subject to the conditions set by the EVC being completed

Signed.....(Headmaster)

Date

School Visit Organisation Checklist Form

Trip rating A - LTS/EV/02A

Dear

Thank you for your recent application for the proposed trip. Initial permission has been granted by the Headmaster.

Your trip has been rated as \mathcal{A} . No further permission is needed from the EVC or Headmaster on the condition that the following paperwork is left with the EVC prior to departure.

- **List of pupils with contact details (EVC can provide these)**
- **Timing of departure / return**
- **Route cards (DoE only)**
- **Contact details of leader**
- **Appropriate risk assessments**

Trip rating B - LTS/EV/02B

Dear

Thank you for your recent application for the proposed trip. Initial permission has been granted by the Headmaster.

Your trip has been rated as *B*, hence the following details should be submitted to the EVC by at the latest.

<p>Transport</p>	<p><i>Specify mode of transport</i></p> <p>.....</p> <p><i>Specify when booking made</i></p> <p>.....</p>	
<p>Communication with Parents</p>	<p><i>Parental permission needed</i></p> <p><i>Medical form needed</i></p> <p><i>Parents aware of return time (and collection if necessary)</i></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p align="right"><i>(Tick when completed)</i></p>
<p>Pupils and Staff</p>	<p><i>Please attach a list of pupils involved. The EVC will provide contact details.</i></p> <p><i>Specify other staff, and the mobile phone number of the leader.</i></p>	<p>.....</p> <p>.....</p>
<p>Risk assessments</p>	<p><i>Transport</i></p> <p><i>Activity</i></p>	<p><i>Provided by school (attached)</i></p> <p><i>Provided by centre of self written. School has some generics, speak to EVC if in doubt.</i></p>
<p>Finance</p>	<p><i>The Bursar must sign the adjacent box after your discussions with him regarding the costing of the trip</i></p>	<p>.....</p> <p><i>(Bursar)</i></p>

The paperwork for this trip is satisfactory and the trip has permission to go ahead on the time and date specified.

.....
(EVC)

.....
(Headmaster)

.....
Date

Please note that a copy of this paperwork, along with risk assessments, contact details and medical details must be carried by the trip leader during the trip.

Please be aware that the forms LTS/EV/02C – F are similar to the form LTS/EV/02B detailed above and hence not included in the policy. The differences in the form are representative of the Organisation Checklist on page 12 of this document



Appendix 2 Risk Assessment Form and Guidance Notes

Hazard	Who is Affected	1 Risk Severity	Control Measures in Place	2 Risk Probability	3 Risk Outcome
Personal Protective Equipment					
Post Activity Review					

Risk Assessor (print name):

Sign

41 Counter signature
(EVC, Bursar)

Date:

Generic: YES / NO

1. Severity score (1-4): 1 – discomfort/inconvenience but no injury; 2 – non-serious injury; 3 – serious injury/hospital; 4 – permanent disability
2. Probability score (1-4) **after control measures in place**: 1 – unlikely; 2 – might occur; 3 – likely to occur sometime; 4 – likely to occur immediately
3. Outcome = severity x probability. A score of 9 or more indicated that control measures are inadequate and should be reviewed or the activity should be stopped

Appendix 3
Sample Parental Consent Form

Theatre trips – “We Will Rock You” and “Les Miserables” at the Edinburgh Playhouse

Dear Parent / Guardian,

I will be taking a group of pupils and staff to see the above musicals at the Edinburgh Playhouse on the evenings of Monday 16th November and Tuesday 11th May respectively. The cost of each of the trips is £25, which includes a stalls ticket and return travel to the theatre. I anticipate tickets will be in high demand and therefore will be allocated on a strictly first come, first served basis.

We will need to leave school around 5:00 pm. Estimated arrival time back at school will be around 11:30 pm. I will clarify all of the details nearer the time. There are 3 options for evening meal provision. You can provide your own packed tea, buy a packed tea from school for £2 or stop in Edinburgh to purchase food. Please could you indicate your preference on the form below.

If you would like your son / daughter to participate on the trip, please fill in the form attached and return it to me at school.

Yours sincerely,

P. F. Dodd

.....✂.....

I would like my son / daughter to attend

“We Will Rock You”

At a cost of £25 each

“Les Miserables”

I would / would not * like school to provide a packed tea for the trips (delete as appropriate)

I agree to the cost of to be added to the school bill

Signed

Date

The signatory must have legal parental responsibility for the student.

Appendix 4

Sample Code of Conduct for pupils on overnight trips

For both day and overnight trips, the group leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Any pupils 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.

In addition to this, for overnight trips, the group leader should make it clear to pupils that they must:

- not enter bedrooms of pupils of the opposite gender;
- not enter shower and toilet areas of pupils of the opposite gender;
- respect bed time and lights out time;
- if abroad be sensitive to local codes and customs;
- not leave the boundary of the accommodation without express permission of the leader;

In addition to these the usual school rules apply.

- Smoking, alcohol and drugs are forbidden
- The decision of the leader is final

Appendix 5
Medical Consent Form

Longridge Towers School
General Health Form 2009 - 2010

Parents are asked to complete this form so that the School has full details of pupils' medical conditions, and so that appropriate medical treatment can be administered should the need arise.

Full Name of Pupil: _____

Date of Birth: _____

Name, Home Address and Telephone Number of Parents:

Secondary contact Address and Mobile Telephone Number of Parents away from home:

Name, Surgery Address and Telephone Number of Family Doctor:

National Health Number of Pupil: _____

Date of last Tetanus Injection: _____

Date of TB Innoculation: _____

Date of MMR vaccination: _____

Date of Whooping Cough: _____

Is he/she allergic to anything (e.g. Antibiotics)? YES/NO
(If YES, please give details)

Is he/she suffering from a medical condition (e.g. diabetes)? YES/NO
(If YES, please give details)

Is he/she having regular medical treatment? YES/NO
(If YES, please give details, including names of drugs)

Has he/she received treatment for any medical condition which could in any way affect his/her ability to take part in normal school activities? YES/NO

(If YES, please give details)

PERMISSION FOR MEDICAL TREATMENT DURING SCHOOL ACTIVITIES

Pupils who require medical treatment for minor conditions are seen by the School Matron; in more serious cases further medical advice is sought from the local hospital.

The School Matron has at her disposal a number of non-prescriptive medicines which she will issue, as and when she deems appropriate to day pupils as well as boarders upon request.

You are asked to give your permission for the use of these remedies which are listed below:

- | | | |
|--------------------------------|--------------------------|--|
| Calpol | <input type="checkbox"/> | Wasp-Eze |
| <input type="checkbox"/> | | |
| Ibuprofen Tablets | <input type="checkbox"/> | Karvol Capsules |
| <input type="checkbox"/> | | |
| Ibuprofen - Gel (Brusies etc.) | <input type="checkbox"/> | Clarityn - Hayfever Tablets (non drowsy) |
| <input type="checkbox"/> | | |
| Vaseline | <input type="checkbox"/> | Rennies |
| <input type="checkbox"/> | | |
| E45 Cream | <input type="checkbox"/> | Vicks |
| <input type="checkbox"/> | | |
| Optrex Eye Bath | <input type="checkbox"/> | Benylin Cough Mixture (non drowsy) |
| <input type="checkbox"/> | | |
| Homeopathic remedies: | | |
| Arnica Cream | <input type="checkbox"/> | |

Content of First Aid Kit

- | | | |
|----|---------------------------------------|--------------------------------|
| | Sterile Dressings (melolin) | Antihistamine Cream (Anthisan) |
| | Crepe Bandages | Paracetamol |
| | Assorted Plasters | 'After Sun' Cream |
| | Non-Allergic Plaster (micropore) | Throat Lozenges |
| | Scissors | |
| 46 | 'Milk of Magnesia' for upset stomachs | Antiseptic Cream (Savlon) |

If your son/daughter has any sort of adverse reaction to any of these please put an X in the appropriate box to indicate that it should not be administered. If you wish to make any comments please do so below.

.....
.....
.....

GENERAL CONSENT

I certify that the above details are, to the best of my knowledge, correct, and I will inform the Headmaster in writing of any changes.

In the event of my son/daughter requiring emergency medical treatment while engaged in school activities, I consent to the use of contents of the approved First Aid Kit to treat my son/daughter by staff who are not trained doctors or paramedics. I also authorise staff to give permission to trained medical staff to undertake whatever treatment is considered necessary for my son/daughter if I cannot be contacted directly before such emergency treatment is administered.

Signed: _____ Date: _____
Parent/Guardian

Appendix 6

OFF-SITE SWIMMING POOL CHECKLIST

Pool location

Form completed by

Date

Is there regular testing of water quality?	Yes / No
Are accurate signs displayed indicating the depth?	Yes / No
Is the depth of the water less than 1.5 metres? (If so diving should not be permitted)	Yes / No
Is there a resuscitator? Are the lifeguards trained in its use?	Yes / No
Is there poolside rescue equipment?	Yes / No
Are there a poolside telephone and an alarm?	Yes / No
Is an emergency action plan displayed?	Yes / No
Are normal operating procedures available?	Yes / No
Is there constant pool supervision?	Yes / No
Is the swimming pool room, in the case of an indoor pool, locked when not in use?	Yes / No
Do the supervisors have current National Pool Lifeguard Qualifications?	Yes / No
Is the number of pupils/students supervised by one qualified adult fewer than 20?	Yes / No
Are the changing facilities in keeping with basic hygiene and personal safety?	Yes / No
Do the pupils/students know not to leave any group member alone at any time in the pool?	Yes / No

Signed

Appendix 7
CONSENT FORM FOR SWIMMING ACTIVITIES
OR ACTIVITIES WHERE BEING ABLE TO SWIM
IS ESSENTIAL

Consent does not remove the need for group leaders to ascertain for themselves the level of the pupil's swimming ability

SWIMMING ABILITY

- | | |
|---|--------|
| • Is your child able to swim 50 metres? | YES/NO |
| • Is your child water confident in a pool? | YES/NO |
| • Is your child confident in the sea or in open inland water? | YES/NO |
| • Is your child safety conscious in water? | YES/NO |

1. I would like to take part in the specified visit and having read the information provided agree to him/her taking part in the activities described.

2. I consent to any emergency medical treatment required by my child during the course of the visit.

3. I confirm that my child is in good health and I consider him/her fit to participate.

Signed:

Date:

Full name of parent/guardian:

Telephone numbers:

Home: Work:

My home address is:

.....

.....

Name, address and telephone number of family doctor:

.....

.....

**THIS FORM OR A COPY SHOULD BE TAKEN BY THE GROUP LEADER
ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL
CONTACT**