



Whole School Outings & Trips Procedures (Includes EYFS and Out of School Provision)

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Reviewed: September 2021: Headmaster, Assistant Head (Sport) and Governors
 Reviewed: September 2022: Headmaster, Assistant Head (Co-curricular and Director of Music), Deputy Head (DSL), and Governors
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 Reviewed: September 2024: Headmaster, Deputy Head (Trips and Calendar), Senior Assistant Head (DSL), and Governors
 Reviewed: September 2025: Headmaster, Deputy Head (Trips, Calendar and Compliance), and Governors
 Review Due: September 2026

Please note that all forms are available on the **‘Whole School Staff’** area on Teams. Please read in conjunction with the School’s **‘Whole School Procedures for Risk Assessments’**, **‘Whole School Crisis Management Policy and Procedures’**, **‘Whole School Transport Policy’** and **‘Rules for Minibus Drivers’**.

All educational trips which take place are conducted in line with protective measures. The School will consider additional control measures required for such trips when producing the Risk Assessment.

Guidance will be taken from: Gov.uk : [Health and safety on educational visits](#) & [OEAP: Planning Advice on off site visits](#)

Please also refer to: **‘Whole School Health and Safety Policy’**, **‘Whole School Procedures for Risk Assessments’**, **‘Whole School Medical and First Aid Policy and Procedures’**, **‘Whole School Safeguarding and Child Protection Policy’**, **‘Whole School Safeguarding and Child Protection Procedures’**, **‘Fixtures Policy’** and **‘Staff Code of Conduct’**, all of which are available to staff in the Compliance section of the Whole School Staff area of Microsoft Teams.

All off-site trips require the prior written permission of the Headmaster, in the form of the a signed off Headmaster’s Approval Form and a reconnaissance visit by staff is highly recommended before the actual visit takes place.

Introduction:

Cranford School recognises the value of educational visits in supporting the curriculum and in helping to develop pupils’ social and cultural awareness.

The **‘Whole School Outings and Trips Procedures’** which has been developed with regard to DfE advice has been prepared to assist and support staff in their organisation of visits. In planning and organising trips and outings, we have regard for our SEND pupils and ensure that they are not disadvantaged or treated unequally and we make reasonable adjustments where appropriate. (Please refer to **‘Reasonable Adjustments for Pupils Policy’** and **‘Whole School Disability Policy for Pupils’** for further details).

Prior to arranging any visit, staff must familiarise themselves with the information in this policy. If the staff member should be in any doubt as to the guidelines, they must seek clarification or support from the Deputy Head (Trips, Calendar and Compliance). This document also links to the **‘Staff Code of Conduct’** and **‘Agreement to work in Accordance with the School’s Safeguarding Policy and Procedures’** form which all staff have signed.

This **‘Whole School Outings and Trips Procedures’** document has regard to the DfE guidance: Health and Safety on Educational Visits (November 2018):
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
and
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Useful References:

For **Safeguarding Children and Child Protection** Issues:
<http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/>

Health and Safety: Responsibilities and Powers	DfES 2001
Health and Safety of Pupils on Educational Visits	DfES 1998 (HASPEV)
Part 1 supplement: Standards for LESs in Overseeing Educational Visits	DfES July 2002
Part 2 supplement: Standards for Adventure	DfES July 2002
Part 3 supplement: A Handbook for Group Leaders	DfES July 2002
Group Safety at Water Margins	DfES/CCPR
Five Steps to Risk Assessment	HSE Books
AAIC Adventure Activities: Five steps to Risk Assessment	HSE Books
Guidance to the Licensing Authority on The Adventure Activities Licensing Regulations 1996.	HSE Books
The Protection of Young People in the Context of International visits 2002.	Published by City of Edinburgh Council
Child-safe Travel-Safe Protecting Young People Travelling Abroad. Advice for Schools; Parents and Guardians; Children and Young People; Host Families.	Produced by Avon and Somerset Constabulary
Child protection: Preventing Unsuitable People from Working with Children and Young People in the Education Service	DfES 2002
Minibuses and the Law	Community Transport Association

Web Links:

HSE: <https://www.hse.gov.uk/services/education/school-trips.pdf>
<http://www.hse.gov.uk/schooltrips/index.htm>
<http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits/>

Sources for References:

All DfES booklets are available to be viewed and downloaded from: <http://www.teachernet.gov.uk/visits>.
Frequently asked questions:
<http://www.hse.gov.uk/services/education/faqs.htm>

Requirements for Different Categories of Visits:

For the purpose of this procedure document, School visits are divided into categories:

- A.** Curriculum work in vicinity of the School (e.g. local shopping survey), Day trips, Sports trips and Outings not involving overnight stay;
- B.** Residential visits in the UK or abroad;
- C.** Potentially hazardous activities, which may take place on day trips or residential trips, in the UK or abroad. This includes anything near water.

Requirements Common to All Categories of Trips:

Some requirements will be the same for all trips, whilst others will be category-specific. Requirements which are common to all categories of trips are listed below:

- The Headmaster and Deputy Head (Trips, Calendar and Compliance) must be aware of all times pupils are off-site and must give **approval** to the arrangements.
- **Risk Assessment** - See section 9 below.
- **Supervision.**

Staff : Pupil Ratios (non-hazardous activities) wherever practicable:

National guidance is as follows:

1:20 (Senior School pupils under 18) Cranford follow a ratio of 1:10 plus 1 over for Residentials.

1:10 (Junior School pupils in Years 4 - 6)

1:6 (Junior School pupils in Years 1 - 3)

EYFS: A higher ratio such as 1:4 or 1:5 depending on the activity and the type of trip for under 5 year-olds.

Consideration of the appropriate ratio should form part of the Risk Assessment, taking into account the nature and location of the visit, activities being undertaken, and any special needs of pupils. . For residential trips, one extra member of staff is required to attend above the ratio so that should the possibility arise, one staff member is available to accompany a pupil to the hospital, or similar).

Trips which include both boys and girls should include both a male and female member of staff. Trips with only girls participating should be accompanied by at least one female member of staff and those with only boys participating should be accompanied by at least one male member of staff. Staff planning residential trips will need to consider overnight supervision arrangements and ensure staff is allocated accordingly. Any such arrangements should then be added to the trip's Risk Assessment Form. Please see the Headmaster and/or Deputy Head (Trips, Calendar and Compliance) for further information and advice and any queries about staff, gender of pupils/staff and ratios should be raised with the Deputy Head (Trips, Calendar and Compliance) before any final arrangements are made. Trained first aiders will be present on all trips. For overseas trips, consideration should be given as to whether a native speaker is required, particularly if there are pupils with a serious allergy or medical condition.

For guidance on supervision ratios at **away matches and off-site sport fixtures** see below.

Staff should not be one of the supervising members of staff on a trip if their own child(ren) is a member of the group.

This is due to the potential conflicts of interest that might arise, particularly in an emergency, which may have consequences for supervision levels. If a member of staff accompanies a trip which their own child(ren) is participating in, they should not be included in the supervisory staff : pupil ratios.

If the only way for a particular trip to go ahead is for one of the supervising members of staff's own child(ren) to attend, the potential risks must be considered in detail by the Headmaster before approval for them to accompany the trip is given. A Risk Assessment should be undertaken which includes:

- Age, gender of child compared to the group - young children may need close supervision, and may not be able to participate in all group activities;

- Activities that the group will be undertaking - children who are not part of the group may not have appropriate, or the same level of experience of various activities as the group members;
- Effect on supervisory ratios if member of staff needs to leave group due to an incident involving their child, e.g. hospitalisation due to illness or serious injury;
- Other possible conflicts of interest.

The Headmaster must be sure that whatever the eventualities, there will always be a sufficient number of appropriate adults accompanying the trip, wherever in the world the trip takes place.

Transport Arrangements - See section 10 below.

Party Leaders ideally must have prior experience of being an Assistant Leader on similar visits before leading a School party. The Party Leader must always be a member of staff employed by the School (with the exception of World Challenge and DofE expeditions).

Whilst the Party Leader would normally be a member of teaching staff, non-teaching staff may attend trips providing they have adequate experience, are competent for the type of trip being undertaken and have been approved by the Headmaster.

Coach Hire:

The School has a strong and long-term working relationship with Pearces Coaches. We therefore endeavour to book all our coaches through this company as we are confident that all the necessary checks have been undertaken and they have been thoroughly assessed by the School as an appropriate coach hire provider. In the event that staff are not able to engage the services of Pearces Coaches for the trip, please see the Deputy Head (Trips, Calendar and Compliance) first and they will advise the checks /documentation required prior to signing the agreement.

Please see below for the School's Standard Operating Procedure for expectations for staff on buses on day trips, residential visits and sports fixtures:

- Staff must ensure all pupils are wearing a seatbelt. This must be checked before the coach or minibus departs
- Staff must take the Register and brief the pupils of expectations while travelling by coach or minibus. A copy of this should be left with the office including the registration plate of the coach
- A staff member must ALWAYS be seated at the back of the bus when travelling by coach and others scattered throughout group.
- Staff must brief pupils on expectation regarding tidiness of minibus, including litter and also eating on the coach
- Staff must sweep the coach at the end of the trip to ensure minibus is empty /clean and no belongings are left behind.
- A member of staff should always be the last one off the coach.

Mobile Phones:

A School mobile phone must be taken on all educational visits. More than one School mobile may be required in situations where staff supervise groups at different locations. Whilst staff may want to take their own mobile phones for their own personal use, they should avoid giving their own personal number to the pupils except in the event of an emergency. Pupil use of mobile phones on trips will be decided and agreed by the Party Leader in consultation with the Headmaster and Deputy Head (Trips, Calendar

and Compliance).

As far as possible staff should only contact pupils using the School mobile phone. This is to ensure that both staff and pupils are protected and that staff don't have access to pupil personal telephone numbers other than for the duration of the trip. In the event where any pupil or staff personal telephone numbers are used then it is imperative that these numbers are deleted at the end of the trip. Where lists of telephone numbers are provided for an educational visit then these lists should also be destroyed after the trip.

Where staff have used personal phones e.g. in the event of an emergency, then a member of SLT must always be informed. Staff should be aware that no pupil telephone numbers should be stored on their personal phones. Mobile phones are extremely useful during educational visits and particularly in the event of an accident, emergency or for contacting the emergency services. In addition, a mobile phone is very useful for keeping in touch with pupils particularly where remote supervision is occurring.

In Case of an Emergency:

All off-site trips must have a suitably trained first aider, equipped with travelling first aid kits with them. Staff should indicate on the 'Application for Headmaster's Approval for All Off-Site School Trips' form and on the Risk Assessment, which first aiders should accompany the trip depending on the level of risk and any steps taken to mitigate any risk. Authorisation for a trip will not be given if there is no indication of a named first aider on this documentation. Any trips involving EYFS pupils must have an appropriately trained first aider (12 hrs Paediatric First Aid Trained).

Staff / accompanying the trip should ensure the Party Leader is aware of any **allergies/medical conditions** they suffer in case they need specific assistance in an emergency.

The party leader should give their own information to another adult in the party. This could be in the form of a written medical declaration that is only opened in the event of an emergency.

Accident Report Forms must be completed as soon as possible and the Party Leader must carry/have access to the **emergency procedures** (see below) with them for use in the event of a serious incident.

Appropriate **back up arrangements** for contacting parents in an emergency must have been made in the event of problems arising both during and out of school hours.

A detailed **budget** should be prepared (including provision for contingencies) in order to determine the cost to pupils.

Category 'A' Visits - Curriculum Visits, Day Trips, Sports Trips and Outings (not involving overnight stay):

Educational Day Trips / Curriculum Visits and Outings

The First Step: Preliminary Approval:

This should be obtained from the Headmaster by the Party Leader as soon as the trip is first contemplated and prior to detailed planning and preparation by submitting the Headmasters Approval Form online.

The Headmaster will:

- Be clear about the purpose of the trip;
- Be satisfied it is suitable for the age and experience of pupils;
- Be satisfied that the Party Leader has appropriate experience and is competent to undertake the planning and organisation for the type of trip being proposed;
- Agree arrangements for detailed planning and preparation;
- Confirm that the Headmaster himself, Deputy Head (Trips, Calendar and Compliance) or other members of SLT will be available during the period for emergency contact. **The member of staff running the trip is to organise the SLT emergency contacts.**

Where potentially hazardous activities take place on day visits refer also to section C below.

Supervision at Away Matches and Off-site Sports Fixtures:

Due to the likelihood of accidents during sports fixtures that require injured pupils to go to hospital, best practice dictates that, wherever possible, there should always be **two members of staff accompanying pupils attending sports fixtures** away from school. In reality, due to the number of fixtures taking place at any one time this is not always feasible. In order to ensure that schools are not limited in the number of fixtures that they can agree to whilst at the same time ensuring that safety is not compromised one member of staff accompanying pupils in the minibus to sporting fixtures may be acceptable providing the following is adhered to:

A Risk Assessment is in place which takes into account:

- The **number and age of pupils** - generally two members of staff would be expected for all fixtures involving Junior School pupils unless there were 5 or fewer years 4 - 6 pupils attending;
- The **distance travelled** e.g. local journey – less than approximately 10 miles / 30 minutes (taking into account local traffic conditions);
- **Ability to call for help in an emergency** - Staff member must carry a mobile phone and have relevant contact details;
- **Availability of staff to call for assistance in the event of an emergency situation** - ensure that there are staff available who can be called and will attend if requested;
- **First aid facilities** - ensure that the member of staff accompanying the pupils has some first aid training (minimum: a current one-day first aid qualification, but with EYFS pupils, 12 - hour paediatric first aid certificate required) and has access to a first kit;
-
- Where there is a higher number of pupils attending a fixture, consideration must be given

to the appropriate pupil staff ratio. The Headmaster must be in agreement with the level of supervision.

For fixtures out of the locality (e.g. more than 10 miles / 30 minutes travel time from School) then **two or more members of staff must accompany the group.**

Category 'B' Visits - Residential Visits:

In addition to the 'Requirements Common to All Categories of Trips' section above, residential visits require additional safeguards to be in place. These are included in this section. Where potentially hazardous activities take place on residential visits, further safeguards are required - see 'Category 'C' Visits - Potentially Hazardous Activities'.

The guidance, which follows, is intended to apply to educational trips lasting several nights. The Headmaster will use his discretion as to how much of this is relevant to an overnight stay on the way to e.g. a sports tournament.

(1) The First Step: Preliminary Approval:

This should be obtained from the Headmaster by the Party Leader as soon as the trip is first contemplated and prior to detailed planning and preparation by submitting an online Headmasters Approval form.

The Headmaster will:

- be clear about the purpose of the trip;
- be satisfied it is suitable for the age and experience of pupils;
- be satisfied that the Party Leader has appropriate experience and is competent to undertake the planning and organisation for the type of trip being proposed;
- confirm that the Headmaster himself, Deputy Head (Trips, Calendar and Compliance) or other members of SLT will be available during the period for emergency contact. **The member of staff running the trip is to organise the SLT emergency contacts.**

(2) Planning and Preparation: Approval for Trip:

This is crucial to the success of the trip. It is impossible to over-emphasise the importance of this process, both before and during the trip.

The 'Application for Headmaster's Approval for All Off-Site School Trips' Form is intended to act both as confirmation that the Headmaster is satisfied with the preparation and as a checklist to assist the planning process. This should be submitted to the Headmaster preferably 2 terms or more for UK Trips and ideally a year in advance for overseas trips before departure so that any concerns can be addressed in good time. It is appreciated that details may change (e.g. flight schedules, opening times etc. numbers, supervising staff) between submission of the form and the departure of the trip and the School will need to develop local arrangements for the authorisation of these, and their communication to parents.

When planning the trip, the Party Leader must:

- Read these guidelines and DfE Guidance as shared on page 3 of this policy;
- Wherever practicable, carry out a reconnaissance visit to the locality. Information should be sought on aspects of the visit such as:
 - travel time,
 - access and permission,

- facilities and equipment,
- leisure or recreational facilities for residential stays,
- staff support,
- guides or programmes of work,
- potential health and safety issues (e.g. fire procedures),
- shelter,
- toilets,
- costs,
- accommodation,
- contingency arrangements,
- references from previous users
- if a Party Leader has already led a trip to the same location, updating information may be obtained without a visit;
- if the visit is organised by a tour company and the party will be accompanied by the tour company representative, the Headmaster may consider that a reconnaissance visit is not necessary;

The Party Leader should prepare a detailed plan of the visit, which should reflect the age and experience of the pupils and the qualifications and experience of accompanying staff and/or (e.g. field) centre staff, so that s/he knows what the pupils will be doing and what the responsibility of each member of staff will be from leaving School until their return. Built into this plan should be some off-duty time for individual members of staff and regular briefings for pupils and adults.

- Having decided the plan for the visit, the Party Leader should then anticipate what might go wrong at each stage of the visit and have thought out measures in advance for dealing with potential problems (these should be detailed on the Risk Assessment).
- Does the School's 'Pupil Code of Conduct' for trips cover all relevant circumstances, such as consumption of alcohol (see FAQs below)? If a pupil misbehaves and has to be returned home, how can this be arranged and who could accompany them?
- If pupils are to be allowed to have remotely supervised time, are arrangements in place for staff to be on duty at fixed place in locality? (Pupils should always be in groups of 3, 4 or more so that if one has an accident, one can remain with the pupil and the other two can go for help.)
- If a member of staff is taken ill or has to return home, what back up measures are in place? (Staff / adult volunteers accompanying the trip should ensure the party leader is aware of any allergies/medical conditions they suffer. The Party Leader should give their own information to another adult in the party. This could be in the form of a written medical declaration that is only opened in the event of an emergency).
- Is the communication chain (SIMS email/text) in place for accurate information to be disseminated quickly to parents (particularly if late return is anticipated)?
- What arrangements have been made to ensure pupils (and staff) are physically fit and equipped for planned activities?
- Pupils' mobile phones: This is at the discretion of the Party Leader, decided on a trip-by-trip basis and with the authorisation of the Headmaster. Party leader should check that at least one pupils in the group has a mobile phone with them if there is unsupervised time.

The Party Leader should be prepared to discuss contingency plans with the Headmaster at the time of seeking approval. The Party Leader should carry an up-to-date photo of each pupil in the group available in the Medical Information Pack supplied by Matron.

Each pupil should be provided with a card giving details of the address and telephone number of the hostel or hotel, and an emergency contact telephone number in case they gets lost.

Training and Experience:

. Records of previous trips with follow up reports on the successes and problems can be useful training and source material for planning.

It is recommended that for at least one member of staff accompanying an overseas trip should be reasonably fluent in the appropriate language, in case of any problems.

The level of need for this will depend on the destination and the nature of the activities to be undertaken; in many cases, English will be widely spoken and fluency in the local language will be desirable rather than essential. This is for the Party Leader to assess as part of the planning process.

Staff : Pupil Ratio (Non-hazardous Activities):

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Regular Briefings for Pupils/Staff

These should include:

Pupils:

- What to do if something goes wrong – someone gets lost, injured, feels ill etc.
- Rendezvous procedure for lost group members: particularly in the case of using public transport, such as the Underground in London.
- Groupings for study or supervisory purposes.
- A system of recall and action in emergencies.

Staff

- Careful supervision to cover the whole time away.
- Anticipation of hazards.
- Expected standard of pupil behaviour expected.
- Regular roll call of pupils.
- How much help to give to pupils in their tasks.
- A list of names of people in sub-groups.

Information to and from Parents:

Parents need detailed information in order to decide if their child should participate in the trip. There are Government regulations (Package Holiday Regulations) which require certain information to be given to parents in advance of making payment. If not all information is available at the time of writing, this should be stated and a follow up letter (or letters) sent as soon as possible.

In most cases, a pre-departure meeting should be held with parents in advance of the trip taking place in order to:

- give a full briefing of the trip;
- check medical advice has been understood and any vaccinations/Global Health Insurance Cards (GHIC)/ESTA/other entry requirements etc. obtained;
- agree pocket money;
- advise on clothing/equipment needed;
- go through the Code of Conduct for pupils;

- explain arrangements if students to be unaccompanied at any time (N.B. pupils should be in groups of not less than 3 or 4 and a member of staff should remain in a fixed location);
- explain insurance cover
- explain the importance of emergency contact numbers;
- go through the emergency procedure and contact details;
- check validity of passports/visas obtained.

A meeting is useful both to reassure parents the pupils are in safe hands and as another check for the Party Leader that planning and preparation has been thorough. A online consent form and 'Junior/Senior Code of Conduct' Form must be completed with the addition of a 'Swimming Consent Form' if applicable.

Insurance:

Travel Insurance:

Details of cover are available from the Events Co-ordinator. Where a travel company is used, it may be preferable to take out insurance through the travel company. **The Trip Leader will ask coach companies to provide copies of motor insurance and personal liability insurance in advance of the trip departing and attach these to the Risk Assessment.**

Personal Accident:

In addition to any cover provided by the travel insurance, all pupils, School staff and any authorised persons accompanying the group are covered world-wide for personal accident resulting in permanent injury.

Shared Responsibilities:

(e.g. residential centres / tour operators

Difficulties sometimes arise where others are involved in the School visit. These can usually be eliminated by careful planning.

Residential Centres / Activity Providers:

Party Leaders should check that Residential Centres / Activity Providers follow safe practices and obtain copies of their key safety documents for review. Alternatively, if the venue is signed up to the LOTC scheme, they should attach evidence of this to the Risk Assessment.

There will be times where it is more appropriate for the Residential Centre's / Activity Provider's staff to be responsible for the pupils. When and in what circumstances the centre's staff will be responsible for the pupils should be agreed prior to the start of the activity. The pupils must know who is in charge of them at any given time.

Overseas Exchange Visits:

(Please see **Appendix I 'Guidelines for Parents of Pupils Taking Part in Exchange Visits'** at the end of this document.)

As there is no equivalent to the Disclosure and Barring Service (DBS) outside the UK, Schools participating in exchange trips outside the UK should make 'proper and appropriate' enquiries about host families.

This might include:

- Using a reputable (English based) agency if one is being used to find host families;
- If a school is finding host families, making sure that they think the host families are suitable;
- Giving pupils local contact numbers in case they need assistance whilst they are on the exchange.

If pupils live in families, but a member of staff is present in the locality, it should be made clear to pupils and host families when the member of staff will be available at an agreed location. It is important to ensure that all pupils know how to contact a member of staff immediately if they have any unease about the family with whom they are staying. Staff should be alert to any pupil whose behaviour appears to suggest that they are unhappy or out of sorts.

Information should be given to the host families regarding any special medical needs that individual pupils may have and procedures for action to be taken in the case of illness/accident. Parents should be aware of the arrangements. A protocol should also be established for host families to clarify expectations e.g. number of beds, meals, privacy.

If activities are planned with a foreign school, it is important that the extent of responsibility of the foreign staff is agreed with them in advance and that pupils are aware when the foreign school staff are in charge. The usual expectation is that the staff at the host school will be responsible for the safety of the pupils whilst attending the school. Outside the school day, other than on excursions organised by the host school, the accompanying School staff will be responsible.

Whenever a member of staff is advised of the illness or accident involving a pupil s/he should investigate personally immediately and inform the pupil's parents straight away.

Tour Operators:

DfE Guidelines encourage LEAs to share good practice with independent schools in their area. Party Leaders should use a reputable tour operator, ideally one that specialises in school trips. The 'Declaration for Activity Providers and Tour Operators' must be completed by the tour operator during the trips planning stage, and the answers and supporting documentation reviewed and confirmed as complete and satisfactory by the Party Leader before the booking is confirmed unless they have their LOTC qualification. This information should be attached to the Risk Assessment.

If the tour operator is arranging accommodation and activities, the Party Leader should make the School's requirements and expectations very clear.

The Risk Assessment for the trip should include seeking confirmation that all those requirements have been met, and particularly that all aspects of the visit organised by the tour operator meet relevant health and safety standards.

Information to be carried by the Party Leader and retained by the School Emergency SLT Contact(s) and a copy for the main School Office whilst the visit is in progress:

N.B. It is essential that if the visit takes place out of school hours, the information is available at all times to all the School contacts. **This information forms part of the Trip Pack:**

- (a) The itinerary and daily contact numbers for the group (Party Leader will need emergency contact number for Headmaster/Senior Deputy and SLT/School contact).
- (b) Copies of consent forms (with names, addresses and telephone numbers of parents and emergency

contacts).

(c) Copy of insurance policy.

(d) Copy of any contract/booking forms relating to the visit.

(e) The completed and signed 'Application for Headmaster's Approval for All Off-Site School Trips' form.

(f) A signed copy of the Risk Assessment including the medical trip report and any individual pupil RA's

Sample Trip Packs are available for staff to use and pre-filled to make the process easier.

See Trips and Events folder within Whole School Staff Team area on Teams.

Category 'C' Visits - Potentially Hazardous Activities:

These also include Overseas Expeditions such as World Challenge. (See **Appendix 2 Policy and Procedures for Overseas Expeditions**' at the end of this document.)

Health and Safety Executive guidance is available at www.hse.gov.uk/services/education/school-trips.htm.
'Independent Outdoor' www.independentoutdoor.org.uk is also a useful source of guidance.

Definition:

These would normally include:

- Skiing, snowboarding, sledging, tobogganing, snow-mobiling;
- Watersports - canoeing, kayaking, white-water rafting, sailing, windsurfing, snorkling, sub-aqua, scuba- diving;
- Canyoning, jet-skiing, use of powerboats;
- Rock-climbing, abseiling, mountaineering, caving, potholing;
- High altitude trekking (above 4000m);
- Horse riding;
- Flying (other than as a fare-paying passenger), hang-gliding, para-gliding;
- Parachuting, skydiving, bungee jumping, base jumping;
- Motor car and motor cycle sport;
- Go-karting, quad biking;
- Expeditions to remote areas e.g. mountains and moorlands, both in the UK and abroad.

Staff : Pupil Ratio:

For any hazardous activity, consideration must be given to a higher staff;pupil ratio, and a presence of qualified staff for the activity in advance. This must be documented on the Risk Assessment, and you must check that the activity is covered by School/other insurance.

Use of Activity Centres:

Party Leaders should have read DfE Guidance when planning the visit.

Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed. The centre will be responsible for ensuring the safety of the pupils during activities organised and supervised by centre staff. For additional advice see DfE Guidance.

Duke of Edinburgh Award:

Due to the particular requirements of the DofE programme, it may not be possible to follow these guidelines. If this is the case, DofE safety guidance will take priority, but the Headmaster must approve any departure from the School's policy and procedures.

Swimming/water based activities:

If swimming is one of the activities planned for the trip, or it is possible that it could take place, a 'Swimming Consent Form' must be completed for each pupil (see Health and Safety section at the end of this document), and a detailed Risk Assessment of this activity must be undertaken. Relevant safeguards include:

- Provision of lifeguard; and staff must check that they are present before the activity begins.
- Knowledge that all participants are confident in the water and can swim (confirmation should be obtained from PE staff, or a test arranged before the trip if needed);

swimming beforehand and wear appropriate safety equipment, eg life jacket

Pupils participating in adventure holidays which include water-based activities in open/deep water should demonstrate their ability to tread water for several minutes, or swim 100m or more in a swimming pool (as appropriate to the distance they may have to swim during the activity) to School staff prior to the trip. Parental declaration of competence alone is not adequate proof of ability.

Skiing / Snowboarding:

It is compulsory that all members of the skiing party, including pupils, staff and any other adults accompanying the party, wear helmets when they are skiing/snowboarding.

Risk Assessment: See also 'Whole School Procedures for Risk Assessments'

A Risk Assessment for each School visit is the key to successful safety planning. A visit specific risk assessment must be documented for each visit by the group leader, ideally assisted by other members of staff who will accompany the group. However, it is important to appreciate that risk assessment is an on-going, or dynamic process, which must continue throughout the visit; it is not just a paper exercise.

Specific factors to consider when completing risk assessments for educational visits/School trips are:

- Activities;
- Activity venue(s);
- Age and experience of the pupils. Any special needs that individual pupils (or adults accompanying the group) may have;
- Qualifications and related experience of accompanying staff and/or instructors, e.g. at an activity or field centre;
- Weather conditions;
- Travel and transport arrangements: what happens if transport plans fail, or weather conditions have serious implications for the safety of the transport arrangements?
- Accommodation: If planned activities fail, e.g. due to closure or weather conditions, what alternative arrangements can be put in place?
- What happens if someone is injured or taken ill on the trip: presence and qualifications of first aiders, availability of first aid equipment / facilities, arrangements to notify parents / send pupil home, arrangements to replace a sick member of staff.
- Safeguarding- Pick pockets, lost pupils, fire safety, child protection incident
- See sample RA on page....

Transport Arrangements:

Staff are discouraged from using their own vehicles to take pupils to and from School events such as sporting fixtures and other outings. If they propose to do so, staff **MUST** discuss with the Headmaster first and secure his express permission.

Teachers using their own cars to transport pupils are advised of the following:

1. Staff should never be in a 1:1 situation with a pupil;
2. The use of a teacher's vehicle must be included in the trip Risk Assessment;
3. Staff must ensure that their vehicle has a current MOT and be in good working condition;
4. In the event that pupils are to be transported in a staff member's car, parental permission must be sought before the trip.

Use of parents' cars is **not** permitted.

Emergency Procedures:

Ensure you have access to a copy of **Appendix 8** and **Appendix 10** from the '**Whole School Crisis Management Policy and Procedures**' and to all staff on the trip.

The procedures set out below should be used in the event of serious or fatal injury. In any shared responsibility situation, they should be agreed in advance with the centre/other school involved. An emergency is unlikely to occur in circumstances where these procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves.

The Party Leader (or staff member in charge of small sub-group if out of contact with the Party Leader until Party Leader can be contacted) should:

- establish the nature and extent of the emergency; call emergency services as needed
 - if there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid;
 - establish the name(s) of the injured and call whichever emergency services are required;
 - make sure all other members of the party are accounted for and are safe;
 - advise other party staff of the incident and that the emergency procedures are in operation;
 - ensure that an adult from the party accompanies casualties to hospital;
 - ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base;
 - arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for;
 - control access to telephones until contact is made with the Headmaster, emergency contact point or designated senior member of staff and until s/he has had time to contact those directly involved.
- Give full details of the incident i.e.

- Name;
- Nature, date and time of incident;
- Location of incident;
- Details of injuries;
- Names and telephone numbers of those involved;
- Action taken so far;
- Telephone numbers for future communication.

For serious incidents where the media may be involved, try to identify alternative telephone numbers at 'home' and 'off-site base' as other lines will quickly become jammed. It is not for the Party Leader or other party members to discuss matters with the media; procedures for this are given below:

- Under no circumstances should the name of any casualty be divulged to the media.
- The Headmaster or designated senior staff member should alert the Chair of Governors. They may identify further actions or help required (which might include financial assistance). Alternative and additional telephone lines may need to be identified at an early stage.
- The Headmaster should arrange to contact parents/carers of those involved. For a serious incident, the Headmaster should contact parents of all party members. It is also the Headmaster's responsibility to act as a link between the group involved, the Chair of Governors and parents.
- If it is necessary to talk to the media, the Headmaster should make the initial statement. A designated person should then act as the on-going point of contact with the media to whom all involved should direct questions and requests. This person will need to liaise with the emergency services, perhaps on site.
- The Party Leader should write down as soon as practicable all relevant details while they are still fresh in the memory. Other party staff members might also be asked to do so. A record should be kept of names and addresses of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed and insurers and the Health and Safety Executive should be contacted.

Evaluation:

An evaluation form should be completed after each trip or visit and used to help plan future trips. This is embedded into the Risk Assessment,

Frequently Asked Questions:

1. Are Staff Banned from Drinking Alcohol Whilst Accompanying School Trips?

There is no specific 'ban', as far as we are able to determine. However, there may be clauses in insurances which may have been arranged at a local level or by external agencies such as World Challenge. Some countries and certain organisations also prohibit the possession and consumption of alcohol, whether by minors or adults.

It should be noted that it is a potential disciplinary offence for a teacher to be at work (as they are when accompanying a School trip) when affected by drink (even if not 'drunk' in the everyday sense of the word) or indeed by other substances which may affect their judgement and behaviour (other than those medically prescribed and of which the School is aware) because being in such a state potentially puts pupils and colleagues at risk and may also undermine discipline and good order and perhaps bring the School into disrepute.

The Headmaster will consider the following factors when determining their approach to allowing staff to drink alcohol whilst on School trips:

- The core responsibility of staff, who are in loco parentis, must take priority over all other considerations.
- Staff must be able to respond in any emergency or unforeseen circumstances, for example during the evening, or where more than one teacher is needed.

- The example that pupils take from the behaviour of staff.
- The nature and age range of the pupils and the context of the trip.
- Any particular factors, such as the presence of guests, younger children, etc.
- The possible effect on the School's reputation, including how this may be perceived by others.

In practical terms, where there are several members of staff accompanying a trip, it might be acceptable for staff to have a small glass of wine at dinner, providing another member of staff acts as the 'designated driver', and remains 'tee-total', but who this is will be dependent on factors such as who has first aid qualifications, who can drive the available vehicles, whether there are pupils and boys on the trip, etc. However, depending on the circumstances, the Headmaster may choose to set down a more stringent set of conditions if he considered them necessary.

3. How Long Should We Keep Paperwork/Records Relating to School Trips?

- a. Risk Assessments and General Paperwork - Minimum of one year for use in future planning, unless problems were experienced, **in which case retain until relevant pupil(s) reach 25.**
- b. Online Consent Forms: - Generally, if no untoward incidents, suggest for 1 month after trip. If problems experienced, then retain until relevant pupil(s) reach 25.



Section 1: Organising a Local Visit (Category 'A')

Organising a Local Visit:

A local visit is one with no charge, no external transport and takes place within normal school hours. e.g. Moultsford Church, local fieldwork, art walk.

- A general consent form is completed by all parents at the beginning of each academic year to allow for such visits to take place. **NB check medical needs via Matron.**
- Permission must be obtained from the Headmaster, via the Deputy Head (Trips, Calendar and Compliance).via the Microsoft online form
- A set/group list must be left with the School Office along with emergency contact numbers of the staff or adult helpers.
- **You must take a list of the pupils' emergency contacts with you and you can get a report run off via the School Office/Matron to take with you.**
- Full staffing ratio must be adhered to which varies according to age and type of activity.
- Where outside adult help is required, appropriate DBS checks must have been made.
- Detailed Risk Assessments must be in place to cover the activities taking place **with copies sent to the Events Co-ordinator for filing after being signed off. Please see the 'Whole School Procedures for Risk Assessments' for more details.** Individual Risk Assessments may also be required if a pupil has a specific medical/behavioural need. A full list of medical requirements is available from Matron.
- Complete the 'Application for Headmaster's Approval for All Off-Site School Trips' form.

PE Fixtures:

Definition of a fixture: a midweek, local sporting match / matches involving competition against other school teams at another school or sporting venue.

NB: this does not include events hosted at School inviting a range of schools / others for the purposes of a larger scale event, e.g. tournaments outside of lesson time involving additional School resources and logistics. For such events, please follow the normal in-house events booking procedures (see the Events Co-ordinator for more details).

It has been agreed that tournaments/fixtures that are not scheduled on fixture days can be treated in the same way as fixtures and follow the same procedure (please see **'Fixtures Policy'**). This means less paperwork to complete than a full event booking but should still include;

- register left with office prior to leaving
- communication in advance to parents - (via SOCS)
- Risk Assessment in place and school mobile contact number for staff on trip
- SLT contact given all details if fixture/tournament is due back after 5.30pm
- medical trip packs, individual pupil medical RAs and any medicines taken as needed

Please note that for weekend/overnight tournaments the trip policy must still be followed and a Headmaster's approval form, parent letter and Risk Assessment will be required.

Mid Local Fixtures:

- Team lists must be sent to parents at least a week in advance, displayed on the PE noticeboard and sent to staff affected, indicating which teachers are attending and also the mode of transport/coach company used. Parents will receive team lists electronically.
- PE staff will carry School mobile phones to fixtures. SLT and PE staff should all have numbers for each other stored in the phones.
- One medical bag must be taken to each fixture as well as the emergency contacts summary. (All PE staff currently hold an up-to-date first aid certificate).
- Having received the team sheet a week in advance, Matron is responsible for running an up-to-date medical report and sending this electronically using School Staff email address to those taking each fixture.
- Staff are responsible for downloading the medical information onto their School device in advance of the fixture, so that it is accessible offline. Each member of staff is responsible for deleting the information on return to School. The Sports Department generic Risk Assessment for local fixtures is available in the PE Office.
- A list must be left with the main School Office including contact telephone numbers. If there is more than one coach/minibus taking pupils to a fixture, a list of pupils/staff member(s) on each vehicle must be handed in to the School Office with details of the registration of each vehicle and a contact telephone number for the staff member on board.
- SLT on duty to check fixture information left at Reception for arrivals at or before 5.30 pm.
- Staff on a fixture to liaise with School Office if return is delayed before the Office closes at 5.30 pm so that SLT are notified.
- Where a fixture is due to return after 5.30 pm, this will be treated as an 'out of hours' School trip therefore, 2 emergency SLT contacts are to be detailed on the team sheet. Staff on the fixture are responsible for passing the relevant fixture information to SLT members in advance. The SLT members are then able to remotely monitor the situation and are 'on duty' and contactable by telephone.

Full Day Fixtures Weekday or Weekend:

- Staff must follow advice in the '**Whole School Outings and Trips Policy and Procedures**' Section 2: 'Organising a Day Educational Visit Category A'.

This includes a cover sheet, copies of itinerary, a copy of the signed Risk Assessment and also contact numbers etc. handed to two emergency contacts if it takes place outside of normal School hours.

Residential e.g. National Finals Overnight Stay or Sports Tour:

- For one or more nights the policy is to follow the advice of the '**Whole School Outings and Trips Policy and Procedures**' Section 3: 'Organising a Residential Educational Visit UK or Abroad Category B or C'.



Section 2: Organising a Day Educational Visit (Category 'A')



Trip Pack Check List and Cover Sheet

Please attach this to the front of your Trip Pack.

Planning:

Tick

1.	'Application for Headmaster's Approval for All Off-site School Trips' form approved by Headmaster. Associated forms if using an external provider (Appendix A)	
2.	Detailed Risk Assessment Forms completed and signed by Party Leader, Headmaster, Deputy Head (Trips, Calendar and Compliance)	
3.	Letter sent to parents/guardian including consent form. (This letter is sent by SIMS email and must have approval first from the Headmaster). NB check that any new pupils will be joining the School in time for the trip are included in all communication etc.	
4.	Travel booking/copy of Contract or Booking Forms	
5.	Insurance (Check with Director of Finance and Operations). Copy of policy document included in Trip Pack	
6.	All payments collected and information passed to the Events Co-ordinator	
7.	Ensure parental permission received for all pupils to attend trip (see Events Co-ordinator for this). Check Residential Education Visits Consent Form received for all pupils	
8.	Medical needs checked with Matron (Including for staff). Individual Risk Assessments completed where needed. Ensure initials of pupils requiring medication are added to the trip Risk Assessment	
9.	Full report of Annual Educational Visits Consent/Medical forms for the group (Ask Matron to print this)	
10.	Office staff given information about itinerary, flight numbers, contact numbers, lists of pupils, including list of pupils/staff on individual coaches with vehicle registration details for each and contact number of staff on each vehicle etc. (This is the Trip Pack).	

11.	Deputy Head (Trips, Calendar and Compliance) notified of staff names and cover required (to go to Cover Manager.)	
12.	Emergency SLT contacts set up with full Trip Pack if out of School hours off-site trip	
13.	Staff Emergency Contact Forms for all staff on the trip	
14.	Catering notified if the visit will affect lunch numbers and/or packed lunches required	
15.	Collect the School mobile phone(s) and camera(s)	
16.	Notify relevant staff if pupils will be missing lessons	
17.	Ensure you have copies of Appendices 8, 9 and 10 of the 'Whole School Crisis Management Policy and Procedures': 'Procedures in the Event of Unwanted Media Attention', 'Procedures in the Event of a Minibus Accident or Breakdown' (if applicable) and 'Procedures In the Event of a Tragedy Involving School Pupil(s) or a Member of Staff' for each staff member on the trip.	

On the Day of Departure:

		Tick
1.	Ensure School Office has copy of Trip Pack including register of pupils attending the trip	
2.	Give School Office staff a list of pupils/staff and on which coach/minibus they are travelling.	

The contents of the Trip Pack must also be carried by the Trip Leader and all staff on the trip and retained by the two SLT Emergency Contacts as well as the School Office/Events Co-ordinator.

Failure to return a fully-completed Trip Pack to the Deputy Head (Trips, Calendar and Compliance) and SLT Emergency Contacts prior to the trip will result in the trip not departing.

Please return a fully-completed Trip Pack to the Deputy Head (Trips, Calendar and Compliance) at least a week in advance of the trip departure.

Organising a Day Educational Visit:

NB: Planning for day educational visits and all other major interruptions to the School day should be where possible approved during the previous Summer Term and put onto the School Calendar.

Risk Assessment to be reviewed and authorised by:

- Deputy Head (Trips, Calendar and Compliance) and;
- Headmaster;
- **And** the Chair of Governors if overseas trip.

An authorised copy should also to be forwarded to the Events Co-ordinator to be part of the documentation for each event and trip. The Party Leader must sign the hard copy of the Risk Assessment for the trip.

- **NB: A trip cannot occur if the Risk Assessment has not been approved.** Complete the 'Application for Headmaster's Approval for All Off-Site School Trips' form.
- This goes to the Deputy Head (Trips, Calendar and Compliance) to sign off and then to the Headmaster. **Ensure all paperwork is approved by the Deputy Head (Trips, Calendar and Compliance) and Headmaster before you discuss the trip with pupils or parents.**
- Work out the cost of the trip.
- Where possible, familiarise yourself with the area by making a reconnaissance trip.
- A The Trip Leader should send a draft parent letter for approval ahead of the trip. This will include This will include confirmation of emergency contact details etc
- With regard to insurance covered by the School, please see the Director of Finance and Operations to ensure your trip is covered. This email must include details about payment. Collecting of monies for trips: A list of the pupils taking part in the trip will be given to the Finance Department by the Events Co-ordinator for billing.
- Book the venue and the transport and **request copies of the coach company's motor insurance and public liability insurance, available from the Events Co-ordinator.**
- Does the trip need a Health and Safety Policy/Risk Assessment from the organisation? Is it a hazardous pursuit e.g. sailing?
- Complete the detailed Risk Assessment at least one year/term (see above depending on the nature of the trip) in advance of the trip, with all accompanying staff and pupils ' Consider 'Plan B' for certain situations.
- **As soon as you have the list of pupils on the visit, please check with Matron as she can help you with individual risk assessments that may be required for special medical/behaviour needs. And print medical information for the Trip Pack.**
- Collect all details of pupils going on the visit to leave with the School Office and appointed contact at School (usually SLT) particularly if the return of the trip is after Office hours.
- Inform the Catering team of numbers well in advance, along with the itinerary so lunches can be adjusted and/or packed lunches prepared when requested.
- Organise the staffing necessary and book cover necessary with Senior Assistant Head (DSL and Operations). Arrange the work needed for the cover of your own classes and advise staff that pupils on the trip will not be in their lessons during this time. Encourage the other staff to also do this well in advance.
- Where a trip contains a mixture of boys and girls, both male and female staff should attend.

Just Before the Trip:

- Make sure you have a Medical List available from Matron **Compliance) immediately and not on the week before the trip departs.**
- Give details to the School Office and copies for your emergency contacts if out of hours, of the itinerary, emergency contact numbers etc. Please do this one week before the trip. Take a copy with you along with direct line numbers for the Headmaster and Deputy Head (Trips, Calendar and Compliance).
- Copy any relevant information for accompanying staff.
- **Book the School mobile phone(s) to use where possible and inform the Headmaster and Deputy Head (Trips, Calendar and Compliance) if you are using personal phones (although this is not standard practice).**
- Make sure you have a first aid kit and any other necessary medication from Matron. A full list of pupil medical requirements is available from Matron but please ensure you check with her well in advance of the visit.
- Ensure you have a copy of **Appendix 8** from the **‘Whole School Crisis Management Policy and Procedures’** and distribute to all staff on the trip. (See Page 83 of this document for abridged version.)
- Ensure you have a copy of **Appendix 9** from the **‘Whole School Crisis Management Policy and Procedures’** if you are using a School minibus.
- Ensure you have a copy of **Appendix 10** of the **‘Whole School Crisis Management Policy and Procedures’**.
- Collect a School mobile phone(s) and camera(s).

On the Day:

- Register the group and report any absentees to the School Office and to your emergency contact and leave a copy with the office.
- If there is more than one coach/minibus taking pupils on an off-site trip, a list of pupils/staff member(s) on each vehicle must be handed in to the Office with details of the registration of each vehicle.
- Please call or text your emergency contacts on return so they can relax after your safe return.

On Return:

- Complete an evaluation form which can be found on the Risk Assessment
- **Return the trip phone to marketing for photo download.** Keep the paperwork for at least one month, then shred all paperwork with relevant detail unless there were individual problems in which case, this should be kept in the pupil's file.
- Complete medical forms for pupils who have had an accident and inform Matron.
- Pass any written reports on incidents to The Deputy Head (Trips, Calendar and Compliance) and copies to the Headmaster's PA for the pupil's individual file.



Application for Headmaster's Approval for All Off-Site School Trips

Preliminary approval must be obtained before undertaking any planning or making any financial commitment. This form should be submitted at least a year prior to departure for overseas trips, a term for residential and half a term for day trips. Please return this form and the draft parent letter to the Events Co-ordinator within the timeframe detailed on page 25.

General Information:

I.	Title of Visit		Year Group(s)	
	Date (s) of Visit		Number of Pupils including Boy/Girl Numbers	
	Address and contact telephone number of Destination		Party Leader	
	Purpose of Visit			
	Duration of Trip in days (including any School days)			
	Names of other Staff Attending			
	Other School(s) Involved (if any)			

	Name and Status of any other Adults Participating	
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Trip Details:

2.	Date and Time of Departure (approx.)	
	Date and Time of Return (approx.)	
	Place of Departure and Return if not School	
	Name of Qualified First Aider(s) (Required for <u>all</u> trips)	

SLT School Contact Information:

3.	If any part of the activity is out of School Office Hours (i.e. before 7.30 am and after 5.30 pm Monday to Friday in term time or at weekends/Bank Holidays etc.		
	School Contact 1		Telephone Number
	School Contact 2		Telephone Number
	Procedures for Notifying Delays		

Travel Information: Remember to book coach/minibus yourself.

4.	Method of Travel	
	Name of Coach Company (where applicable)	
	Minibus: Give Numbers/Drivers	

	and Registration Number		
	Insurance and Safety Record of Drivers/Coach Company Checked?	Minibus Drivers (check with Operations Manager) YES/NO	Coach Company (Check with Events Co-ordinator) YES/NO
	Estimated total driving time for each stage of the journey (Please list)		
	Procedures for Notifying Delays on Return		

Hazardous Activities (If Applicable):

5.	Hazardous Activities? (Please give details)	YES/NO	Any Water-Based/Swimming Activities? (Please give details) NB: Need to complete Swimming Consent Form and must have qualified lifeguard present.	YES/NO
	If Yes to above, state experience/qualifications of Party Leader and accompanying staff			
	Will there be supervision from other sources (e.g. instructors/centre staff for any hazardous activities? (Please give details and qualifications).			
	Specialist Clothing/Equipment Required?			

	(Please give details and information about availability)	
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Accommodation (if Applicable):

6.	Type of Accommodation and Address (Please list all if more than one)		Telephone Number	
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Itinerary (If Applicable):

7.	Day	Morning	Afternoon	Evening

Insurance (If Applicable):

8.	Insurance Arrangements:	
	Name and address of travel company (if any) through whom arrangements made	
	This company complies with the Package Travel Regulations by membership of: ABTA/ AITO / TOSG / CAA/ ATOL	

	If none of these apply, state how the Regulations are complied with	
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Sign-Off:

9.	Have you carried out a reconnaissance Visit?	YES/NO	If Yes: Date of Visit	If No: Have you visited the area before? (Give details)
	I have read the 'Whole School Outings and Trips Policy' and 'Whole School Outings and Trips Procedures' .	Signed: _____ Date: _____		
	I am satisfied that the arrangements for this visit have been made in accordance with the above advice and guidelines.	Signed: _____ Headmaster Date: _____		

<https://forms.office.com/Pages/ResponsePage.aspx?id=gRT0ESKjl026iDJ5NsYxDGHVIEqzCpBOPCmcEbn1M3IUNU9MUDE5WFA5WUdLV0FaMTFRRk05Q0ZYTlQlQCNjpTEu>



Junior School Pupil Off-Site Day Visits Code of Conduct Years 3 to 6

Pupils must:

- listen to and obey instructions from members of staff, other accompanying adults and instructors;
- ensure they report to members of staff promptly at designated times and be punctual with regard to meal-times and meeting times;
- behave in a courteous and respectful manner, looking after and being kind to all other people on the trip;
- stay with the member of staff that has been allocated to look after you **AT ALL TIMES**;
- only take part in activities directed and supervised by staff, adult helper and/or qualified instructors;
- look after their personal property, such as purses, coats, cameras and bags;
- not take photographs of people without their permission;
- do not bring items prohibited by the School on the trip;
- report accidents or illness immediately to a member of staff;
- take their litter with them at all times;
- wear seat belts when travelling by coach;
- not misuse personal information given to them by staff.
- I agree to abide by the Code of Conduct.

Signature of Pupil

Date.....

My child has read the Code of Conduct and understands the importance of each item on it. Failure to comply with this may jeopardise future trips.

1. I agree that my child, named above, may attend and participate in all low risk educational visits, day trips and off-site sporting activities organised by **Cranford School** during the academic year **2023/24**.
2. I have ensured that my child understands that it is imperative for his/her safety and the safety of the group, that rules and instructions given by persons in charge of the visit/activities are obeyed. I accept that if he/she does not meet the Code of Conduct requirements then he/she may be returned home, accompanied by an adult before the end of the trip, and that I will be required to bear the cost of this and also the cost of any loss or damage caused by my child which is not attributed to the negligence of the school or the staff accompanying the trip.
3. I agree to this form being used solely for the purpose of organising educational visits and understand that it, and all copies, will be destroyed at the end of the academic year.

General Data Protection Regulations: The School is registered under the GDPR for holding personal data. The School has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Signature of Parent/Guardian	Date.....
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Senior School Pupil Off-Site Day Visits Code of Conduct Years 7 to 13

Pupils must:

- listen to and obey instructions from members of staff, other accompanying adults and instructors;
- ensure they report to members of staff promptly at designated times and be punctual with regard to meal-times and meeting times;
- behave in a courteous and respectful manner;
- **AT ALL TIMES** move around in groups of no fewer than 4;
- never leave anyone alone but, in case of emergency, split into two pairs;
- only take part in activities directed and supervised by staff, adult helper and/or qualified instructors;
- look after their personal property, such as purses, coats, cameras and bags;
- not take photographs of people without their permission;
- refrain from smoking cigarettes or similar products and consuming alcohol for the duration of the trip (this applies to all pupils even if they are over 16 and parents allow them to smoke/drink at home);
- not buy or use illegal drugs;
- report accidents or illness immediately to a member of staff;

- take their litter with them at all times;
- wear seat belts when travelling by coach;
- not misuse personal information given to them by staff.
- I agree to abide by the Code of Conduct.

Signature of Pupil	Date.....
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My child has read the Code of Conduct and understands the importance of each item on it. Failure to comply with this may jeopardise future trips.

1. I agree that my child, named above, may attend and participate in all low risk educational visits, day trips and off-site sporting activities organised by **Cranford School** during the academic year **2023/24**.
2. I have ensured that my child understands that it is imperative for his/her safety and the safety of the group, that rules and instructions given by persons in charge of the visit/activities are obeyed. I accept that if he/she does not meet the Code of Conduct requirements then he/she may be returned home, accompanied by an adult before the end of the trip, and that I will be required to bear the cost of this and also the cost of any loss or damage caused by my child which is not attributed to the negligence of the school or the staff accompanying the trip.
3. I agree to this form being used solely for the purpose of organising educational visits and understand that it, and all copies, will be destroyed at the end of the academic year.

General Data Protection Regulations: The School is registered under the GDPR for holding personal data. The School has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE.

Signature of Parent/Guardian	Date.....
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Staff Code of Conduct

1. The safety and welfare of pupils and all other persons in the group must be paramount at all times.
2. Staff must be fully aware of School regulations and guidelines and should endeavour to apply them.
3. All staff must ensure that they are adequately briefed about their responsibilities during the visit, that they fully understand their role within the group and that they are equipped to deal with emergencies.
4. Disciplinary procedures should be agreed before departure and should be adhered to during the trip and all staff involved must be aware of them. They should be commensurate with procedures generally applied within School.
5. In situations where pupils are not under direct supervision, staff must ensure that students are aware of how to contact them and at least one member of staff should be available to be contacted by pupils at all times.
6. When travelling abroad, staff should understand procedures to deal with emergencies and should be aware of relevant laws and regulations in the countries to be visited. Wherever possible, at least one member of staff should have some knowledge of the language of the countries to be visited.
7. Staff should remember that they have a duty to set a good example to pupils at all times. This

should be reflected by:

- a. their behaviour towards pupils, members of the public and each other. Relationships with pupils and other staff should remain professional and on the same footing as within School.
 - b. dressing appropriately at all times, wearing attire suitable for the activities envisaged.
 - c. their adherence to the laws and respect for the customs of the country concerned.
 - d. not smoking when pupils are present.
 - e. not drinking excessively. Staff must be capable of dealing effectively with an emergency at any time. At least one member of staff must abstain from drinking alcohol.
8. The School mobile phone must be booked to avoid using your own. In exceptional circumstances, staff who need to give personal phone numbers or other personal details to pupils must inform the Headmaster and Deputy Head (Trips, Calendar and Compliance) before doing so. Photographs must only be taken on a School mobile phone or camera.
9. All disciplinary problems, accidents and 'near misses' should be reported to the Headmaster and the parents of pupils concerned either immediately if serious enough or otherwise on return to School. A written record should be made as soon as possible after the incident and signed by all staff present.
10. When planning itineraries and activities care should be taken to ensure that staff will be in a position to provide an adequate level of supervision and deal with emergencies at any time. Ratios must be adhered to and there should be one member of staff (ideally the Party Leader) who is not counted in ratios.
11. Staff should seek permission before taking photographs of pupils or other members of the party. Be aware of those that have not given permission – see lists with the Marketing Department.



Educational Visits Evaluation Form

Digital form is here:

<https://forms.office.com/Pages/ResponsePage.aspx?id=gRT0ESKjl026iDJ5NsYxDGHVIEqzCpBOPCmcEbn1M3IUOTVIRE9SN0pRWVZOOUhHUFVVRUK4Q1ZNNSQIQCNjPTEu>

To be completed by the Group Leader after all visits and retained in the School's central records.

Trip to:	Venues:	Emergency Contacts:
Purpose of visit:		
Dates of visit:		
Number in group:	Pupils:	Supervisors:
Commercial organisation involved (if relevant):		
Please comment on the following as relevant:	Rating out of 10/relevant Comment:	Comment:
Centre's pre-visit organisation:		
Travel arrangements:		

Content of education programme provided:		
Instruction:		
Equipment:		
Suitability of environment:		
Accommodation:		
Food:		
Evening activities:		
Courier/representative:		
Problems which occurred:	Solutions:	Evaluation for the future:
Other comments and evaluation including 'close calls', injury or damage:		
Signed:		Date:
Group leader full name:		

Please complete and return to the Deputy Head (Trips, Calendar and Compliance) For medical injury please also complete an accident form. Please add a sample of good photos into a new folder in the Media Bucket on the R: Drive with captions where appropriate.

School Trip Phone number:



Department:
Trip/Activity:
Date of Trip/Activity:

Risk Assessment Recording Form for Trips & Activities

Date of Assessment:

Re-assessment date:

Assessor:

First aider:

Fire marshal:

Initials of Pupils with Medical Risk Assessments	
Initials of Pupils with Medical Needs	

Hazard	Why is this a hazard?	Who is at risk?	Severity/ Impact 1= Minor 2= Moderate 3= Significant 4= Major	Existing Control Measures	Likelihood 1= Remote 2= Possible 3= Probable 4 = More likely than not	Risk Rating Severity/ impact x Likelihood	Tolerable Action required (9+) Prohibited	Improve ments/ Action Required	Residual Risk
Fire									

(duty fire marshal for events)									
Slips/Trips									
Illness/ Allergies (duty first aider at events)									
Security (Site)									
Supervision (ratios/missing pupil/DBS)									
Coronavirus	Risk of infection	Staff and pupils	2	- Ensure that you take hand sanitiser and wipes with you when going offsite (these can be collected from Matron with your first aid kit). - Remind pupils/staff to wash their hands regularly, including before eating and after activities and follow advice provided to reduce risk of infection.	2	4	Tolerable	Situation is being monitored and trip advice will be updated if needed	4

Post event review: _____

Assessor:

Signed:

Dated:

Approved: Mrr J Stock, Director of Operations
(Whole School Premises, facilities & services)

Signed:

Dated:

Approved: Mrs J Powell, Assistant Head (Co-curricular) (All Trips)

Signed:

Dated:

Approved: Mrs H Stanley Deputy Head (Trips, Calendar and Compliance) (All Trips)

Signed:

Dated:

Approved: Dr J Raymond, Headmaster (Residential or Cat C Trips)

Signed:

Dated:

Approved: Mr S Wallis, Chair of Governors (Foreign Trips)

ytSigned:

Dated:

(All staff involved in trip/activity must sign below to confirm they have read and understand this risk assessment)

Staff Name	Signed	Date

See [here for the latest RA Version](#)

Evaluating Risk:

Green – OK

Yellow – more controls need to reduce the risk – or can't do it

Red – Can't do it

Severity/Impact				
Major	4	8	12	16
Significant	3	6	9	12
Moderate	2	4	6	8
Minor	1	2	3	4
Likelihood	Remote	Possible	Probable	More likely than not

Risk Assessments:

Risk assessments are important methods of protecting everyone in the School - pupils, staff, contractors and visitors. They are also a legal requirement under the Management of Health and Safety at Work Regulations

Risk assessments enable us to consider the hazards which we may encounter in the school environment or during our activities, and to assess the risks so that we are able to determine whether the control measures we already have in place are adequate, or if any additional measures are required.

Risk assessment is a simple process we all undertake every day, e.g. when we cross a road. The main hazard when we cross a road is being hit by a car. The risk of this occurring will depend on:

- Type of road (residential cul-de-sac - main road);
- Amount of traffic (occasional car - stream of vehicles);
- Speed of traffic (20 mph – 70 mph);
- The time of day (quiet Sunday afternoon - rush hour);
- Where we cross (underpass - blind bend);
- Our ability to judge traffic actions and speed (this will depend on our age and experience).

Whether we cross immediately, wait for a safe gap in the traffic, or move to a safer place to cross will depend on the outcome of our risk assessment. A 'safe system of work' is the green cross code.

There are just 5 simple steps to use when carrying out a risk assessment:

- Step 1 - Identify the hazards.
- Step 2 - Decide who might be harmed and how.
- Step 3 - Evaluate the risks and decide on precautions.
- Step 4 - Record your findings and implement them.
- Step 5 - Review your assessment and update if necessary.

For further information refer to www.hse.gov.uk/pubns/indgl63.pdf

What is a Hazard?

A hazard is anything with the potential to cause harm. Harm includes ill health, injury and damage to property.

Examples of hazards which can be found in schools are:

- Fire (burns, death);
- Power tools, machinery (electrocution, entrapment);
- Sharp hand tools (cuts and lacerations);
- Hazardous chemicals (burns, poisoning);
- Working at height, (serious injury as a result of a fall);
- Swimming pools (drowning);
- Wet floors (slips and falls);
- Objects left on the floor (trips and falls);
- Heavy objects (injuries as a result of manual handling)

What is Risk?

Risk is the likelihood that harm will occur and the severity of the consequences. Factors that affect the level of risk include:

- Who will be exposed to the hazard and for how long;
- The age of the individuals at risk;
- The individuals understanding / perception of the hazard;
- The individuals level of training and experience;
- What control measures are already in place.

What are Control Measures?

Control measures might include:

- Guards and interlocks on machinery
- Safe systems of work
- Visual checks on equipment before use
- Maintenance checks and servicing and statutory inspections
- Safety equipment, e.g. fire extinguishers
- Training received by those at risk
- Personal protective equipment
- Notes of Guidance
- Safety signage

What are Safe Systems of Work?

‘Safe systems of work’ are documented procedures, working methods or instructions that detail how a particular task should be carried out. There will be many ‘safe systems of work’ within the school e.g. lesson plans, laboratory and workshop safety rules, departmental codes of practice.

Hierarchy of Controls:

When controlling the hazard the following hierarchy of controls should be followed:

1. Remove or eliminate hazard;
2. Substitute a hazardous material or process with a non-hazardous or less hazardous one;
3. Separate / isolate worker from hazard (provide guards);
4. Develop and use safe systems of work;
5. Train, instruct and supervise workers;
6. Provide personal protective equipment (PPE) and warning signage.

Recording and Reviewing:

Once a risk assessment has been carried out for a particular task, ensure that the controls are implemented. All risk assessments should be reviewed annually, or more frequently if there has been an accident, or a significant change to the activity or working environment, e.g. new equipment.



Appendix A: Declaration for Completion by Activity Providers and Tour Operators

Note to Activity Provider/Tour Operator – Please note that your completed response to this document will form part of the terms of the contract(s) entered into between you and Cranford School, and Cranford School will rely on the terms of this document.

Note to School Party Leaders - When planning educational visits where an activity provider is used, e.g. an **outdoor pursuit's centre** or a **tour operator**, trip leaders must seek written assurance that the activity provider follows safe practices, and obtain copies of key safety documents for review. Where the activity provider does not answer a question satisfactorily, or fails to provide requested documentation, the issue should be specifically taken up with the provider. **If a satisfactory response is not forthcoming, serious consideration should be given to NOT using the activity provider for your educational visit.**

School:	Visit Leader:
Date(s) of Visit:	Name of Provider:
Main Activities Proposed During Visit:	

Note to Activity Provider/Tour Operator — Please give careful consideration to the statements below, provide the requested documentation and complete/sign the Declaration at the end of the form to confirm that the standard of service provided by you will meet the conditions listed. Please:

1. Tick all the specifications you can meet,
2. Indicate with a cross any you can't meet,
3. Write 'N/A' against any specifications which you feel do not apply to your provision.

Section A should be completed for all visits. **Sections B** (Adventurous Activities and Field Studies in Outdoor Environments), **C** (Tour Operators) and **D** (Expeditions) should also be completed if applicable.

Section A – All Visits:

Health and Safety and Emergency Procedures:

1. The activity provider complies with all relevant legislation, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and has a documented health and safety policy and procedures which are available for inspection by the school. **(A copy of the activity providers most recent Health and Safety Policy Statement is requested).**
2. The activity provider has documented risk assessments and safe operating procedures for all activities/programmes which will be undertaken by pupils. These lay down the competencies, qualifications and experience required by the activity provider's instructors and supervisors, who will be instructing /supervising pupils during their visit, and are appropriate to the sites used, the skill level at which the activities are undertaken, and all relevant staff are familiar with them. **(Copies of the risk assessments and safe operating procedures for the activities that pupils will participate in are requested).**
3. Appropriate emergency procedures to deal with fires, accidents and medical emergencies are in place and records including staff qualifications are available for inspection.
4. If a pupil is injured whilst on the activity provider's premises, or when undertaking activities organised by the activity provider, the activity provider will provide the school with a copy of the accident record and RIDDOR report (if the incident is RIDDOR reportable).
5. The activity provider has a Code of Conduct to which all visiting groups must adhere. **(A copy is requested).**

Staffing and Organisation:

6. All of the activity provider's staff have DBS Clearance and are registered with the Independent Safeguarding Authority (as required under the Independent Safeguarding Authority's Vetting and Barring Scheme).
7. There are clearly defined and documented levels of authority and chains of management responsibility for each programme or activity and a well understood system of reporting and accountability.
8. The activity provider's staff have appropriate experience, qualifications and competence to work with the age range and abilities of the group on the activities planned for the visit.

(Details of the qualifications, competencies and experience of each person involved in managing/instructing /supervising activities which pupils will participate in is requested.)

9. There will be adequate and regular opportunities for the school's group leader to liaise with the activity provider's designated staff (e.g. Centre Manager, Chief / Senior Instructor, Director of Training / Education, Expedition Adviser / Leader), both before and during the visit.

10. There will be adequate and regular opportunities for liaison between Cranford School staff and the activity provider's staff.

Equipment:

11. All of the activity provider's equipment will be safe, fit for the purpose, appropriate to the intended use, and where applicable meets the appropriate European safety specifications and carries the CE mark of approval or other equivalent nationally accepted safety standards, and will be available in sufficient numbers and appropriate sizes for pupils to use.
12. All the activity provider's equipment is subject to frequent, documented safety checks and all equipment is checked to ensure that it is safe to use immediately prior to each use.

Vehicles:

13. All the activity provider's vehicles are roadworthy and meet the requirements of the regulations relevant to the country in which they are being used (MOT/Insurance, etc.).
14. All the activity providers' drivers have the appropriate driving licenses for the type of vehicles they drive.
15. All the activity provider's vehicles are systematically inspected each day they are used and any trailers, roof-racks and loading arrangements are checked for safety and security, particularly when vehicles are used on rough terrain.

Accommodation:

16. There are appropriate security arrangements to prevent unauthorised persons entering all residential accommodation. NB: these must not compromise the ability of people inside the building to be able to evacuate the premises in an emergency.
17. There is separate male and female sleeping accommodation and washing facilities, and staff accommodation is close to pupil accommodation.
18. There is: sufficient space for the proposed number of participants and adequate provision for the storage of clothes, luggage and equipment; washing facilities (at least 1 bath or shower for every 15 people and at least 1 WC & wash hand basin for every 10 people close to the sleeping areas); heating and ventilation in sleeping areas; lighting; curtains, blinds or equivalent in all bathrooms and bedrooms; facilities for washing and drying clothes; secure storage for valuables; provision for a sick/infirm participant to stay in the accommodation during the day; provision to cater for participants with special dietary needs.

Insurance:

19. The activity provider has Public Liability (including Product Liability) Insurance of at least £5million (or other figure deemed necessary). **(Copies of current certificates are requested).**

Inclusion:

The activity provider will undertake all reasonable steps to allow the inclusion and participation of any

pupils with disabilities or special needs. Cranford School and the activity provider agree to jointly carry out a risk assessment process for this purpose, where possible, at least two months prior to the date of the activity. Cranford School and the activity provider will then review the risk assessment immediately prior to the commencement of the activity to ensure all parties understand its provisions.

National Governing Body Registration / Accreditation:

Please provide details of the National Governing Bodies the activity provider is registered / accredited with:

Section B – Adventurous Activities* and Field Studies In Outdoor Environments:

(*Trips to remote mountains and moor lands, skiing, water-sports, climbing, abseiling, caving, horse riding, etc.)

Adventure Activities Licensing Authority (AALA) Licence:

1. An AALA License is held.
2. AALA reference no. R_____ Expiry Date _____

AALA registered activity providers are asked to consider and respond to the following statements with respect to any activities or aspects of their provision that are not covered by the licence.

Activity Management:

1. The ratio of staff to pupils for the activities conforms to those recommended by the appropriate National Governing Bodies.
2. The activity provider operates a policy for staff recruitment, training and assessment, that ensures that all staff with a responsibility for the safety and welfare of pupils are competent to undertake their duties. (Competence includes personal qualities and communication skills, as well as appropriate technical skills, experience and qualifications in the activities that they supervise or instruct.)
3. The activity provider maintains a written code of practice for activities, which is consistent with relevant National Governing Body guidelines, and/or, if abroad, the relevant regulations of the country concerned.
4. Staff competencies are confirmed by the possession of appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified Technical Adviser.
5. Where there is no National Governing Body for an activity, operating procedures and staff training and assessment requirements are explained in the activity provider's code of practice/method statement.
6. Participants will at all times, when in the care of the activity provider's staff, have access to a person with a current and appropriate first aid qualification, and staff are practised and competent in

implementing accident and emergency procedures.

7. There is a clear definition of responsibilities between activity providers and visiting staff regarding supervision and welfare of participants.
8. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept on maintenance checks where necessary.

Section C – Tour Operators

Where a tour operator delivers services to Cranford School using other providers, e.g. ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in sections A and B of this form and that these providers **operate to standards which meet the relevant regulations which apply to the country of operation.**

1. Sections A and B of the form, as appropriate, have been completed to show that checks have been made, records of which are available for inspection.
2. The Tour Operator complies with the Package Travel Regulations, including bonding to safeguard customers' monies.
3. ATOL, ABTA or other bonding body name and numbers _____
4. If abroad, the accommodation complies with fire, health and safety regulations, which apply to the country concerned.

Section D – Expeditions

The activity provider has completed sections A and B of this form and agrees to provide additional written assurance which are specific to the expedition being proposed and which will be made clear to the activity provider by Cranford's Educational Visits Adviser no fewer than 3 months prior to the expedition.

If any of the above specifications cannot be met or are not applicable, please give details on a separate sheet.

Declaration:

I understand and acknowledge that this Declaration forms part of the contract(s) entered into between Cranford School and the company, firm, person or corporation on whose behalf I am signing it.

I hereby certify that I am an authorised signatory to enter into this agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed:

Date:

Name in capitals:

Position in organisation:

Name and address of activity provider or tour operator:

Tel:

Fax:

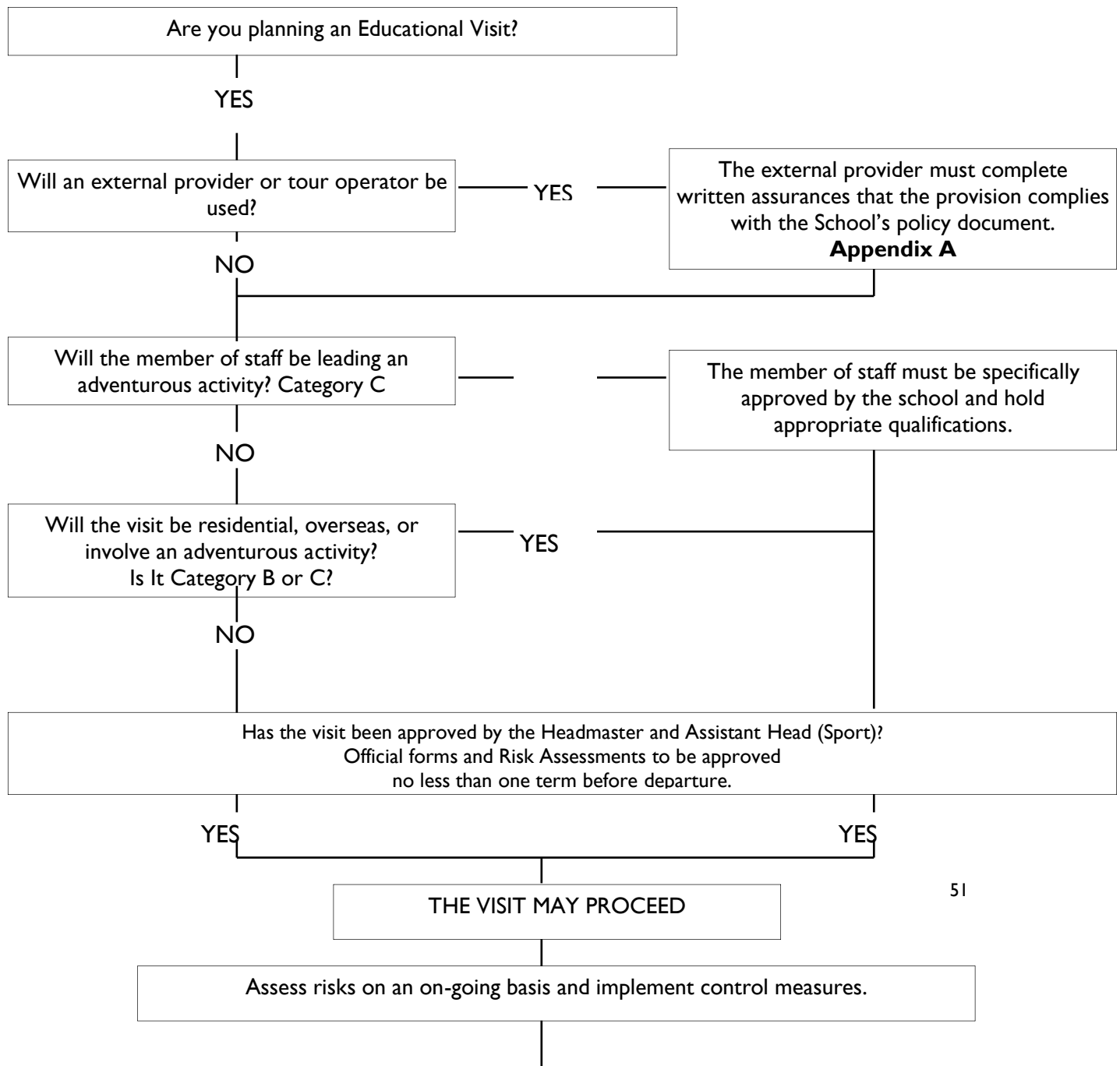
Email:

Thank you for completing this form. Please return it to the person at the school named overleaf with the documentation requested in questions A1, A2, A5, A8, A19.

Section 3: Organising a Residential Educational Visit (Category ‘B’)

Organising a Residential Educational Visit:

- The dates will be checked against the calendar and approval sought from the Senior Leadership Team.
- Complete the Headmasters Approval Form
- Obtain permission from the Headmaster before making any financial commitment or sending out letters to parents.
- Ensure that ALL letters sent to parents are given to the Headmaster for approval. Ensure you book a meeting with the Headmaster and/or Deputy Head (Trips, Calendar and Compliance), prior to the trip to review the Trip Pack and provide a detailed run through of the trip and the plans. Ideally this should be 2 weeks’ prior to the departure of the trip



FOR ALL RESIDENTIAL TRIPS: Dr Raymond must be one of the SLT contacts. Staff must have Dr Raymond's contact number for all Residentials and overseas trips. Please also note that the staff : pupil ratio must include one extra staff member over and above ratio (to allow for a member of staff needing to accompany a pupil to the hospital, for example).

Step 1 Initial Planning:

Decide, where appropriate, the year groups to whom the trip will be offered. Make sure you are clear about the purpose of the trip - educational, cultural, sporting etc.

Obtain a quote from the travel company and check what it includes. Does it include coach transfers from School, are there any hidden supplements, what happens if the party size is smaller than planned, are all local taxes, tips etc. included? Ask travel company for details of any extras that may be payable. Do you need to add to the price for a float? **If the trip is to be very expensive this must be planned and launched at least 18 months in advance.**

Ascertain from the travel company what happens if people withdraw from group. Will there be excesses if the party size becomes smaller? The best protection against this is to insist that all parents meet the total cost of the trip, even if their child withdraws.

Trip leaders must seek written assurance that Residential Centres follow safe practices, and obtain copies of key safety documents for review. The '**Declaration for Completion by Activity Providers**' **Appendix A** must be completed by the Residential Centre during the trips planning stage, and the answers and supporting documentation reviewed by the trip leader before the booking is confirmed

Check on ratio of free places per paying places. Check to see if free places incur any charges -usually even those on free places have to pay for items such as coach transfers, admission costs, single room supplements etc. Ensure that you are aware of any single room supplements, if your party size necessitates, you may have to have a student in a single room.

Determine a final TOTAL cost for the trip to cover all costs - coach, insurance, supplements etc. and determine what is not included in the cost and will have to be paid for separately by parents. Items such as visa processing, meals not included, admission costs not included in the cost are some examples. Make sure at every stage that parents are aware that these are NOT included in the cost and will be extra.

Write a draft letter to parents and include the following information:

- a) Destination, dates and year group(s) involved.
- b) Purpose of the trip and benefits.
- c) Projected cost - stress that this is only a projected cost with 2 - 4 weeks' notice of deposits being needed and a two-day window for deposits to be in.
- d) Details of financial commitment by parents (including consequences of early withdrawal)
- e) Dates and times when payment should be made.

An electronic copy of the draft parent letter should be sent to the Events Co-ordinator along with the completed electronic 'Application for Headmaster's Approval for All Off-Site School Trips' Form. The Deputy Head (Trips, Calendar and Compliance) will meet with the Headmaster to discuss approval.

Check to see which staff are interested. Stress to them that they may be required to pay towards the

cost, depending on party size.

Confirm if it falls into Category B or C in the guidelines?

Ensure you have a member of staff on the trip that has the correct level of first aid training to match the activities and book training where necessary.

Where possible take a preview visit to the area to assess the risks involved.

Step 2 Finalising Details:

You are advised to hold a meeting with pupils and parents to promote the visit. Assuming there is sufficient demand, you now need to plan the trip very carefully.

If you envisage it being over-subscribed, make it clear in the parent letter that places are limited and allocated on a first-come, first-served basis.

Check the number of students going. This will help you to determine the total cost of the trip and the number of free staff places. Make sure you have reserve staff in case of emergencies in relation to your pupil : staff ratio. Give the list of pupils and staff on the trip with the dates to the Assistant Head (Sport). If there appears to be a potential behavioural problem from previous trips or a possible payment issue, they will discuss this with you.

Ensure that all costs are included before giving a final figure and give details of costs covered and those not covered in this figure. This includes VAT where applicable.

Ensure parents sign a form firmly committing themselves to the trip and accepting the financial implications, in that they are liable for the whole cost, even if they withdraw. This can be achieved by a 'click here' response button in the parent letter with which the Events Co-ordinator can assist. If there is no insurance cover, the initial letter must state this. Some parents may have their own insurance for their child. State that all pupils have to have the travel company's insurance OR Cranford School insurance as a condition of travel. The process of removing a pupil from the company's insurance scheme is often bureaucratic and can incur costs. When not using a full package deal it would be best to use the School's insurance scheme and with regard to this please deal directly with the Director of Finance and Operations. (See section 5). HIC/GHIC cards should be requested from parents where appropriate.

Complete a master Residential Education Visit Consent Form which also covers the pupil's medical information and include brief details of planned activities. The Annual Education visits information is not accepted for any residential trip. You need to let the Assistant Head (Sport) know of all activities for the visit and any that might need special permission such as snorkelling, swimming etc. so that the form can be tailored to your visit. The Consent Form and Junior/Senior Code of Conduct should be sent to parents and the Party Leader must ensure that all are completed and returned. **Accompanying staff should also complete Staff Emergency Contact Form for Residential Visits.**

Make clear to parents that all residential trips must be billed in advance, the total amount of the trip will be billed via the fees bill to parents in the term preceding the trip departure at the latest (or earlier if paying in instalments is offered). Please see the Finance Assistant for details.

When deciding on staffing, allocate a member of staff to be in charge of medical issues who checks the consent forms. **Matron must be involved as early as possible so that she can help you to prepare fully and provide for individual needs. Matron will print the pupils' Medical Records.**

The named staff member should be responsible for storage and administration of any medicines required on the trip and must be qualified.

Ensure that accompanying staff are made aware of any financial commitments required by them and no later than one month prior to the trip.

If any other adults are attending, they **MUST** be approved by the Headmaster and agree to the standard police checks (**seek advice from the Headmaster as to the current practice for Safeguarding and Child Protection**).

This applies to all adults, including partners, parents etc. The cost for such adults must be met by them. Party leaders may not be solely responsible for their own dependents on a trip.

Ensure that the Headmaster and the main School Office are provided with the following details as soon as possible and no later than one month prior to the departure of the trip:

- a) ALL the members of the group
- b) Contacts for ALL members of the party
- c) FULL details of the trip
- d) Copy of the 'Application for Headmaster's Approval for All Off-site School Trips' Form and Risk Assessment.

Accompanying staff must also complete the medical form for the records of the Party Leader.

Physically check that all members of the group (including staff and accompanying adults) have UK passports (valid for 6 months after their return from the trip) and take a photocopy at this point. Also, check that any immunisation and vaccination certificates are valid and take a copy.

If someone holds a non-UK passport, ensure that you are aware of any possible visa problems but you are advised to include a statement in the initial letter stating that it is the parents' responsibility to obtain the correct visa for their child. Always check with the embassy of country/countries visiting and the Foreign and Commonwealth Office.

Step 3 Meeting:

It may be necessary to hold a parents' information meeting close to the departure date and this is a requirement for all overseas trips. This can be booked via the Events Co-ordinator, please email a completed Internal Events Form to her.

Please ensure that your SLT emergency contact attends the parent meeting.

Most travel companies will send a representative to present the talk, although the meeting will largely be run by the party leader.

Try to ensure that you have all the necessary information to hand, especially cost. Explain to parents that the cost is based on a certain party size and that the actual cost can only be finalised once the precise numbers are known.

Explain that there will be strict rules and regulations. Any serious breach of these rules may lead to the pupil being returned to the UK/School at her parents' expense.

Go through the activities that will/may be taken up on the visit. If there are any activities that need special permission go through this with the whole party and parents at this time as well as seeking permission through the pre-printed Residential Education Visits Consent Form. Activities in natural waters pose a variety of risks. In addition to the obvious risk of drowning, ensure the possibility of contracting water-borne illnesses is also included in the risk assessment.

Alert pupils and their parents to the risks and ensure appropriate controls are in place. It's a good idea to request specific information from expedition companies about the sorts of diseases that pupils and staff might come into contact with, and the likelihood of them becoming ill.

In addition:

- Give guidelines about pocket money and valuables.
- Ensure a SIMS text can be used for contacting parents on arrival, both on the way out and return. Parents can check the trips twitter feed to see if and when the group have arrived at their destination.
- Go through the Risk Assessment with parents and pupils.
- Advice given about packing; weight, size, hand luggage restrictions, sharp objects, leaving bags unattended, food restrictions, perfume. Anything for the journey is to be in hand luggage.

Contact during a Residential Trip:

The School mobile number which is allocated for trip can be given to parents and can be included in the final pre-trip information letter. It should be made clear however that this is for emergency calls only (and not to be used to check that a pupil had a good night's sleep, for example.)

The Party Leader should have the mobile phone numbers of the two SLT contacts (one to be Dr Raymond for all residential trips) and these should be included in the Trip Pack but **not** given out to parents.

Any other members of staff attending the trip must have the trip mobile phone number and SLT contact numbers with them at all times just in case of emergency. For any overseas trips, the Party Leader must take the Headmaster's mobile telephone number with them.

Please nominate someone to post updates on the Instagram and facebook using the School mobile phone. The password and further guidance is available from the /Marketing Department.

Step 4: Financial Aspects:

If you are booking flights directly with a company, please talk to the Finance Department as you can use the School credit card for this purpose with advance warning.

Collecting of Money for Residential Visits:

Make clear to parents that all residential trips must be billed in advance, the total amount of the trip will be billed via the fees bill to parents in the term preceding the trip departure at the latest (or earlier if paying in instalments is offered). Please see the Finance Assistant for details.

Cash/travellers cheques will need to be booked through the Finance Department well in advance of departure date. You are strongly advised to use a pre-paid debit card and the Finance Department can help you. Please avoid taking large quantities of currency with you.

All monies paid in must be used for the visit (including photo costs, reunion evening etc.). Any remaining monies must be divided up between all the pupils who attended the visit through cheques made payable to parents.

Step 5 Passports, Visas and Contact Cards:

One of the worst problems is a pupil losing their passport abroad or getting separated from the group. The following steps should be followed:

- All pupils should be issued with a Contact Card which details useful contact numbers and addresses.
- If travelling to Europe, all must have the EHIC/GHIC (formerly the E111)
- Have a photocopy of every pupil's passport.
- Have a photocopy of every person's visa (where applicable).
- Ensure that you have details about the British Embassy or Consulate.
- Ensure that every passport is valid for 6 months after the return to the UK.
- Ensure that you have taken any steps necessary with non-UK passport holders.
- If in doubt the parents should check directly with the appropriate embassy.
- Always collect passports from parents at the trip meeting.
- Passports must be kept securely in the School safe. If a child needs their passport for a personal trip prior to the trip going out, ensure that you collect the passport before the parent departs from dropping the child at the meeting place at school, or better still, in advance of the day of departure.

- You may keep the passports together and only hand out as they go through passport control and collect them back in afterwards.

Step 6 Trip Pack:

The Party Leader will need to produce a pack containing certain information. This should be given to the Headmaster, Deputy Head (Trips, Calendar and Compliance) and the emergency SLT contacts and staff on the trip and a copy left with the Events Co-ordinator or the main School Office.

This should be completed at least a week in advance of the trip departing. It should contain details of all members of the group and:

- a. Contact details for all the members of the group, Headmaster, main School Office and Emergency SLT contacts.
- b. Trip Itinerary including daily contact numbers, details of all the arrangements - coach transfers, plane or ship details, accommodation etc. and day-to-day itinerary.
- c. Photocopies of all passports (and visas, EHIC/GHIC, ESTA where applicable).
- d. Copies of signed Residential Educational Visits Consent Form.
- e. Detailed Risk Assessments - including individual risk assessments for those with specific medical needs in consultation with Matron and parents.
- f. Individual medical needs for all staff and pupils.
- g. Copy of insurance policy, contract or booking forms and final payment invoice
- h. Completed 'Application for Headmaster's Approval for All Off-Site School Trips' form, signed the Headmaster.
- i. Copies of Staff Emergency Contact forms for Residential Visits.
- j. Day-to-Day itinerary for residential trips.
- k. **Appendix A** and associated forms if using an external provider.

I. Completed Staff Contact Forms.

There is an 'Emergency Contact' coversheet within the Trips and Events folder within Whole School Staff Team area on Teams. You should complete and hand to your emergency contacts with the information at least a week in advance of the visit.

Step 7 Final Days:

You will need to ensure the following:

- a. That all pupils/parents are aware of details, especially departure and return details. These often change up to 48 hours before departure.
- b. That all students have returned the necessary Residential Education Visit Consent Forms.
- c. That you have a list of contact numbers in case anyone is late for departure. Make sure you have a clear policy about lateness.
- d. You **must** collect School mobile telephone(s) and a School camera for the visit (available from the Events Co-ordinator).
- e. Check all tickets to ensure they are correct.
Collect the prepaid credit card for your trip from the Finance Department.
- f. **Check you have included staff medical and emergency contact details in the pack at your final meeting.**
- g. **As you depart, collect medication and notify the emergency contacts if anyone is now not attending the trip due to illness etc.**

Step 8 During the Trip:

Incident Reporting and Recording:

If an event occurs, for example a stolen item or injury, make a note of it as soon as possible and get other staff to sign the record. The authorities must be informed immediately. A claim may only be made with an incident number. Also if there is a medical emergency, please inform the insurance company as soon as possible. It is important that staff have a consistent policy about behaviour and sanctions.

Any incidents should be either reported to the Headmaster upon return (if minor) or reported to the Headmaster immediately (if major). It is advisable to inform pupils of this policy. In the event of an incident or accident happening during a School trip, any documents or records taken must be returned to the School and kept on file for 25 years' duration from the pupils' date of birth.

See '**Preventative Procedures**' for advice on the visit.

Multiple Coaches Arriving on School Site during Normal School Collection Time:

In the event that there are unforeseen events/long delays on the return journey home resulting in a delayed/different arrival time than anticipated or detailed to parents the following action should be taken to avoid causing potential grid lock in the School car park (for example, should multiple coaches be arriving on site at the same time as the Junior/Senior School pupils are collected at the end of the day:

- Party Leader to notify the main School Office of the delay and give a revised ETA.
- The School Office will contact parents of those of the trip by SIMS text to advice of the delay and any change in pick-up time/arrangements.
- If appropriate, the coaches should be held back outside the School site (e.g. there is a lay-by

between Moultsford and Cholsey and smaller bus stop outside Moultsford Prep School). The School Office should contact the staff on the coaches via the School's trip mobile phone and the Party Leader should relay this information to other coaches.

- The School Office should contact SLT (or the SLT member on duty if after 4.00 pm) and the Maintenance Team to help direct the traffic (if necessary/possible also ask any other available staff on site to assist).
- Once space allows, coaches can be allowed access to the site.
- Pupils should then be released from their Form Rooms/designated area to ensure a controlled hand-over to parents and all pupils' departure is accounted for.

Step 9 On Return from Trip:

- Confirm safe arrival via SIMS text **including the emergency contacts.**
- Complete the evaluation form and pass to the Deputy Head (Trips, Calendar and Compliance)
- Give feedback on any behavioural/medical issues to appropriate staff.
- **If you have taken any shots of pupils who do not have consent for their photographs to be used in school, they MUST be deleted from the system. Return the phone to marketing for photo download.**
- Pass all documentation of any incident or accident onto the Headmaster's PA to be stored in the relevant pupils file until the age of 25.
- Complete medical forms if any of the party had an accident on the visit and inform Matron of the details as soon as possible. Also ensure medical forms are passed to Matron to update pupils' existing Medical Records, where appropriate.
- Keep all documentation on the visit for one year and then shred all information which includes personal details of anyone on the party.



Application for Headmaster's Approval for All Off-Site School Trips

Preliminary approval must be obtained before undertaking any planning or making any financial commitment. This form should be submitted at least a year prior to departure for overseas trips, a term for residential and half a term for day trips. Please return this form and the draft parent letter to the Events Co-ordinator within the timeframe detailed on page 25.

General Information:

I.	Title of Visit		Year Group(s)	
	Date (s) of Visit		Number of Pupils including Boy/Girl Numbers	
	Address and contact telephone number of Destination		Party Leader	
	Purpose of Visit			
	Duration of Trip in days (including any School days)			
	Names of other Staff Attending			
	Other School(s) Involved (if any)			
	Name and Status of any other Adults Participating			

Trip Details:

2.	Date and Time of Departure (approx.)	
	Date and Time of Return (approx.)	
	Place of Departure and Return if not School	
	Name of Qualified First Aider(s) (Required for <u>all</u> trips)	

SLT School Contact Information:

3.	If any part of the activity is out of School Office Hours (i.e. before 7.30 am and after 5.30 pm Monday to Friday in term time or at weekends/Bank Holidays etc.			
	School Contact 1		Telephone Number	
	School Contact 2		Telephone Number	
	Procedures for Notifying Delays			

Travel Information: Remember to book coach/minibus yourself.

4.	Method of Travel			
	Name of Coach Company (where applicable)			
	Minibus: Give Numbers/Drivers and Registration Number			
	Insurance and Safety Record of Drivers/Coach Company Checked?	Minibus Drivers (check with Operations Manager) YES/NO	Coach Company (Check with Events Co-ordinator) YES/NO	

	Estimated total driving time for each stage of the journey (Please list)	
	Procedures for Notifying Delays on Return	

Hazardous Activities (If Applicable):

5.	Hazardous Activities? (Please give details)	YES/NO	Any Water-Based/Swimming Activities? (Please give details) NB: Need to complete Swimming Consent Form and must have qualified lifeguard present.	YES/NO
	If Yes to above, state experience/qualifications of Party Leader and accompanying staff			
	Will there be supervision from other sources (e.g. instructors/centre staff for any hazardous activities? (Please give details and qualifications).			
	Specialist Clothing/Equipment Required? (Please give details and information about availability)			

Accommodation (if Applicable):

6.	Type of Accommodation and Address (Please list all if more than one)		Telephone Number	
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Itinerary (If Applicable):

7.	Day	Morning	Afternoon	Evening

Insurance (If Applicable):

8.	Insurance Arrangements:	
	Name and address of travel company (if any) through whom arrangements made	
	This company complies with the Package Travel Regulations by membership of: ABTA/ AITO / TOSG / CAA/ ATOL If none of these apply, state how the Regulations are complied with	

Sign-Off:

9.	Have you carried out a reconnaissance Visit?	YES/NO	If Yes: Date of Visit	If No: Have you visited the area before? (Give details)
	I have read the 'Whole School Outings and Trips Policy' and 'Whole School Outings and Trips Procedures' .	Signed: _____ Date: _____		
	I am satisfied that the arrangements for this visit have been made in accordance with the above advice and guidelines.	Signed: _____ Headmaster Date: _____		

School Trip Phone number:



Department:
Trip/Activity:
Date of Trip/Activity:

Risk Assessment Recording Form for Trips & Activities

Date of Assessment:

Re-assessment date:

Assessor:

First aider:

Fire marshal:

Initials of Pupils with Medical Risk Assessments	
Initials of Pupils with Medical Needs	

Hazard	Why is this a hazard?	Who is at risk?	Severity/ Impact 1= Minor 2= Moderate 3= Significant 4= Major	Existing Control Measures	Likelihood 1= Remote 2= Possible 3= Probable 4 = More likely than not	Risk Rating Severity/ impact x Likelihood	Tolerable Action required (9+) Prohibited	Improve ments/ Action Required	Residual Risk
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Fire (duty fire marshal for events)									
Slips/Trips									
Illness/ Allergies (duty first aider at events)									
Security (Site)									
Supervision (ratios/missing pupil/DBS)									
Coronavirus	Risk of infection	Staff and pupils	2	- Ensure that you take hand sanitiser and wipes with you when going offsite (these can be collected from Matron with your first aid kit). - Remind pupils/staff to wash their hands regularly, including before eating and after activities and follow advice provided to reduce risk of infection.	2	4	Tolerable	Situation is being monitored and trip advice will be updated if needed	4

Post event review: _____

Assessor:

Signed:

Dated:

Approved: Director of Operations

Signed:

Dated:

Approved: Mrs J Powell, Assistant Head (Co-curricular) *(All Trips)*

Signed:

Dated:

Approved: Mrs H Stanley, Deputy Head (Trips, Calendar and Compliance) *(All Trips)*

Signed:

Dated:

Approved: Dr J Raymond, Headmaster *(Residential or Cat C Trips)*

Signed:

Dated:

Approved: Mr S Wallis, Chair of Governors *(Foreign Trips)*

Signed:

Dated:

(All staff involved in trip/activity must sign below to confirm they have read and understand this risk assessment)

Staff Name	Signed	Date



Junior School Residential Trip Pupil Code of Conduct Years 3 to 6

Pupils must:

- listen to and obey instructions from members of staff and other leaders;
- ensure they report to members of staff promptly at designated times and be punctual with regard to meal-times and meeting times for excursions;
- only take part in activities that are directed and supervised by staff and / or qualified instructors;
- no mobile phones are to be taken;
- **AT ALL TIMES** move around in groups of no less than 4;
- never leave anyone alone but, in case of emergency, split into two pairs;
- look after their personal property, such as purses, coats, cameras and bags;
- not take photographs of people without their permission;
- keep hotel rooms tidy, immediately report any damage to property and stay in their rooms after lights-out;
- speak quietly in rooms and hotel corridors and walk, rather than run throughout the building, so as not to disturb other guests;
- leave the hotel only when accompanied by a member of staff or with permission;
- ensure their room is locked when they are in it and when they leave it;
- not allow anyone who is not part of the group into their room;
- report accidents or illness immediately to a member of staff;
- take their litter with them at all times, especially when they leave coaches and picnic sites;
- always wear a seat belt when travelling by coach;
- not arrange meetings with people who are not part of the group, unless permission has been granted by a member of staff;
- not exchange personal details with people who are not part of the group;
- not misuse personal information given to them by staff.

Please read through this together before signing.

Signed..... (parent) Date..... Name.....

Signed..... (pupil) Date..... Name.....



Senior School Residential Trip Pupil Code of Conduct Years 7 to 13

Pupils must:

- listen to and obey instructions from members of staff and other leaders;
- ensure they report to members of staff promptly at designated times and be punctual with regard to meal-times and meeting times for excursions;
- only take part in activities that are directed and supervised by staff and / or qualified instructors;
- mobile phones are to be taken **only** with the advance permission of the trip leader. Pupils are responsible for looking after their own phones and they are taken at their own risk. Pupils must follow the specific guidance of the trip leader with regards to when mobile phones can and cannot be used.
- **AT ALL TIMES** move around in groups of no less than 4;
- never leave anyone alone but, in case of emergency, split into two pairs;
- look after their personal property, such as purses, coats, cameras and bags;
- not take photographs of people without their permission;
- keep hotel rooms tidy, immediately report any damage to property and stay in their rooms after lights-out;
- speak quietly in rooms and hotel corridors and walk, rather than run throughout the building, so as not to disturb other guests;
- leave the hotel only when accompanied by a member of staff or with permission;
- ensure their room is locked when they are in it and when they leave it;
- not allow anyone who is not part of the group into their room;
- not buy or consume cigarettes and alcohol;
- not buy or use drugs;
- report accidents or illness immediately to a member of staff;
- take their litter with them at all times, especially when they leave coaches and picnic sites;
- always wear a seat belt when travelling by coach;
- not arrange meetings with people who are not part of the group, unless permission has been granted by a member of staff;
- not exchange personal details with people who are not part of the group;
- not misuse personal information given to them by staff.



Staff Emergency Contact Form for Residential Visits

Name of Staff Member	
Date of Trip	
Destination	

If you have an on-going medical condition which requires regular medication please give details	
Please give details of any known allergies	

Should an illness occur after this form has been handed in, please let the Party Leader know.

Please give your doctor's name, address and telephone number	
Please give any further information which you feel may be of assistance to the staff member in charge of the trip.	
Emergency Contact Details:	

In case of a medical or other emergency please contact: (Give name, address and day/evening/mobile telephone number)	
--	--

I agree to the above personal data being used solely for the purpose of organising this School trip and understand that it will not be retained after the trip has taken place.

Signed _____ Date _____

PLEASE RETURN THIS COMPLETED FORM TO THE PARTY LEADER



Trip Pack Check List and Cover Sheet

Please attach this to the front of your Trip Pack.

Planning:

Tick

1.	Off-Site Trip Approval Form approved by Headmaster, Associated forms if using an external provider (Appendix A)	
2.	Detailed Risk Assessment Forms completed and signed by Trip Leader, Headmaster, Deputy Head (Trips, Calendar and Compliance)	
3.	Letter sent to parents/guardian including consent form. (This letter is sent by SIMS email and must have approval first from Headmaster). NB check that any new pupils will be joining the School in time for the trip are included in all communication etc.	
4.	Travel booking/copy of Contract or Booking Forms	
5.	Insurance (Check with Director of Finance). Copy of policy document included in Trip Pack	
6.	All payments collected and information passed to the Events Co-ordinator	
7.	Ensure parental permission received for all pupils to attend trip (see Events Co-ordinator for this). Check Residential Education Visits Consent Form received for all pupils	
8.	Medical needs checked with Matron (Including for staff). Individual Risk Assessments completed where needed. Ensure initials of pupils requiring medication are added to the trip Risk Assessment	
9.	Full report of Annual Educational Visits Consent/Medical forms for the group (Ask Matron to print this)	
10.	Office staff given information about itinerary, flight numbers, contact numbers, lists of pupils, including list of pupils/staff on individual coaches with vehicle registration details for each and contact number of staff on each vehicle etc. (This is the Trip Pack).	
11.	Deputy Head (Trips, Calendar and Compliance) notified of staff names and cover required	
12.	Emergency SLT contacts set up with full Trip Pack if out of school hours off-site trip	
13.	Staff Emergency Contact Forms for all staff on the trip	
14.	Catering notified if the visit will affect lunch numbers and/or packed lunches required	

15.	Collect the School mobile phone(s) and camera(s)	
16.	Notify relevant staff if pupils will be missing lessons	
17.	Ensure you have copies of Appendices 8, 9 and 10 of the 'Whole School Crisis Management Policy and Procedures': 'Procedures in the Event of Unwanted Media Attention', 'procedures in the Event of a Minibus Accident or Breakdown' (if applicable) and 'Procedures in the Event of a Tragedy Involving School Pupil(s) or a Member of Staff' for each staff member on the trip.	

On the Day of Departure:

Tick

1.	Ensure School Office has copy of Trip Pack including register of pupils attending the trip	
2.	Give School Office staff a list of pupils/staff and on which coach/minibus they are travelling.	

The contents of the Trip Pack must also be carried by the Party Leader and all staff on the trip and retained by the two SLT Emergency Contacts as well as the School Office/Events Co-ordinator, Deputy Head (Trips, Calendar and Compliance)..

Failure to return a fully-completed Trip Pack to the Events Co-ordinator, and Deputy Head (Trips, Calendar and Compliance) and SLT Emergency Contacts prior to the trip will result in the trip not departing.

Please return a fully-completed Trip Pack to the Deputy Head (Trips, Calendar and Compliance) at least a week in advance of the trip departure.



Staff Code of Conduct

1. The safety and welfare of pupils and all other persons in the group must be paramount at all times.
2. Staff must be fully aware of School regulations and guidelines and should endeavour to apply them.
3. All staff must ensure that they are adequately briefed about their responsibilities during the visit, that they fully understand their role within the group and that they are equipped to deal with emergencies.
4. Disciplinary procedures should be agreed before departure and should be adhered to during the trip and all staff involved must be aware of them. They should be commensurate with procedures generally applied within School.
5. In situations where pupils are not under direct supervision, staff must ensure that students are aware of how to contact them and at least one member of staff should be available to be contacted by pupils at all times.
6. When travelling abroad, staff should understand procedures to deal with emergencies and should be aware of relevant laws and regulations in the countries to be visited. Wherever possible, at least one member of staff should have some knowledge of the language of the countries to be visited.
7. Staff should remember that they have a duty to set a good example to students at all times. This should be reflected by:
 - their behaviour towards pupils, members of the public and each other. Relationships with pupils and other staff should remain professional and on the same footing as within School.
 - dressing appropriately at all times, wearing attire suitable for the activities envisaged.
 - their adherence to the laws and respect for the customs of the country concerned.
 - not smoking when pupils are present.
 - not drinking excessively. Staff must be capable of dealing effectively with an emergency at any time. At least one member of staff must abstain from drinking.
8. Staff who need to give personal phone numbers or other personal details to pupils are advised to inform the Headmaster before doing so. The School mobile phone should be booked to avoid using your own.
9. All disciplinary problems, accidents and 'near misses' should be reported to the Headmaster and the parents of pupils concerned either immediately if serious enough or otherwise on return to School. A written record should be made as soon as possible after the incident and signed by all staff present.
10. When planning itineraries and activities care should be taken to ensure that staff will be in a position to provide an adequate level of supervision and deal with emergencies at any time.
11. Staff should seek permission before taking photographs of pupils or other members of the party. Be aware of those that have not given permission (see Marketing Department for details).

Emergency Contact Card (to be used back-to-back, credit card sized)

NAME:

I AM A PUPIL FROM CRANFORD SCHOOL, ENGLAND.

Je suis une élève de Cranford School en Angleterre.

Soy alumna del instituto Cranford en Inglaterra.

Ich bin eine Schülerin von der Cranford School, England.

PLEASE WILL YOU HELP ME BY TELEPHONING MY TEACHERS ON THIS NUMBER:

Pourriez-vous m'aider à téléphoner à mes professeurs au numéro suivant, s'il vous plaît?
 Haga el favor de ayudarme. Quiere usted telefonar a mis profesores en este número:
 Bitte können Sie mir helfen, in dem sie meine Lehrerin anrufen. Die Nummer ist:

THANK YOU Merci / Gracias / Vielen Dank

NO PENICILLIN PLEASE Je suis allergique à la pénicilline / No se debe recetarme penicilina
 Ich bin allergisch gegen Penizillin

I AM A DIABETIC Je souffre de diabète / Soy diabética /Ich bin Diabetikerin

Cranford School Moulsford Wallingford Oxon OX10 9HT England	Telephone: 01491651218 (from UK) 00441491651218 (from outside UK) 00441491 (Emergency Contact)
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NAME: 	
HOTEL: TELEPHONE NUMBER: DATES: 	MEMBERS OF STAFF IN CHARGE OF VISIT: TRAVEL COMPANY: EMERGENCY NUMBER:
HOTEL: TELEPHONE NUMBER: DATES: 	TRAVEL COMPANY: EMERGENCY NUMBER:

- that they know what to do if there is a problem;
- to hold evening briefings to make sure all pupils and staff know the arrangements for the next day;
 - to ensure a member of staff is available at all times;
 - to give pupils a staff contact number in case of emergency during the night e.g. this could be a hotel room / telephone number;
 - to regularly check that all pupils are safe and well;

- for at least one member of staff to be first aid trained and for a first aid kit to be taken;
- to ensure all pupils' medical needs are known and that staff are competent to handle them. The complete set of consent forms and individual Risk Assessments should be kept by the party leader and medical officer. The storage and administration of medicines should follow the **'Whole School Medical and First Aid Policy and Procedures'**. Staff can only administer with written permission of parents.
- to be aware that some diseases are more common in some countries and know what preventative action to take and what to do if a group member becomes infected;
- to recognise that many of the health problems of pupils on longer visits are exacerbated by lack of food, liquid or sleep;
- to issue a detailed list beforehand suggesting items of clothing suitable for the visit (and medicines if the visit is abroad);
- to enforce the pupils' code of conduct;
- to practice emergency drills e.g. exit from hotel in case of fire;
- to know where the nearest British Embassy/Consulate or Commission is located and the telephone number.
- to check all hotel rooms on arrival and departure for damage and report to hotel management.
- to report any theft to the Police immediately.
- to check hotel rooms, airplane, airport, coaches, ferries etc. for any lost property.
- to subdivide a larger group into smaller ones whilst traveling. Allocate one member of staff to each group.
- give regular reminders about safety measures such as wearing seatbelts on coach/plane.



Educational Visits Evaluation Form

To be completed by the Group Leader after all visits and retained in the School's central records.

Trip to:	Venues:	Emergency Contacts:
Purpose of visit:		
Dates of visit:		
Number in group:	Pupils:	Supervisors:
Commercial organisation involved (if relevant):		
Please comment on the following (as relevant):	Rating out of 10/relevant Comment:	Comment:
Centre's pre-visit organisation:		
Travel arrangements:		
Content of education programme provided:		
Instruction:		
Equipment:		
Suitability of environment:		
Accommodation:		
Food:		
Evening activities:		
Courier/representative:		
Problems which occurred:	Solutions:	Evaluation for the future:

Other comments and evaluation including 'close calls', injury or damage:		
Signed:		Date:
Group leader full name:		

Please complete and return to the Deputy Head (Trips, Calendar and Compliance) For medical injury please also complete an accident form. Please add a sample of good photos into the Media Bucket on the R: Drive, with captions where appropriate.

Health & Safety: School Trips and Educational Visits

Educational Visits Policy:

It is the policy of Cranford School to ensure, as far as is reasonably practicable, the health and safety of all pupils, staff and all other people who participate in educational visits and trips organised by Cranford School. The School is committed to complying with the requirements contained within the DfE's guidance document '*Health and Safety of Pupils on Educational Visits*'. We have appointed a competent Educational Visits Coordinator and provide appropriate information, instruction, training and guidance to

staff leading and accompanying educational visits and School trips.

This will include:

- the procedures for planning and preparing for an educational visit or School trip;
- the procedures for assessing the risks associated with an educational visit or School trip;
- defining the roles and responsibilities of group leaders and other supervisors during educational visits and School trips.

Cranford School ensures that the following is included in our **'Whole School Outings and Trips Policy and Procedures'** Educational Visits Policy and Procedures in order to ensure compliance with DfE regulations:

- Responsibilities for visits, including pupils' behaviour;
- Planning visits, including risk assessments and first aid
- Supervision, including ratios and safer recruiting checks, e.g. satisfactory Enhanced Disclosures from the Disclosure and Barring Service (DBS) for volunteers on overnight stays;
- Preparing pupils, including special and medical needs;
- Communicating with parents;
- Planning transport;
- Insurance;
- Types of visit;
- Visits abroad;
- Emergency procedures, including contact details and permission for emergency medical treatment if parents cannot be contacted.

In the Event of a Tragedy involving School Pupil(s) or A Member of Staff:

Staff guidelines and Risk Assessments for the particular trip will be followed. On residential and foreign trips, individually tailored procedures will be discussed before departure and each adult member of the trip, the School Office and the home contact will have a copy of the agreed procedure.

In addition to this, if the trip has been organised by a tour company, all adults on the trip should make themselves aware of the particular emergency procedures the company has in place. Any representative accompanying the trip and employed by the tour company will have his/her own emergency brief which should be discussed with School staff prior to departure.

In general, following an incident, an unharmed adult on the trip would adopt the following procedures:

- Establish the nature and extent of the emergency;
- Make sure all other members of the group are accounted for and safe;
- If there are injuries, establish their extent and administer appropriate first aid if they have been trained and feel capable. Ensure they have regard to their own safety in respect of blood, call the appropriate emergency services;
- Advise other members of staff in the group of the incident and of the actions taken. Decide who is in charge and the responsibilities to be undertaken by each adult member of the group;
- Appoint a Crisis Manager, a Crisis Co-ordinator, a Log-Keeper and a Pupil Officer (other roles may have to be shared or assumed by SLT members at School);
- Ensure that an adult accompanies any casualties to the hospital. If only one adult is available in the circumstances, a decision will have to be reached as to the best course of action (for example, using the School mobile phone in the minibus to summon help from School). Ensure all

- staff take with them their emergency pack with phone numbers;
- Ensure that remaining pupils are adequately supervised and arrange for an early return to base;
- Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for;
- Contact the senior member of staff on call. Control access to phones until the senior member of staff has contacted parents and others directly involved. Give full details of the incident including:
 - Nature, date, location and time of the incident;
 - Details of injuries etc.
 - Names and home telephone numbers of those involved;
 - Action taken so far;
 - Telephone numbers for future communication.
- The senior member of staff should contact the Headmaster and establish who will take charge of the situation and what immediate action will take place. The Headmaster will inform the Chair of Governors (and the GSA/IAPS if appropriate);
- The group leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved;
- Ensure accident forms are completed as soon as possible;
- Inform parents of any delays.

Throughout the Process:

- Do not discuss the matter with the media;
- Do not discuss legal liability;
- Refer any questions or requests for statements from the media to the Headmaster or the Head of Marketing. (**See Appendix 10: 'Procedures in the Event of Unwanted Media Attention'** of the **'Whole School Crisis Management Policy and Procedures'** for more information and guidance).

Educational Visits Co-ordinator (EVC):

The role of the EVC is pivotal to ensuring the good planning, management and monitoring of educational visits; appropriate delegation of associated tasks; and enabling the School to fulfil its legal obligations.

Functions and Competencies of EVCs:

The EVC's functions (based on HASPEV) are as follows:

- to support the Headmaster and Governors in approving trips and other decisions;
- to assign competent people to lead or otherwise supervise a visit
- to assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience;
- to identify training needs and ensure that training is in place for and organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness, etc.;
- to organise thorough induction of leaders and other adults taking pupils on a specific visit;
- to make sure that adequate safeguarding checks have been made and satisfactory Enhanced Disclosures have been obtained from the (DBS);
- to work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand to that parents can consent or refuse consent on a fully informed basis;
- to organise emergency arrangements and ensure there is an emergency contact on each visit this should be a member of SLT;
- keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses')
- review systems and, on occasion, monitor practice.

The EVC therefore has responsibility for ensuring that all staff organising School trips plan these properly and carry out appropriate risk assessments and checks on providers. The monitoring and reviewing process will provide the School with a formal mechanism for demonstrating that it takes on board any lessons from visits where things may not have gone quite according to plan, to introduce new checks and identify training needs as appropriate.

The EVC should be competent to carry out all of the above functions. The appropriate level of competency will of course depend on the types of visits undertaken, and evidence of competence may be through qualification and/or experience of practical leadership over a substantial period of time. It may also be appropriate to consider if any additional training will be necessary to ensure that the EVC is fully competent to carry out the role.

Government Guidance:

Guidance on Health & Safety in schools, including educational visits, has recently been updated by the Department of Education. All staff who lead or accompany school trips should read with this guidance. The HSE website also has guidance on school trips on its 'Education - Frequently Asked Questions' page <http://www.hse.gov.uk/services/education/faqs.htm>

Parental Consent:

This includes the following:

An Educational Visit General Medical Information and Consent Form:

This must be fully completed, signed and returned to the School by each pupil's parent/guardian before they can go on any School trips or off-site non-curriculum sporting activities, e.g. sports matches at other Schools (not PE lessons at off-site locations). If the form has not been completed satisfactorily, or has not been returned to School before the trip, **the pupil should NOT go on the trip.**

- This form will cover all low risk day trips, sports visits and activities, which do not involve an overnight stay or travel abroad. You do not need to send the form again before such trips, although they may do so if they wish.
- For any activities where swimming will take place, or might take place, e.g. during sailing or kayaking activities, a separate 'swimming consent' form (see below) will need to be signed.

An Educational Visit Information Letter:

This should be sent to parents in advance of all trips to give details of the trip. This can be used to give details of a number of trips, for example a list of sporting fixtures, or several related trips, e.g. if a year group is having a special history week and is going to visit different places on 2 or 3 days of the same week, where these do not involve an overnight stay. The letter must remind parents that the trip is covered by the annual consent form and they must notify the School of any relevant changes.

A Residential and Higher Risk Educational Visit Consent Form:

This should be used for all residential trips, all trips abroad (including day trips abroad), and trips which are assessed as higher risk. The form sets out all relevant information about the trip, and then asks parents to complete a consent update section which confirms that:

- Their child can attend the trip.
- Their child's medical details, as provided on the Annual Educational Visit Medical Information / Consent Form, are either still correct, or have changed as notified on the slip
- Their contact details are either still correct, or have changed as notified on the slip.

This form must be completed, signed and returned to the school by each pupil's parent/guardian before they go on such trips. Again, it is possible to use just one form to cover a number of related visits, e.g. a series of Duke of Edinburgh Expeditions, so long as all relevant information relating to those trips is included in the letter.

A Swimming Consent Form:

This must be issued and returned for any activities where swimming will, or might, take place. (NB this does not include off-site curriculum-based swimming lessons). This form will only be needed where swimming activities form part of a low-risk trip, for which a separate consent is not required, as this information is covered in the Educational Visit Consent and Update Form for the higher risk/residential trips.



Swimming Consent Form

Child's Name: _____

Form: _____

*** delete as appropriate**

I do/do not* give permission for my child/ren* to participate in swimming and water sports activities while attending:

Name of Trip _____

From: _____ (date) To: _____ (date)

Parent Name: _____

Parent Signature: _____

The trip may include activities for which being able to swim is essential. These are optional. Please indicate your child's swimming ability by ticking the appropriate box below:

	Yes	No
Is your child able to swim 50 metres?		
Is your child water confident swimming indoors?		
Is your child confident swimming in the sea?		
Is your child confident in open inland water?		
Are there any activities in which your child may not participate? Please give details:		

Pupil to read and sign:

I agree to follow all instructions from staff regarding safety and safety equipment etc. when taking part in such activities. I understand that failure to follow any instructions from staff will result in me being removed from the activity:

Name of Pupil: _____

Signature of Pupil: _____

Date: _____

Appendix 1: Guidelines for Parents of Pupils Taking Part in an Exchange Visit (to be Issued to Parents at the Information Evening)

We hope that the young person in your care will have a wonderful time with your family and go back to their country with many happy memories.

To ensure their comfort and safety, please take note of the following points:

- A young person should only be sharing a room with a person of the same sex; ideally there should not be a great age difference between the young people sharing the bedroom;
- A young person must have his/her own bed;
- Access to night time bathroom facilities should not be via an adult's bedroom;
- Access to a bedroom, or other room used by adults or people of the opposite sex, should not be via the young person's bedroom;
- Privacy for washing, dressing and undressing must be provided;
- The young person should know the exit route from the house in case of emergencies.

As the person in 'loco parentis', you should know where the exchange partner is at all times.

It is essential that young people and hosts set and agree ground rules at the beginning of the stay. By making expectations clear, problems or embarrassment will be avoided.

(A copy of these guidelines should also be sent to the exchange families).

Keeping Safe When Out and About:

- Don't speak to adults you don't know – just walk away if someone speaks to you;
- Don't go up to a car for any reason, even to give directions. Keep your distance so you can run easily;
- If something happens which you don't like, tell the Group Leader or another adult; even if you have broken a rule, we will sort it out;
- Do not run if someone follows you. Go towards places where there are people or knock on a door and ask for help;
- When you are not at school or at your partner's home (hotel or hostel) you will be with your Group Leader. In some places, you may be free to go off in groups or not less than four. You must always return to the pre-arranged meeting point in time (make sure one of the group has a watch!)

REMEMBER – keeping safe is the important thing. You can break normal rules in order to stay safe.

Reminder:

- Listen to your teachers' instructions or to those of the parents of your exchange partner;
- Know when to be back at the meeting point and **where** it is;
- Carry your **partner's phone number** and address on you at all times in case you get lost;
- Take your mobile with you, with the teachers' numbers in it;
- **Do not** get involved in smoking or drinking alcohol (even if your exchange partner does);
- Be very careful when crossing the road – **look left** first and remember, **Europeans do not stop for you at zebra crossings**;
- **Look after** your money and any valuables.

Appendix 2: Policy and Procedures for Overseas Expeditions (e.g. World Challenge):

Procedures:

First Meeting:

The Expedition Co-ordinator meets with pupils and introduces the concept of the School Expedition and the benefits of taking part. The School will select the destination for any overseas expeditions.

During the planning phase, a meeting is organised with the parents of those pupils interested in taking part, during which information is presented about the destination, the back-up assistance offered, safety and risk assessment etc. The Expedition Co-ordinator then meets with the pupils during the next year to discuss fundraising ideas. The day before departure is 'Final Preparation Day', where all medical information and kit is checked.

Risk Assessment:

All Risk Assessments for the expedition are prepared and supplied by the company organising the expedition. In addition to this, Cranford School provides a Risk Assessment and on-going visual assessments take place by the Expedition Leader and Cranford School Staff during the expedition.

The company produce generic and country-specific Risk Assessments which are regularly updated by their planning team. Risk Assessments cover factors such as weather, transport, terrain and health, the aim of the process is to clearly identify areas of possible risk and to establish control measures that should be put in place to minimise them. The Expedition Leader is responsible for implementing these control measures as well as conducting on-going Risk Assessments throughout the expedition. However, as a team pupils are encouraged to be aware of possible risks and actively work to reduce them.

Staff Training and Selection:

Cranford School Staff who accompany a trip are expected to take an active role in Duke of Edinburgh Bronze Weekends in preparation for an expedition. Although conditions in countries can be very different, it gives staff a small amount of training. If the company organising the expedition run training days during weekends, staff will be expected to attend. The staff selection will be at the discretion of the School Expedition Leader and the Headmaster.

Expedition Leader Selection and Training:

Leaders are selected for their suitability, qualifications and experience. They are trained to assess risk, take appropriate precautions and deal with a variety of problems that may occur to ensure that any issues that arise can be dealt with safely and efficiently.

Operations Centre:

If necessary, Expedition Leaders can call upon the support of an operations centre. The centre is manned by experienced staff and has the ability to deal with medical and administrative problems overseas, 24 hours a day. Two members of SLT from Cranford School will be the main points of contact for parents and staff on an expedition, should an emergency arise.

Code of Conduct:

Pupils are expected to abide by the Senior Code of Conduct for School Trips (see page 66 of the **'Whole School Outings and Trips Procedures'**) and staff by the Staff Code of Conduct (see page 70 of the **'Whole School Outings and Trips Procedures'**).

Leader Status:

In general, there are three types of adults accompanying an Expedition organised by 'World Challenge':

- a. **Expedition Leader:** The Expedition Leader is contracted to the expedition company and carries overall executive responsibility for the safety, conduct and the personal development of all Team Members in the context of an enjoyable overseas expedition. As a legal representative of the company, the Expedition Leader is answerable, if required, for all decisions made on an expedition. The Principal Leader must be sensitive to the fact that the School Leader will have been involved extensively in the planning and preparation for the expedition and will have a greater knowledge of the Team Members.
- b. **School Leader:** The School Leader is under the control of the Expedition Leader in all matters apart from matters of welfare and conduct. It is expected that the School Leader will advise the Expedition Leader on the School's 'position'.
- c. **Expedition Assistants:** The Expedition Assistant's role is to support the Expedition Leader and will be appointed to either increase the ratio of adults to pupils, to increase the ratio of technically-

trained personnel or to provide female adult 'cover' within the team. Expedition Assistants will have the same level of Duty of Care as the other adult Leaders.

Each expedition draws up its own set of rules (see point (a) below) but these must incorporate those laid down in the Pupil Code of Conduct.

- a. **Expedition Rules:** A set of rules for the expedition must be drawn up, taking account of School rules, and relayed to all pupils and staff prior to departure. This should be prepared in consultation through the School Leader, Headmaster and the Expedition Leader, with reference to this document.
- b. **Alcohol:** There will be NO drinking of alcoholic beverages at any point during the expedition.
- c. **Drugs:** As part of the 'Build-Up Day' Expedition Leaders must make themselves aware of any prescribed drugs any team member may have cause to take on the expedition, and what the implications of this and any associated medical condition may be. The taking of non-prescribed drugs in any form whatsoever is strictly forbidden. Any case of this should be reported to the Expedition Company Operations Centre at the earliest opportunity, and may result in repatriation of the guilty party/ies at their own cost. All Team Members must be made aware of the seriousness of the law in the country that they are visiting in relation to drugs.
- d. **Smoking:** Smoking is forbidden during expeditions.
- e. **Morale:** It is possible to destroy morale very quickly on an expedition by allowing negative views to permeate through to pupils either by indiscretion or open critical discussion. Major problems and issues of policy on an expedition should first be discussed in private between the Leadership Team and a joint decision reached. This will then be the 'agreed policy' which all adults must then support when dealing with pupils, provided that the duty of care owed by all adults is fulfilled. Any member of the Leadership Team has the right to subsequently discuss in detail such issues with the Expedition Company's permanent staff after the expedition returns to the country of origin or, if necessary, by fax, email or telephone from the expedition country itself during the expedition. Failure to observe this simple principle is highly irresponsible, and can totally negate the potential benefits of the expedition to the Team Members.
- f. **Counselling and General Welfare:** The culture shock experienced by young people travelling abroad for the first time must not be underestimated. Staff must be ready for this and actively discuss it with the team. During the Expedition, the Leadership Team must be prepared to counsel Team Members on any welfare related issues. Some examples include: homesickness, stress, menstrual problems, relationship worries, bullying and cultural differences.

Safeguarding and Child Protection:

Please refer to Cranford School's '**Whole School Safeguarding and Child Protection Policy**' and '**Whole School Safeguarding and Child Protection Procedures**'. All staff must have the relevant certification.

Cranford School is committed to promoting the welfare and protection of young people during their participation in an expedition. All adults participating in our expeditions are in 'loco parentis' and have a duty of care with respect to all members of their expedition.

All young people participating in an expedition are expected to be treated in the manner defined within this Policy, irrespective of whether or not they have reached the age of consent or are over 18 years of age.

Throughout all phases on an overseas expedition including the planning, training and preparation phases leading up to the overseas phase, 'World Challenge' is committed to, and expects all adults to comply with the following:

- Respecting the rights, wishes and feelings of all of the young people;

- Taking all reasonable steps to protect young people from neglect and from physical, sexual and emotional abuse:
 - **Neglect** is defined as a failure to safeguard health, safety and well-being, and includes nutritional neglect, failure to provide medical care, and failure to protect from physical and social danger, including in outdoor pursuits exposing the young person to undue cold or risk of injury without proper care and protection.
 - **Physical abuse** is defined as hurting or injuring a young person by, for example, hitting or shaking them, or through any form of bullying, or by plying them with alcohol or inappropriate drugs, or in outdoor pursuits by forcing the child to participate in an activity when the nature or intensity of that activity exceeds the capacity of the young person's physical capabilities.
 - **Sexual abuse** is defined as an adult using his/her power, authority, or position to use a child sexually to satisfy his/her own needs, and ranges from sexually suggestive comments to full intercourse, and includes involving the child in any form of pornography.
 - **Emotional abuse** is defined as depriving a child of help and encouragement and replacing it with derision, ridicule, or ostracisation, and includes racially and sexually abusive remarks.

All adults participating in any overseas programmes are to ensure that they follow the Cranford School Code of Conduct for Outings and Trips and ensure that:

- Their behaviour is appropriate at all times;
- They observe the rules established for the safety and security of young people;
- They report immediately to the Operations Director any suspicion, disclosure or allegation of child abuse;
- They recognise the position of trust in which they have been placed;
- Pupils are never left alone with third party provider staff;
- The relationships they form with young people under their care are appropriate in every respect.

The Role of School Staff:

A School Leader is an enthusiastic member of School staff who will be a great help to the pupils during the period leading up to the overseas phase; they will normally accompany them whilst overseas although this is not essential.

The Expedition Company provides support, training and advice throughout and will get the expedition off the ground; however, it is very helpful to have the assistance of a member of the School staff with an interest in the expedition.

The School Leader will be the first point of contact within the School. School Leaders find it very rewarding to see their pupils grow from young people to young adults both before and during the expedition.

As a general guideline the School Leader is expected to undertake the following tasks:

Pre-expedition:

- Help and advise the team during the interim phases (especially at the start);
- Act as a link between the Expedition Company and the team;
- Liaise with your SLT/EVC and other school staff as appropriate;
- Ensure that Team Members have regular meetings, attending where needed and keep the team motivated;
- Liaise regularly with your School Support Co-ordinator throughout the programme;

- Gain a first aid qualification;
- Attend an Expedition Training Day (if travelling);
- Ensure that your Local Authority clearance (if relevant) for the expedition is given and liaise with the authority as necessary.

During the Expedition (if travelling):

- Be part of the leadership team and support the Expedition Leader;
- Use your experience of the pupils to provide pastoral support;
- Be involved in the day to day briefings/reviewing for the team;
- Take on a delegated role depending on your own experience, e.g. medic;
- Be an active team member;
- Remember that the students will learn from mistakes, if they are allowed to make them.