



Bearwood College

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TRIPS AND OUTINGS POLICY

Bearwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Bearwood College.

The Bearwood College Policy Documents are revised and published periodically in good faith. They are inevitably subject to permanent revision. On occasions a significant revision, although promulgated within College separately, may have to take effect between the re-publication of the entire set of Policy Documents. Care should therefore be taken to ensure, by consultation with the Senior Management Team, that the details of any Policy Document are still effectively current at a particular moment.

While this current Policy / Procedure may be referred to elsewhere in Bearwood College documentation including particulars of employment, it is non-contractual.

Authorised by the Headmaster on behalf of the Governors, following Resolution by the Board in January 2012

TRIPS

Trips and Outings

CONTENTS

1	THE LAW
2	RISK ASSESSMENT
3	SUPERVISION
4	PREPARATION
5	MEDICAL
6	TRANSPORT
7	INSURANCE
8	VISITS WITH SPECIAL REGULATIONS
9	RESIDENTIAL VISITS
10	EMERGENCY PROCEDURE
11	MEDIA CONTACT

THE LAW

1 IN LOCO PARENTIS

The case of Fitzgerald vs Northcote in 1865 established the principal of in loco parentis.

*The Courts' judgement is that **parents, on sending a child to school, delegate their own authority to the teacher so far as is necessary for the child's welfare and so far as is reasonable to maintain discipline, both in the interests of the school as a whole and (above all) of the individual scholar. This principle is reinforced in the Children Act 1989.***

*In other words, Courts take the view that **teachers should act as a careful parent would; if a teacher is aware of special factors that are not known to the parents, the Courts would expect the teacher to exercise the appropriate amount of care - which could well be higher than that exercised by parents.***

A teacher who takes a party away from school remains in loco parentis throughout the trip. The responsibility cannot be delegated to anyone else. If a teacher charged with the care of scholars is careless in their supervision, s/he may be liable in negligence to compensate the scholars or anyone else who suffers injury or damage. **Obviously the more hazardous or demanding the trip, and the younger or less able the scholars, the greater will be the level of care needed.** Equally obviously, it is impossible to define a duty of care in the abstract.

1.1 RESPONSIBILITY

It cannot be emphasised too strongly that party leaders carry a **profound responsibility** for the safety of their charges. In the past party leaders ensured that parents signed an indemnity form stating that the trip was being undertaken at the scholar's risk. This is not now permissible. Any agreement to exclude or restrict liability for injury or death is unenforceable by virtue of the Unfair Contract Terms Act 1977. All visits must be approved by the SMT prior to departure.

1.2 ACCIDENTS

Parents must accept, if they have been informed, that hazardous activities may result in an accident. Provided that this has been acknowledged and the party leader was in no way negligent, that leader would not be held liable for the injury.

However, if the party leader, or other responsible adult, has allowed a scholar to participate in an activity which is clearly unsuitable for their level of skill and experience, the party leader would indeed have questions to answer.

For instance, if parents have been apprised of the risks associated with skiing and scholars have been thoroughly briefed about the correct procedures to be followed in their day's skiing, the party leader would not then be held responsible for a scholar who then breaks a limb while on a piste of an appropriate level.

However; if the learner skier was on a run unsuitable for their ability or off-piste when the accident occurred, then the party leader might well be considered liable.

In any event, fully adequate insurance must be in place to cover all the activities to be undertaken.

2 RISK ASSESSMENT

Risk assessments, which employers are legally required to do, are to be carried out by the group leader. An assessment must be carried out well before a visit and must be approved by the Headmaster.

The group leader must be competent to do the risk assessment, by experience, training and preferably an advanced visit.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Scholars must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

The risk assessment should be based on the following considerations:

- what are the hazards?
- who might be affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

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 supervisory staff
- the ratios of teachers and supervisory staff to scholars
- the group members' age, competence, fitness and temperament and the suitability of the activity
- the special educational or medical needs of scholars
- the quality and suitability of available equipment
- seasonal conditions, weather and timing
- emergency procedures
- how to cope when a scholar becomes unable or unwilling to continue
- the need to monitor the risks throughout the visit
- first aid / hospital provision

The person carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. The Headmaster or Second Master should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place. A sample form, for the Risk Assessment, as at Appendix 1, is available in the Photocopy Room – photocopy as necessary. The normal trips form will not be sufficient for a longer or overseas trip. For assistance with filling in the Risk Assessment please see Richard Ryall (RPR), Second Master.

Frequent visits, for Good Report Trips etc. to local venues such as swimming pools, cinemas, other Schools for sports etc may not need a risk assessment every time – speak to RPR for those trips that have generic assessments done. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals, and careful monitoring should take place. Arrangements for periodic generic assessments of risk must be approved by the Headmaster. The generic sports trips risk assessment is reviewed annually.

The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. If there is an activity that is

offered while away, that has not been part of the initial risk assessment package, it is possible for that activity to be undertaken as long as a risk assessment is done (concluding that it is safe to do it). A record of it is kept and a record of the briefing to scholars is also kept. Take some spare risk assessment forms. Remember that the Parents have consented to a trip with certain sorts of activities and that the unplanned addition should stay within the bounds of that permission, i.e. an adventure trip that already includes white water rafting.

3 SUPERVISION

Ratios: for visits to local museums, historical sites, local walks etc.

In the Prep School, the following ratios are set as guidelines:

- 1 adult for every 5 - 8 scholars in school years R - 2
- 1 adult for every 8 - 10 scholars in school years 3 - 4
- 1 adult for every 10 - 15 scholars in school years 5 – 6

We endeavour, though, to have a minimum of two adults accompanying a group (5-16 in number).

In the Senior School:

- 1 adult for every 15 - 20 scholars in school years 7 (Form 1) onwards

The Group leader must assess the risks and set appropriate safe supervision levels for their group. Higher levels of supervision may be required after the consideration of:

- **gender:** the issue to be considered here is whether male staff can take girls without a female member of staff accompanying them – the Trips Form has a section to be filled in, indicating the circumstances when a male member of staff can take girls with no female member of staff accompanying them. if they are confident that;
 - ◆ there will be adult females available in an emergency to assist in dealing with a girl with problems
 - ◆ or : there are sufficient girls on the trip, of a suitable age and level of responsibility, to help the male member of staff deal with a girl having difficulties
 - ◆ or: the destination of the trip is such that it is not too remote to get other adult assistance readily

A male leader of a trip, who fills in the Trips Form, must be aware of the risks to their own professional standing and the College's reputation, of dealing with girls if unaided by a female colleague. This might be something that could be included in the 'risk control section of the risk assessment.

A female member of staff has no legal problem supervising boys or girls, but must continue to observe appropriate caution in dealing with any scholar's 'personal' problems.

- age and ability of group

- scholars with special educational or medical needs

When visits are to **remote areas, abroad or include hazardous activities** (including **swimming**) and /or **residential visits**, the risks **may** be greater and supervision levels should be set accordingly.

Details of these increased supervisory levels are in the DfEE Good Practice Guide 'Health and Safety of Scholars on Educational Visits, paragraphs 69 – 72, page 13. Copies obtainable from RPR.

The group leader has authority over the whole group and remains responsible for scholars even when not in direct contact with them.

Headcounts: Regular headcounts are essential for the proper control of a group. These are especially important when leaving a venue and when the group may be separated - skiing, fieldwork etc.

Parents/volunteers: The Education Regulations 1988 legalised the requirement to have list 99 checks carried out on all non-teachers assisting with supervising a trip. Any non-teaching assistant who accompanies any overnight trip or any trip on which they might have substantial / unsupervised access to scholars must be CRB checked. This takes approximately 10 weeks so plan ahead. Beware also of the circumstances in which a group might get split and the non-teaching assistant might be left in charge of an individual or a group.

For the protection of adults and scholars, all adult supervisors should ensure that they are not alone with a scholar wherever possible.

4

PREPARATION

4.1 SCHOLARS

- Scholars who are well prepared will make more informed decisions and will be less at risk.
- Scholars must know what the purpose of the visit is and what is expected of them in terms of behaviour. They should be told of any potential dangers and how they should act to ensure their own safety and that of others.
- Scholars should be encouraged to undertake challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear.
- **The Group Leader has the responsibility of ensuring that scholars are capable of undertaking the proposed activity.**

Scholars must be thoroughly briefed about what to do in potentially

hazardous situations. For residential visit, visits abroad or situations of remote supervision they may need more detailed, probably written, instructions. See Appendix 2 for a suggested checklist.

4.2 PARENTS & HOUSEPARENTS

- Parents and Housemasters must be informed in writing of any off site activity or visit unless it is a regular part of the College curriculum which parents have already been informed about through the College prospectus or a letter.
- Parents and Housemasters 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 scholar health and safety should be given to parents and Housemasters:
 - visit's objectives
 - dates of the visit
 - details of accommodation with security and supervisory arrangements on site
 - details of provision for special educational or medical needs
 - procedures for scholars who become ill
 - names of leader, of other staff and of other accompanying adults
 - times of departure and return - parents must have agreed to meet their child on return
 - the location where the scholars 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 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 scholars 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 scholars before
 - details on the cost of the visit

Before residential visits, or when the scholars 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.

4.3 PARENTAL CONSENT

The Headmaster will delegate the Group Leader to seek parental consent for trips involving: adventure activities, visits abroad, other residential visits and/or remote supervision.

A sample consent form is included in Appendix 3, but this should be amended in view of the specific nature of a particular trip.

- any allergies/phobias the scholar may have
- any medication the scholar is taking (if so what the dosage is and who is to administer it)
- whether the scholar administers their own medication
- any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the scholar
- information on any toileting difficulties
- whether the scholar has any night time tendencies such as sleepwalking (for residential visits)
- the scholar's ability to swim in the pool or sea and their level of safety awareness
- any other information which the parent thinks should be known
- the parental home and daytime phone numbers and addresses
- an alternative contact, with their phone number and address
- the name, address and phone number of the scholar's GP
- whether the scholar suffers from travel sickness
- any special/medical dietary requirements

Parents should be asked to agree to the scholar's receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities (this is on the consent form). If parents do not agree to this, the Headmaster may decide to withdraw the child from the visit - given the additional responsibility this would entail for the group leader. It is sensible to include a translation of the medical consent, as signed by the parent, in the relevant foreign language for an overseas visit.

There must be a way for parents to contact their child or the Group Leader directly or via the Headmaster. For further information see DfEE

document *'Health and Safety of Scholars on Educational Visits'*, paragraphs 110 onwards, obtainable from RPR.

5

MEDICAL

Ensure that the College medical centre has been given the list of scholars for the trip in advance so that they can confirm their medical status.

6

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 Headmaster must be satisfied that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit.

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. It is the responsibility of the Group Leader to ensure seatbelts are worn.

Booster seats are used as appropriate.

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.

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:

- safety when crossing roads
- safety on buses, trains, ferries and boats - the group leader should make clear to scholars 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. Scholars 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 scholars whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad. Scholars 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, should always be carried out when getting off or onto transport
- consider whether a visible and easily recognisable article of clothing should be worn in common by scholars

- scholars 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 scholar with previous authorisation from the parents

6.1 HIRING COACHES AND BUSES

The group leader is responsible for ensuring that coaches and buses are hired from a reputable company.

6.2 LICENSES

The law on driver licensing no longer permits car drivers who pass their test after 1 January 1997 to drive minibuses without passing a Passenger Carrying Vehicle (PCV) driving test or unless they are driving under a Section 19 Permit. This does not apply to existing licence holders who are over 21 years of age.

Drivers of any vehicle must ensure that they have the correct entitlement on their licence.

6.3 PRIVATE CARS

Teachers and others who drive scholars 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 scholars. Volunteers should be carefully vetted by the school before they are permitted to drive scholars in their car. If necessary, assurances will be requested by the Headmaster. The driver is responsible for making sure that scholars have a seat belt and use it at all times.

Group leaders who wish to use parents, volunteers or other scholars to help transport scholars in their own cars, must ensure that they are aware of their legal responsibility for the safety of the scholars in their cars. Parents' agreement should be sought (on the consent form) for their children to be carried in other parents' cars. It is advisable that parents driving scholars are not put in a position where they are alone with a scholar. The group leader should arrange a central dropping point for all scholars rather than individual home drops.

Parental consent should be obtained specifically for the transporting of scholars in the private vehicle of a non-teaching adult or another scholar.

6.4 SCHOOL MINIBUS DRIVER (applies equally to those driving a car for a College trip)

Although the Headmaster is ultimately responsible for the College minibus, the driver is responsible for the vehicle during the visit. The minibus driver must be qualified to drive a minibus and have a valid and clean driving licence – check with the Bursar or his PA for your eligibility..

The minibus driver must:

- not drive when taking medication or undergoing treatment that might affect their ability or judgement
- know what to do in an emergency
- know how to use fire fighting and first-aid equipment
- avoid driving for long periods and ensure that rests are taken when needed
- comply with transport regulations and the requirements of the vehicle's insurance cover
- take into consideration the effects of teaching and the working day
- have regular medical checks e.g. eyesight
- comply with the highway code and obey the reduced speed limits for minibuses
- not drink, or have drunk, alcohol while in charge of or driving the minibus

6.5 MAINTENANCE AND CHECKS OF THE SCHOOL MINIBUS

Responsibility for the regular checking and maintenance of the College minibuses is delegated to the Domestic Bursar, who reports to the Headmaster. The Domestic Bursar:

- checks the vehicle's condition
- ensures proper servicing by a reputable garage
- maintains the record-of-use book with the service history, insurance and other relevant documents
- checks with the Headmaster before allowing anyone not so authorised to drive the vehicle
- ensures that any teachers driving the minibus are competent and have undertaken suitable training to do so
- ensures that drivers of the school minibus are aware that the vehicle should always be logged in and out

Regulations for **organising your own transport for visits abroad** are much more extensive. For more details refer to DfEE document '*Health and Safety of Scholars on Educational Visits*' (available from the Second Master) or Bearwood College's summary version '*A Handbook for Group Leaders – Health and Safety for pupils on Educational Visits (HASPEV)*'.

7

INSURANCE

The Group Leader must ensure, well before the group departs, that adequate insurance arrangements are in place.

Insurance details should be made available to parents as soon as possible - they may wish to extend the cover for their children.

The group leader must scrutinise the list of exclusions in the policy. If there is any doubt about the level of cover the insurer should be asked for clarification. Additional cover may be necessary for participants with medical conditions. Private vehicles and their drivers must have the appropriate cover for use on College trips.

8

VISITS WITH SPECIAL REGULATIONS

Caving
Climbing
Trekking
Watersports
Coastal visits
Swimming - natural waters
Swimming - pools
Farm visits
Field studies
Visits abroad

All these visits have special regulations. For details see the DfEE document *'Health and Safety of Scholars on Educational Visits'* - chapter 8 (available from the Second Master).

The special nature of these visits and their location must be reflected in the risk assessment on the outings sheet.

Staff must usually have 'competency' as defined by the national governing body of the activity, unless the group leader hands the leadership of the group over to a qualified expert on arrival at a field study centre, climbing wall, etc. etc. DfEE document *'Health and Safety of Scholars on Educational Visits'*, paragraph 80.

Swimming has a specific consent form required: DfEE document *'Health and Safety of Scholars on Educational Visits'*, page 59.

These visits must always be cleared with the Second Master at the planning

stage.

9

RESIDENTIAL VISITS

The College ratio is 1 teacher for every 10 scholars.

Issues for the group leader to consider include the following:

- 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
- the group should ideally have adjoining rooms with teachers' quarters next to the scholars' - the leader should obtain a floor plan of the rooms reserved for the group's use in advance
- there must be at least one teacher from each sex for mixed groups
- there must be separate male and female sleeping/bathroom facilities for scholars 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
- there should be provision for scholars with special needs and those who fall sick
- balconies should be stable, windows secure, and electrical connections safe
- where possible scholars should not be lodged in ground floor rooms
- the fire alarm must be audible throughout the accommodation
- 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.

Visits of a residential nature must complete all their paperwork and arrange a meeting with the Headmaster **at least two weeks before departure**, to finalise arrangements.

10

EMERGENCY PROCEDURES (SEE APPENDIX 5)

Teachers in charge of scholars during a visit have a duty of care to make sure that the scholars are safe and healthy. They also have a common law duty to act as reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

If an accident happens, the priorities are to:

- assess the situation
- safeguard the uninjured members of the group
- attend to the casualty
- inform the emergency services and everyone who needs to know of the incident

10.1 Who will take charge in an emergency?

The group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

Pre-arranged College home contact. The College contact's main responsibility is to link the group with the College and the parents and to provide assistance as necessary. The named person (usually the Headmaster) should have all the necessary information about the visit. See Appendix 4 for a suggested checklist for the named person.

All those involved in the school trip, including supervisors, scholars and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

If an emergency occurs on a school visit the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible
- ensure that all the group are safe and looked after
- establish the names of any casualties and get immediate medical attention for them
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
- ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- notify the police if necessary

- notify the British Embassy/Consulate if an emergency occurs abroad
- inform the College contact. The College contact number should be accessible at all times during the visit
- details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
- notify insurers, especially if medical assistance is required (this may be done by the College contact)
- notify the provider/tour operator (this may be done by the College contact)
- ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures.
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- keep a written account of all events, times and contacts after the incident
- complete an accident report form as soon as possible
- no-one in the group should speak to the media
- names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred the Headmaster; no-one in the group should discuss legal liability with other parties

11 MEDIA CONTACT

The Headmaster is the designated person to deal with media enquiries. As such he liaises with the College contact, the group leader and, where appropriate the emergency services. In the event of an emergency all enquiries should be referred to the Headmaster. **The name of the casualty should not be given to the media.**

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Appendix 1

CHECKLIST FOR SCHOLARS GOING ON A VISIT

- who is the group leader?
- where am I going to visit?
- how can I contact my group leader?
- how do I use the phone if help is required?
- what will be done to keep me safe and secure on the visit?
- what should I do if I get lost or into difficulties when not with the group leader?
- what is written in the code of conduct for my visit?
- what do I do to keep my money and valuables safe?

FOR RESIDENTIAL VISITS AND EXCHANGES:

- the address(es) and telephone number(s) of the place(s) where I shall be staying?
- how should I behave (house rules) where I am staying?
- where am I to sleep and where am I to dress?
- what do I do if I am worried/unhappy about anything when staying with a host family?

Appendix 2

PARENTAL CONSENT FOR A SCHOOL VISIT

(to be distributed with an information sheet giving full details of the visit)

School/Group:

1. Details of visit to:

From: _____ Date/Time: _____ To: _____ Date/Time: _____

I agree to _____ (name) taking part in this visit and have read the information sheet.

I agree to _____ 's participation in the activities described. I acknowledge the need for them to behave responsibly and accept the arrangements for any premature return on disciplinary or medical grounds.

2. Medical /dietary information about your child

A Does your child have any conditions requiring medical treatment, including medication? YES / NO

If YES, please give brief details:

B Identify any type of flu / pain relief medication that your child may *not* be given. If this section does not say anything to the contrary, it will be assumed that paracetamol based, over the counter, medication can be given to your child.

C To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES / NO

If YES, please give brief details:

D Is your son/daughter allergic to any medication? YES / NO
If YES, please specify:

E When did your son/daughter last have a tetanus injection?

F Outline any special dietary requirements of your child.

I will inform the Group Leader/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

3. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work

Home

Home address:

Alternative emergency contact:

Name:

Telephone number

Address:

Name of family doctor:

Telephone number

Address:

Signed :

Full name (capitals):

Date:

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

Appendix 3

EMERGENCY CONTACT INFORMATION *To be completed before the visit. Copies to be held by the group leader and school home contact (usually the Headmaster)*

- 1 **School/group:** _____
- 2 **Name of group leader:** _____ **Home Phone No:** _____
- 3 **Visit departure date:** _____
- 4 **Return information:** Date: _____ Time: _____ Location: _____
- 5 **Group:** Total Number: _____ Adults: _____ Group Members: _____
- 6 **Do you have an emergency contact list for everyone in the Group?** YES/NO
(It no, obtain one. If yes, attach it to this sheet.)
- 7 **Emergency contact information:**
 - a **During school hours:**
Head Teacher: _____ Tel: _____
Deputy/other: _____ Tel: _____
 - b **Out of school hours:**
Head Teacher: _____ Tel: _____
Deputy/other: _____ Tel: _____
 - c **Travel Company:**
Name/Address: _____ Tel: _____
Fax: _____
Company Travel Rep. Name: _____ Tel: _____
Fax: _____
Insurance/Emergency Assistance: _____ Tel: _____
Fax: _____
Hotel: _____
Address: _____
Tel: _____ Fax: _____
Hotel contact (e.g. Rep/Manager): _____
 - d **Other emergency numbers: (e.g. telephone tree)**

Appendix 4

THE EMERGENCY ACTION PLAN FOR INCIDENTS ON TRIPS

Following an incident the group leader should work through the following check list of activities:

Task	Check List	Notes
Establish the nature and extent of the emergency as soon as possible.		
Ensure that all of the group are safe and looked after		
Establish the names of any casualties and get immediate attention for them.		
Ensure all of the group are aware of the incident and that the rest of the group members are following the emergency procedure.		
Ensure that a teacher (or other responsible adult if necessary) accompanies casualties to hospital and the rest of the group are adequately supervised at all times and kept together.		
Notify the police if necessary		
Notify the Embassy/Consulate if abroad		

Actions by the Group Leader and the School Base

At this stage the College becomes involved and aims to relieve the Group Leader of high level responsibilities, such as issuing press statements etc..

Action by the Group Leader At this stage the Group Leader should continue to work through the following activities but from on the College will be working concurrently			Action by the School's Management Team The School's Management Team of the nominated contact and then other Senior Managers will assist with the management of the incident.		
Action	Notes	✓	Action	Notes	✓
Inform the College by contacting the first available person on your emergency College Contact list, who will ensure that a Senior member of staff calls you back very quickly. Pass on the following information: <ul style="list-style-type: none"> • nature of the incident • date and time of incident • location of incident • name of all casualties • details of the casualties injuries • names of others involved so that Parents can be reassured • action taken so far • action yet to be taken and by whom 			The information received is to be passed immediately to the Headmaster and to the Bursar (or in their absence other SMT members).		
Ascertain telephone number for future calls. Mobile telephones are subject to technical difficulties and should be replaced by a landline as soon as possible.			Ascertain telephone number for future calls. Mobile telephones are subject to technical difficulties and should be replaced by a landline as soon as possible.		

Action by Group Leader		
Action	Notes	✓
Notify insurers, especially if medical assistance is required (although this may be done by the College contact for you).		
Write down accurately and as soon as possible all relevant fact and record witness statements and preserve any vital evidence.		
Keep a written record of events and times.		

Action by the School's Management Team		
Action	Notes	✓
Ensure the Group Leader is in control of the emergency and establish if any assistance is required from the College base.		
The Headmaster to notify the Governors. Establish a point of contact for the Governors and keep them informed.		
Request assistance from the College PR Advisor. A statement must be prepared and a person nominated to handle all media calls.		
Contact Parents, establishing a point of contact for the Parents at the College and ensuring that the Parents are kept as up to date as possible.		
Notify the insurer if required.		
Keep a written record of events and times.		

Action by the Group Leader			Action by the School's Management Team		
Action	Notes	✓	Action	Notes	✓
			The Bursar to complete an Incident Report Form as soon as possible and inform the HSE. In his absence the Domestic Bursar will carry out this task.		
No one in the group should speak to the media. Names of those involved should not be given to the media as this could cause distress to the families. Media enquiries should be referred to a designated media contact and the Group Leader should refer the media to the School.			No member of staff or scholar should speak to the media without SMT authorisation. Names of those involved should not be given to the media as this could cause distress to the families. Media enquiries should be referred to a designated media contact.		
No one in the group should discuss legal liability with any other party.					
			Contact the College Medical Department and discuss whether any form of counselling or support for the staff and pupils would be beneficial.		

Bearwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment. All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Bearwood College.

The Bearwood College Policy Documents are revised and published periodically in good faith. They are inevitably subject to permanent revision. On occasions a significant revision, although promulgated within College separately, may have to take effect between the re-publication of the entire set of Policy Documents. Care should be taken to ensure, by consultation with the Senior Management Team, that the details of any Policy Documents are still effectively current at a particular moment.

While this current Policy / Procedure may be referred to elsewhere in Bearwood College documentation including particulars of employment, it is non-contractual.

Final Approval by Second master / Headmaster: Top copy to Second master Front
 Office to distribute to: Staff Notice Board: College notice board: Caterer : Medical
 Centre : Reception B D G J R N SGGA Matrons i/c trip

The supervisory ratio is:

..... scholars (..... girls boys) to male adults and female adults

The following preparations have been made for the trip: write in every box Y, N or NA (not applicable).

The trip will be returning late (after 5.20pm) parents/HMMs have been informed
 Domestic Bursar has been informed

- Train / Coach / Other been hired from a reputable company,
- College minibus is being driven by staff members,
- College minibus is being driven by non staff members
- If driving abroad :Drivers are insured and licensed correctly
- Cars driven by teachers are correctly insured
- Cars driven by non – teachers

- Are correctly insured
- Drivers have been warned of their legal responsibilities
- Parental consent has been obtained for the passengers

First Aid is carried by : vehicle group leader all staff staff at destination

<input type="checkbox"/>	→	→	if 'other' specify name drivers
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Adventure activities, visits abroad, residential visits and remote supervision notice needed notice given
 need to be notified to our insurers via the Bursary 2 weeks before departure. - done or Y RPR to tick
 Copies of all letters, information packs, consent forms, itineraries and risk or NA
 assessments where appropriate need to be submitted to the Headmaster.

Hazard : 1 – basic first aid needed, 2 – hospital visit needed, 3 – more than 3 days off school
 The hazard of getting lost, while not necessarily directly incurring a 'medical injury' outcome should still be assessed 1 –3 depending upon how worried, upset the individual would be to be parted from their group.
Risk : 1 – happens < once every 5 years, 2 - happens every year, 3 – happens weekly
 If H + R = > 4 then the activity probably shouldn't happen.

Activity / Danger	Those at risk			System to control risk
		H		
		R		
		H		
		R		
		H		
		R		
		H		
		R		
Ongoing risks – changing conditions that may require new risk assessments				
		H		
		R		
		H		

		R		
'Plan B' what will you do if plan A is impossible – what risks are associated with this new activity?				
		H		
		R		

Mobile carried number..... College contact :