

Educational Visits Policy

Independent Day/Boarding School for Boys and Girls

Royal Hospital School

1 February 2010

1. Aims of this Policy

- 1.1. The Governors and the Head of the Royal Hospital School recognise the value to pupils of Educational Visits. Such visits should:
 - 1.1.1. enhance pupils' understanding of curricular activities;
 - 1.1.2. provide opportunities to practise skills;
 - 1.1.3. develop pupils' social skills; and
 - 1.1.4. seek to implement the aims and objectives set out within the Department for Children, Schools and Families' Learning Outside of the Classroom framework.
- 1.2. The Governors and the Head also recognise and accept that such visits may present challenges to the health and welfare of pupils. Educational Visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside of the classroom.
- 1.3. This policy complies with s3(2)(c) of the Education (Independent School Standards) Regulations 2003 and the Health and Safety etc at Work Act 1974 and subsequent regulations and guidance including the Management of Health and Safety at Work Regulations 1999, as amended and Approved Code of Practice, the Health and Safety (First-Aid) Regulations 1981, as amended and Approved Code of Practice and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 1.4. In relation to Licensable Activities it complies with the Activity Centres (Young Persons' Safety) Act 1995 and subsequent Adventure Activities Licensing Regulations 2004 and Approved Code of Practice.
- 1.5. Further, it complies with the DfES Guidance *Health and Safety of Pupils on Educational Visits (HASPEV) 1998* as supplemented. This guidance is due to be replaced by the DCSF *Health and Safety of Learners Outside of the Classroom (HASLOC)* which is currently under consultation until 18 February 2010 and the operational material on the DCSF website *Learning Outside of the Classroom (LOTC)* and has been drafted with this in mind.
- 1.6. This Policy should be reviewed once HASLOC Guidance has been issued.

2. Definitions

- 2.1. "**Educational Visit**" includes but is not restricted to the following activities: off-site visits, study and cultural visits, hazardous and adventure activities and expeditions, overseas trips and residential trips.
- 2.2. "**Educational Visits Co-ordinator**" means the Deputy Head.
- 2.3. "**Employee**" means anyone who works under a contract of employment with the Employer.
- 2.4. "**Employer**" means Greenwich Hospital.
- 2.5. "**External Provider**" means any person or organisation other than the School or employee of the School who provides a service and or facilitates an activity under a contract during the Educational Visit.

- 2.6. **"Group Leader"** means an employee who has overall responsibility for the supervision and conduct of the Educational Visit.
- 2.7. **"Hazardous Activities"** include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking and water sports or activities in or around water. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.
- 2.8. **"Licensed Activities"** means only those activities which are licensable under the Activity Act (Young Persons Safety) Act 1995 and Adventure Activity Licensing Regulations 2004 and include caving, climbing, trekking and water sports.
- 2.9. **"Parent"** means those having parental responsibility for a child.
- 2.10. **"Plan B"** means an alternative activity in the event the planned activity on an Educational Visit cannot be undertaken safely.
- 2.11. **"School"** means the Royal Hospital School.
- 2.12. **"Supervisor"** means any competent adult, aged 18 or over who has responsibilities and duties assigned to him/her during an Educational Visit (to include but not restricted to volunteers, helpers, Parents, and host parents).

3. Legal Requirements and Responsibilities

- 3.1. **Employer:** Under the Health and Safety at Work etc Act 1974, Employers are responsible for the health, safety and welfare at work of their Employees. This duty extends to everyone involved in Educational Visits (to include but not restricted to teachers, volunteers, helpers and pupils).
- 3.2. Employers carry out their legal responsibility by observing the Management of Health and Safety at Work Regulations 1999, as amended, made under the 1974 Act, which require them to:
 - 3.2.1. assess the risks of activities and record any significant risks;
 - 3.2.2. introduce measures to control those risks;
 - 3.2.3. tell their Employees about these measures.
- 3.3. Employers retain their legal responsibilities under the health and safety legislation but they can delegate the statutory tasks.
- 3.4. Greenwich Hospital (by the Sole Trustee the Secretary of State for Defence) delegates appropriate responsibilities to the Director of Greenwich Hospital who in turn delegates appropriate responsibilities to the Head.
- 3.5. Decisions about Educational Visits are delegated to the Head. The Head's agreement must be obtained before an Educational Visit takes place. The Head may then in turn delegate duties to others, such as the Educational Visits Co-ordinator and the Group Leader.
- 3.6. These duties apply at all times to all Educational Visits in the UK.

- 3.7. Educational Visits outside of the UK will be subject to the law of that country, but if the risk assessment is carried out in the UK, it will also be subject to UK domestic law.
- 3.8. **The Governors** will ensure that the School's policies and procedures regarding Educational Visits comply with legislation, Regulations and guidance, including the School's health and safety policy document.
- 3.9. **Employees:** Under the health and safety legislation, all Employees must:
 - 3.9.1. take reasonable care of their own and others' health and safety;
 - 3.9.2. co-operate with their Employers over safety matters;
 - 3.9.3. carry out activities in accordance with training and instructions;
 - 3.9.4. inform the Employer of any serious risks.
- 3.10. Employees also have a common law duty to act towards pupils as any reasonably prudent parent would do in the same circumstances. However, in some circumstances such as where Employees specialise in a particular activity or lead more hazardous or adventure activities there may be a higher duty of care.
- 3.11. **Head:** The Head will ensure that Educational Visits comply with legislation, Regulations and guidance and the School's own Health and Safety policy.
- 3.12. The Head will ensure that every Educational Visit will have a Group Leader who has been appointed or approved by him/her.
- 3.13. The Head will ensure that the Educational Visits Co-ordinator is specifically competent for this role.
- 3.14. The Head will ensure that the Group Leader is competent to plan, undertake and supervise activities and to monitor/assess the risks throughout the visit.
- 3.15. If the Head takes part in the visit as a group member/Supervisor, he/she will follow the instructions of the Group Leader who will have sole charge of the visit.
- 3.16. The Head will also ensure that:
 - 3.16.1. risk assessment(s) for the planned Educational Visit and a Plan B have been completed and appropriate health and safety measures are in place;
 - 3.16.2. those who are conducting the risk assessments have the necessary qualifications, knowledge, skills and experience to do so;
 - 3.16.3. any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified and are up to date;
 - 3.16.4. adult members of staff and volunteers are properly vetted;
 - 3.16.5. there is adequate insurance cover;
 - 3.16.6. he/she has adequate contact details for the Group Leader and/or teachers and/or Supervisors on the Educational Visit;
 - 3.16.7. he/she has the address and phone number of the venue and a contact name;
 - 3.16.8. there is a contingency plan for any emergency or delay.

- 3.17. **Educational Visits Co-ordinator:** is responsible for helping the School to manage risks posed by Educational Visits.
- 3.18. The Educational Visits Co-ordinator will:
- 3.18.1. support the Head and the Governors with approval and other decisions;
 - 3.18.2. undertake an initial review of applications for approval of an Educational Visit and discuss with Group Leaders where appropriate;
 - 3.18.3. work with the Group Leader to provide full details of the visit beforehand to Parents for those Educational Visits requiring Parental consent so that Parents can consent or refuse consent on a fully informed basis and to obtain the consent or refusal of parents accordingly;
 - 3.18.4. keep records of individual visits, including reports of accidents and "near accidents";
 - 3.18.5. review systems and, on occasion, monitor practice.
- 3.19. **Group Leader:** is the teacher responsible for the planning, undertaking and supervision of Educational Visits delegated to him/her by the Head and for obtaining specialist advice from the Educational Visits Co-ordinator or otherwise where appropriate to enable visits to be undertaken safely.
- 3.20. The Group Leader will make arrangements for another appropriately qualified person to join the party and take over his/her responsibilities in the event of the incapacity of or injury to the Group Leader.
- 3.21. The Group Leader has:
- 3.21.1. responsibility for the planning of the Educational Visit including the preparation of proper risk assessment(s);
 - 3.21.2. responsibility for the supervision and conduct of the visit;
 - 3.21.3. responsibility for the health and safety of the group;
 - 3.21.4. responsibility for the behaviour and discipline of pupils during the visit;
- 3.22. The Group Leader will:
- 3.22.1. follow legislation, Regulations, guidance and the School's policies;
 - 3.22.2. be appropriately qualified and will produce firsthand evidence of such qualification e.g. original certificates;
 - 3.22.3. undertake and complete the planning and preparation of the visit including transportation requirements and the briefing of group members and Parents, where appropriate;
 - 3.22.4. carry out a risk-benefit analysis for the Educational Visit (see Form 1 for guidance);
 - 3.22.5. undertake and complete comprehensive risk assessment(s) for the Educational Visit and a Plan B in case the primary activity is undeliverable (see Form 2 for guidance);

- 3.22.6. apply to the Head for prior agreement for the Educational Visit to take place (Form 3) and obtain the Head's prior agreement (Form 4);
- 3.22.7. provide adequate information to parents regarding the Educational Visit in order to obtain informed parental consent, and obtain their consent where appropriate (Form 5);
- 3.22.8. prepare pupils, teachers, Supervisors and volunteers in advance of the visit;
- 3.22.9. be responsible for the vetting and CRB checking of adults who will attend the visit;
- 3.22.10. ensure that there is sufficient first aid provision on each visit from appropriately qualified personnel, have a good working knowledge of first aid and be aware of and adhere to the School's First Aid Policy (and see First Aid below);
- 3.22.11. obtain relevant medical information for pupils planning to attend the Educational Visit from the Data Manager using Form 6;
- 3.22.12. appraise himself/herself of pupils' special educational or medical needs which may be relevant to the Educational Visit and liaise with other employees, teachers, Supervisors, the Data Manager and the School Nurse where appropriate, in respect of pupils' special educational or medical needs and their suitability to attend the Educational Visit;
- 3.22.13. obtain and carry emergency telephone numbers and details of emergency points of contact using Form 7 and communicate with the Head and/or directly with Parents during the visit, where appropriate;
- 3.22.14. provide a copy of Form 7 to the School Reception before embarking on the Educational Visit;
- 3.22.15. carry out a reconnaissance trip, where appropriate;
- 3.22.16. ensure that there is a plan for emergencies and ensure that everyone on the Educational Visit is aware of the arrangements in the event of an emergency;
- 3.22.17. take immediate steps to terminate the visit if the risk to the health or safety of the pupils or anyone else on the Educational Visit is at risk;
- 3.22.18. be aware of the School Policy on Promoting Good Behaviour and make accompanying adults, the pupils and their Parents aware of the standards of behaviour expected during the visit and the consequences of breaching those standards;
- 3.22.19. involve pupils in trip planning, risk assessment and evaluation of Educational Visits, where appropriate (the Group Leader may wish to use Forms 8 and 9, though the use of these Forms is not compulsory);
- 3.22.20. ensure that insurance is in place and any insurance conditions are complied with.
- 3.22.21. review regularly undertaken visits/activities with the Educational Visits Co-ordinator and advise the Head where adjustments may be necessary.
- 3.23. The Group Leader has the full authority of the Head and has the right to return any pupil home if, after consideration of all relevant matters, s/he is of the opinion that

such action is warranted. Extra costs arising out of any such event will be payable by the Parent.

- 3.24. Further guidance can be found in *Appendix 1: Guidance for Group Leaders*.
- 3.25. **Teachers:** act as employees of the School, whether the Educational Visit takes place within normal working hours or outside of those hours, by agreement with the Head and Governors.
- 3.26. Teachers will do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent parent would do in the same circumstances. They will:
 - 3.26.1. follow the instructions of the Group Leader and help with control, behaviour and discipline;
 - 3.26.2. do their best to ensure the health and safety of everyone on the Educational Visit and should speak to the Group Leader or teachers if concerned about the health or safety of anyone attending the Educational Visit;
 - 3.26.3. consult with the Group Leader and, where appropriate, take immediate steps to terminate the visit if the risk to the health or safety of the pupils or anyone else on the Educational Visit is at risk;
 - 3.26.4. be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.
- 3.27. **Adult volunteers:** non-teacher adults acting as Supervisors will:
 - 3.27.1. be properly vetted by the Group Leader or Head prior to the visit;
 - 3.27.2. not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment and unless they have been CRB checked;
 - 3.27.3. do their best to ensure the health and safety of everyone in the group and should speak to the Group Leader or teachers if concerned about the health or safety of anyone attending the Educational Visit;
 - 3.27.4. follow the instructions of the Group Leader and teachers and help with control, behaviour and discipline;
 - 3.27.5. be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.
- 3.28. **Pupils:** The Group Leader will make it clear to pupils that they must:
 - 3.28.1. not take unnecessary risks;
 - 3.28.2. follow the instructions of the Group Leader, Supervisors, teachers and adult volunteers during the Educational Visit;
 - 3.28.3. dress and behave sensibly and responsibly, using safety equipment as instructed;
 - 3.28.4. wear school uniform or kit unless permission has been given for other clothing;

- 3.28.5. Pupils (and their parents) must be told to bring clothing that is appropriate to all anticipated temperature and weather conditions. Specialist equipment must be identified separately from clothing;
- 3.28.6. if abroad, be sensitive to local codes and customs;
- 3.28.7. look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader, teacher or Supervisor about it.
- 3.29. Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Reasonable adjustments will be made for disabled children.
- 3.30. **Parents:** The Group Leader will ensure that Parents are given sufficient information in writing to provide informed consent and are invited to any briefing sessions where appropriate.
- 3.31. The Group Leader will also tell Parents how they can help prepare their child for the Educational Visit by, for example:
 - 3.31.1. reinforcing the Educational Visit's code of conduct;
 - 3.31.2. understanding the clothing and footwear that will be required and ensuring that these are provided.
- 3.32. Parents will contribute to the success of the visit by:
 - 3.32.1. understanding the objectives of the visit;
 - 3.32.2. giving clear information where relevant on their child's ability or inability to swim;
 - 3.32.3. providing clear information on their child's health and any special needs, including the need for medical attention or medication;
 - 3.32.4. ensuring that they provide up to date contact details for themselves.

4. Consent and Administration

- 4.1. Where appropriate, written Parental consent should be sought for Educational Visits.
- 4.2. In particular, written consent from at least one Parent should be obtained in respect of:
 - 4.2.1. transport and travel arrangements;
 - 4.2.2. off-site activities that will extend beyond the normal start and finish of the School day;
 - 4.2.3. overnight and residential stays;
 - 4.2.4. activities during School holiday period or during weekends;
 - 4.2.5. visits outside the UK;
 - 4.2.6. Hazardous Activities, swimming and other water activities and activities at water margins;

- 4.2.7. activities for which risk assessment has shown a significant risk;
- 4.2.8. all activities involving remote supervision;
- 4.2.9. all activities where supervision will be exercised by an External Provider
- 4.2.10. emergency and other medical treatment which may become necessary for the safety and well-being of the pupil.
- 4.3. A copy of the consent form must be lodged at the School Office by the Group Leader.
- 4.4. If consent is refused the pupil shall not take part in the Educational Visit.

5. Risk Assessment

- 5.1. The Group Leader should make a written assessment of the risks that are likely to arise on the Educational Visit. The risk assessment should cover but is not restricted to the following factors:
 - 5.1.1. ratios of adults to pupils, supervision and vetting;
 - 5.1.2. gender, age, size, ability, competence and behaviour of the group;
 - 5.1.3. general and specific competences of the Group Leaders, teachers, Supervisors and External Providers;
 - 5.1.4. first aid requirements and knowledge of the Group Leaders, teachers, Supervisors and External Providers;
 - 5.1.5. special educational and medical needs and disabilities;
 - 5.1.6. duration and nature of the activity;
 - 5.1.7. travel and transport arrangements;
 - 5.1.8. accommodation;
 - 5.1.9. security arrangements;
 - 5.1.10. quality and suitability of available equipment;
 - 5.1.11. environment and conditions in which the activity will take place;
 - 5.1.12. a Plan B in addition to the main activity;
 - 5.1.13. contingency plans and emergency procedures.
- 5.2. The nature of any potential harm should be identified and the Group Leader should devise a system for avoiding the risk of harm, or minimising the risk if it cannot be avoided.
- 5.3. If the risk is considered to be unacceptable by the Group Leader and/or Head and/or the Governors the Educational Visit shall not go ahead.
- 5.4. The Group Leader should continue to assess and reassess risks throughout the visit, taking account of changes, for example complaints or changes in weather conditions. If the risks become unacceptable the visit shall be terminated.
- 5.5. Any risk assessment must:

- 5.5.1. identify the potential risks involved in an activity;
- 5.5.2. decide who might be harmed;
- 5.5.3. identify control measures which would reduce the risk;
- 5.5.4. record the finding.
- 5.5.5. review the risk assessment as appropriate.
- 5.6. There are 3 different types of risk assessment:
 - 5.6.1. **generic activity risk assessments:** apply to the activity wherever and whenever it takes place. Generic risk assessment material and guidance can be downloaded from <http://www.hse.gov.uk/> and <http://www.lotc.org.uk/>.
 - 5.6.2. **visit or site specific risk assessments:** which will differ from place to place and group to group. They will be undertaken for each venue and address the specific needs of each group.
 - 5.6.3. **dynamic or ongoing risk assessments and reassessment:** whilst the visit is taking place which should take account of any relevant changes in circumstances or factors such as changes in the weather.
- 5.7. Where relevant, risk assessments will include obtaining information on the need for vaccinations and/or inoculations and ensuring that these are carried out in good time before the visit takes place.
- 5.8. A sample risk assessment can be found at *Form 2*.

6. Supervision

- 6.1. Supervision can be close or remote but must always be 24 hours a day.
- 6.2. There shall be an adequate ratio of adults to supervise pupils during the Educational Visit. This ratio should derive from the risk assessment undertaken and the risk factors identified.
- 6.3. The ratio should become closer the more complex or hazardous the activity.
- 6.4. Where an adult is a Parent of a pupil on the visit, that Parent shall not usually count in the ratio for the group as a whole.
- 6.5. Where appropriate there should be provision within the ratio for a different Supervisor or competent adult, in the event of an emergency or incident, to:
 - 6.5.1. deal with any emergency or incident;
 - 6.5.2. seek emergency and/or medical assistance;
 - 6.5.3. supervise the remainder of the party.
- 6.6. For local low risk visits in normal circumstances and subject to any special considerations a ratio of 1: 15-20 may be appropriate.
- 6.7. For overnight stays, residential visits or visits outside of the UK at least two of the adults will be Employees. Mixed gender group should have at least one male and one female Supervisor. A ratio of 1:10 may be appropriate for pupils aged 11-18 (year 7 onward).

- 6.8. **Unsupervised Pupils:** Where pupils are working unsupervised, for example, on a Duke of Edinburgh Award expedition, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved.
- 6.9. There must be emergency backup available for pupils and pupils must have the means and ability to use it.
- 6.10. **Accounting for individual pupils:** The Group Leader will ensure that each pupil who is not under visual supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

7. Child protection

- 7.1. The School's child protection policy and procedures including any procedures for vetting, CRB checking and assessing the suitability of staff and volunteers will apply at all times during Educational Visits.
- 7.2. Vetting of host families abroad cannot be undertaken through the CRB checking process. Exchange or home stay visits abroad can be arranged through agencies in which case the agency should have some responsibility for vetting the host families. Group Leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of host families, including criminal background checks insofar as these are available.
- 7.3. If the host school or placing agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange or home stay pupils, the Group Leader should seek further assurances and/or reconsider whether the visit should take place.
- 7.4. The Group Leader will carry out the duties of the Designated Person or will name an appropriate adult member of the group to do so.
- 7.5. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the Head immediately on return.

8. Disability, medical and special educational needs

- 8.1. The School will make every effort to ensure that Educational Visits cater for and are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion or gender.
- 8.2. Where there are doubts over the inclusion of a Pupil on the grounds of disability, special educational or medical needs, ethnic origin, religion or gender, there will be consultation between the School, the Pupil and the Parents.
- 8.3. If despite making reasonable adjustments there remains a significant, unmanageable and unacceptable risk to the health and safety of pupils or anyone else on the Educational Visit, it may be reasonable to exclude a pupil from the visit on those grounds.
- 8.4. A record should be maintained by the School of the reasons for the exclusion of that pupil from the Educational Visit.

9. Charging

- 9.1. The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other related cost. Such details will be provided to Parents prior to the Educational Visit.
- 9.2. If payment is not received in advance or as required or School fees are outstanding, the School reserves the right to exclude pupils from the Educational Visit.
- 9.3. Parents will also be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements. The School will not refund the cost of the remainder of the visit.

10. Hazardous Activities and External Providers

- 10.1. Where the main activity of the visit is a Hazardous Activity or any activity which is facilitated by an external provider, the Group Leader will have regard to the appropriate up to date DCSF guidance available at that time. This should include but is not restricted to *A Handbook for Group Leaders (2002)*, *Standards for Adventure (2002)* and *Group Safety at Water Margins (2002)*.
- 10.2. Anyone who leads a Hazardous Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations and from <http://www.aala.org.uk> in respect of Licensed Activities.
- 10.3. The Group Leader should check if External Providers are required to have a licence to provide Licensed Activities and, if so, that they hold a current licence at www.aals.org.uk/.
- 10.4. If an External Provider is used, the Group Leader should ensure that they are competent and should endeavour to use a **Quality Badge Scheme** member or other accredited providers, wherever possible. More details can be found relating to the Quality Badge Scheme can be found at <http://www.lotc.org.uk/>.
- 10.5. If the Group Leader is not leading the activity he/she should agree with the External Provider their respective roles and in particular who is going to be responsible for pupils during the activity and for what period of time.
- 10.6. Prior to commencement of any Hazardous Activity, whether licensable or not, the Group Leader should be fully satisfied with arrangements for health and safety.
- 10.7. In the event that he/she is not satisfied he will consider whether it is appropriate to abort the activity and whether it is safe and/or appropriate to undertake Plan B.

11. Transport

- 11.1. The Group Leader, as part of the planning and risk assessment of a visit, should consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transportation arrangements.
- 11.2. The Group Leader will ensure that the mode of transport is appropriate for the visit.

- 11.3. The Group Leader should ensure that journeys are properly planned with adequate rest stops and that second driver is provided, if appropriate.
- 11.4. The Group Leader should ensure that the driver of the vehicle has the appropriate licences and insurances and is competent to drive the vehicle concerned.
- 11.5. Where a minibus is used, the Group Leader will have regard to *HASLOC Guidance on licensing incidental drivers of the minibus (2009)* and, where possible, will ensure that the driver has undertaken Southwark County Council minibus training.
- 11.6. Those authorised to drive any Pupils in the party should normally:
 - 11.6.1. be over 21 years of age;
 - 11.6.2. have a minimum of two years' driving experience;
 - 11.6.3. ensure that they hold the appropriate licence to drive the vehicle in the country of use;
 - 11.6.4. never have been disqualified;
 - 11.6.5. have acquired some experience in handling the size or type of vehicle that will be used;
 - 11.6.6. ensure that the vehicle is roadworthy and has a valid tax disc and MOT certificate and insurance cover;
 - 11.6.7. be able to comply with the minimum eyesight standard and be able to view a vehicle number plate from at least 20.5m;
 - 11.6.8. wear a seat belt;
 - 11.6.9. ensure that all passengers under the age 14 use the appropriate restraints or seatbelts;
 - 11.6.10. not drive for more than 4.5 hours without taking a 45 minute break.

12. Insurance

- 12.1. There shall be appropriate insurance cover in place for each Educational Visit which should include, but is not restricted to employer's liability insurance, public liability insurance, motor insurance and personal accident insurance.
- 12.2. The Group Leader should consider whether the whole of the Educational Visit is covered by the School's existing insurances. If not, the Group Leader should consider whether separate travel insurance is recommended for the Educational Visit and if so arrange such insurance.
- 12.3. Parents should be informed of the insurance arrangements in clear terms. They should be told which insurances are arranged by the school and which are arranged and payable by Parents - and also of any insurances that have not been verified, for example, host Parents abroad.
- 12.4. Parents should be told that if they require cover for specific events (for example repatriation to somewhere other than the United Kingdom) they must make their own arrangements.

- 12.5. Parents should be informed that the school cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

13. First Aid

- 13.1. The Group Leader will have regard to the School's First Aid Policy and ensure that there is adequate first aid provision on each Educational Visit.
- 13.2. The minimum requirements for Educational Visits are:
- 13.2.1. a suitably stocked first aid container;
 - 13.2.2. at least one appointed person to take charge of first aid arrangements;
 - 13.2.3. an adequate risk assessment dealing with first aid requirements and in particular, the following factors;
 - 13.2.3.1. the nature and complexity of the activity;
 - 13.2.3.2. the number of pupils and other members of the group;
 - 13.2.3.3. the risk and type of possible injury and how effective first aid would be in those circumstances;
 - 13.2.3.4. availability of ambulance services and other medical assistance and proximity to hospitals.
- 13.3. Further guidance can be found in *First Aid at Work, The Health and Safety (First-Aid Regulations) 1981 and Approved Code of Practice and Guidance*.

14. Accidents and emergencies

- 14.1. All members of the Educational Visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.
- 14.2. In the event of an emergency all members of the group should;
- 14.2.1. assess the nature and extent of the emergency;
 - 14.2.2. take immediate action to safeguard themselves and other members of the group;
 - 14.2.3. remain calm;
 - 14.2.4. summon emergency assistance and/or medical assistance and/or inform the police, if appropriate;
 - 14.2.5. if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;
 - 14.2.6. follow the reporting procedures below.

15. Reporting Procedures Following an Incident

- 15.1. The Group Leader should ensure that the incident is properly recorded and that the Head is contacted as soon as reasonably practicable.

- 15.2. **Pupils:** Any death or incident where a pupil is taken from the accident site to hospital should be reported to the Health and Safety Executive and must be recorded.
- 15.3. **Employees:** Any death or serious injury or disease to any Employee or accident which prevents the injured person for doing their normal work for 3 days should be reported to the Health and Safety Executive and must be recorded. Dangerous occurrences, sometimes known as near misses or near accidents may also need to be reported. Further guidance can be found <http://www.hse.gov.uk/riddor/index.htm>
- 15.4. An initial report should be made to the HSE's Incident Contact Centre on **0845 300 99 23** as soon as possible.
- 15.5. Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice.
- 15.6. Any statements to the police, HM Revenue and Customs or other officials should only be made in the presence of a lawyer and on his/her advice.
- 15.7. Where a claim might be brought following theft or other loss, the local police must be informed.
- 15.8. The Group Leader should note down the name, address and reference of the official and the time and date the report is made and written confirmation should be obtained from the official if practicable.

Authorised by	The Headmaster on behalf of the Governors and for Resolution by the Board of Governors in March 2010
Date	February 1 2010

Effective date of the policy	February 1 2010
Circulation	Governors / all staff / parents / pupils on request
Status	Complies with: Education (Independent School Standards) (England) Regulations 2003. Health and Safety etc at Work Act 1974. Management of Health and Safety at Work Regulations 1999, as amended and HSE guidance "Five Steps to Risk Assessment". Activity Centres (Young Persons' Safety) Act 1995. Adventure Activities Licensing Regulations 2004, as amended and Approved Code of Practice. Health and Safety (First Aid) Regulations 1981, as amended. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Appendix 1 - 16 -Further guidance for group leaders

This Appendix is intended to provide further guidance for Group Leaders to enable them to comply with their obligations set out in the Educational Visits Policy.

As set out in the Policy, the Group Leader is responsible for:

- undertaking a risk-benefit analysis in relation to a proposed Educational Visit
- making all necessary preparations and risk assessments, with a view to ensuring the safety and welfare of pupils;
- maintaining discipline and good order at all times;
- delegation to responsible adults when groups are split;
- ensuring that the good name of the school is upheld.

Initial Risk-Benefit Analysis for Group Leaders

Group Leaders are referred to Form 1 in Appendix 2 for a sample form for use in this respect.

Group Leader's checklist

When attending an Educational Visit, the Group Leader must take:

- all documents covering booking, travel arrangements and accommodation
- receipts for payments
- a card or means to access emergency funds
- full insurance details and documents
- a detailed itinerary
- a full list of the party members
- details of emergency contacts
- details of weather forecasts where appropriate
- the consent forms, including medical consent which may need to be produced at a hospital
- details of emergency contacts and contacts for First Aid
- an appropriate first aid kit
- passport documents (where appropriate)
- one, and preferably two, mobile telephones with charger

A copy of all relevant information should be retained at the School Office.

First-aid and skin care

The kit should include:

- antiseptic wipes
- medical preparation for cleaning wounds
- sterile dressing (adhesive) of various sizes
- surgical tape
- triangular bandage and supply of safety pins
- plastic gloves
- a brief guide and notes on first-aid

Care must be taken to ensure that children are adequately covered or take shelter in hot conditions.

Reconnoitre

Areas or activities involving significant hazard should have been reconnoitred if at all possible; alternatively reliable information obtained concerning the nature of any hazards and the means of avoiding or minimising risk.

Briefing supervisors

The Group Leader is responsible for ensuring that supervisors, helpers and host Parents know the travelling arrangements, the types of activity permitted, the emergency contacts, the special needs of individual pupils and the arrangements for welfare.

Appropriate clothing and equipment

Pupils should wear school uniform or kit unless permission has been given for other clothing.

Pupils (and Parents) must be told to bring clothing that is appropriate to all anticipated temperature and weather conditions.

Specialist equipment must be identified separately from clothing.

Clear instructions on whether or not pupils will be allowed to carry mobile phones should be provided to Parents and pupils in advance of the visit.

Medication and pocket money

The Group Leader must appoint one supervisor to be responsible for medication. This includes the needs of pupils who self-medicate.

The Group Leader must appoint one supervisor (who may be the same supervisor) to hold and account for pocket money if he or she does not handle these matters himself.

Mobile telephones and pupils' property

Mobile telephones can be very useful in emergencies. However, there are reasons why their use by pupils should be restricted on Educational Visits, for example:

- mobile 'phones can act as distractions, preventing pupils from making full use of the educational opportunities offered by the visit;
- carrying such phones can expose pupils to the risk of mugging and street violence;
- loss or theft of phones can involve Group Leaders in time consuming reporting procedures;
- homesickness may be made worse by frequent use of mobile 'phones.

For each visit, the Group Leader will formulate a clear policy on the use of mobile 'phones which will be circulated to Parents and pupils well in advance of the visit. Such a policy may vary depending on the type of visit.

The Group Leader and at least one other adult supervisor will carry a fully charged mobile 'phone at all times and will ensure that an emergency contact at the school has the relevant numbers.

Similar rules will apply to all items of personal property including for example, cameras. Parents are requested not to send pupils on visits carrying expensive equipment that may attract thieves or be lost or broken. In any event, pupils will be responsible for all items of personal property taken on the visit.

Emergency contact

The Group Leader must arrange a point of emergency contact.

Each Supervisor, helper, host parent and the School must have the name, address and telephone and fax (if available) number of "home" for each pupil both in the UK and in any other country visited.

Fire drill

The fire drill for an overnight stay must be explained to every pupil by a designated person.

This should include escape routes, alarm points, assembly points, use of towels, heads well down, avoidance of panic and so on.

Ensuring good conduct

The Group Leader has the full authority of the Head.

The Group Leader has the right to return any pupil home if, after consideration of all relevant matters, they are of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent.

Educational Visits Outside of the UK

Care should be taken over selection of the supplier of transport and accommodation. Use only a travel firm with ABTA membership.

The Group Leader will ensure that each pupil has their passport and necessary visas and other travel documents before embarking on an Educational Visit outside of the UK.

Wherever possible, one of the Supervisors should be able to speak and read the language of the country visited, or at the very least be able to hold a basic conversation and know what to say in an emergency.

It is advisable for pupils to carry a note in the relevant foreign language in case they get lost asking the reader to reunite them with group and/or take them to the police station. They should also carry the Group Leader's name and contact number.

The Group Leader must ensure that each pupil knows:

- that s/he may not bring into or take out of the United Kingdom: animals, insects, vegetable matter, flick knives, real or imitation firearms or other prohibited items;
- all similar rules that apply on arrival in and leaving any country being visited;
- that children under 17 are not entitled to duty free allowances;
- that any pupil bitten by an animal must seek medical treatment immediately.

Each pupil attending a visit in another EU member state should have a European Health Insurance Card (EHIC). This can be applied for on-line, by telephone or by post and is obtainable free of charge. See www.ehic.org.uk.

The Group Leader must have the name, address and telephone number of "home" for each pupil both in the UK and in any other country visited.

Appendix 2: Model forms

The following model forms are attached and should be used for all Educational Visits although not all sections will be relevant to every visit:

Form 1

Initial Risk-Benefit Analysis for Group Leaders

Form 2

Sample Risk Assessment

Form 3

Application for approval of Educational Visit

Form 4

Confirmation from Head for Educational Visit

Form 5

Consent of parent/guardian to Educational Visit

Form 6

Group Leader's Request for Medical Information for Pupils going on an Educational Visit

Form 7

Emergency Information for an Educational Visit

Form 8

Pupils' checklist for an Educational Visit

Form 9

Evaluation and follow up

Initial Risk-Benefit Analysis for Group Leaders.

1. What are the main benefits for the pupils?

2. What is Plan B if you are unable to undertake the main activity?

3. What could go wrong?

4. Do you need to inform parents? What will you tell them before the activity?

5. What consents will you seek and obtain?

6. How and when can parents ask you questions?

7. What assurances can you give of your competence as the Group Leader?

8. Are you satisfied that the other adults supervising the activity are competent?

9. Are you reasonably satisfied the group members will keep to the code of conduct?

10. How will you communicate with the Head, parents and others during the activity?

Form 2

Educational Visit Risk Assessment Form	
Educational Visit	
Date and time of departure and return	
A: Place/Site(s) to be visited	
B: Group Constitution	
C: Equipment & substances to be used (if any)	
D: Planned Activities (incl Plan B)	
Risk assessments should be considered for each of the factors listed in A to D above as a minimum. Some risk assessments may be generic in which case they should be regularly reviewed and copies attached to the risk assessment specific to the visit.	

Factor to be assessed	What are the potential hazards?	Who could be harmed and how?	Existing and planned control measures?	Likelihood (of the hazard occurring) (1 -3)	Severity (of the outcome, should the hazard occur) (1 - 3)	Risk (likelihood x severity)

I believe this risk assessment to be suitable and sufficient. Should the risk be acceptable and the Educational Visit approved, I agree to adopt the control measures/precautions above and will implement additional measures if required.

Signed _____

Dated _____

Group Leader

Notes for Guidance:

Likelihood

1. unlikely the event will happen
2. fairly likely the event will happen
3. likely the event will happen

Severity

1. Low - minor injuries requiring first aid, e.g. grazes, minor cuts
2. Medium - an injury requiring medical assistance, e.g. cuts needing stitches, broken bones.
3. High - major injuries such as severe head injury/death

Evaluation of Risk

Consequence ↑	3	6	9		1 - 2	Low
	2	4	6		3 - 4	Medium
	1	2	3		6 - 9	High
	→ Likelihood					

Form 3

Application for the Approval of Educational Visits

To be completed and handed into the Deputy Headmaster *at least* two weeks prior to planned departure. The Deputy Headmaster will initially scrutinise and provisionally approve all such visits before passing on to the Headmaster for formal confirmation.

Not all sections will be relevant to every proposed visit:

School/Group: _____

Group leader: _____

The group leader should complete this form as soon as possible once the preparations are complete. The group leader should have already received approval of the proposed visit in principle and should have regularly updated the Headmaster on the progress of the preparations. The group leader should complete a Risk Assessment (Form 2) and obtain parental consent where appropriate (see Form 5).

When approval is given, one copy should be retained by the Headmaster and another by the Group Leader. The Headmaster should be informed of any subsequent changes in planning, organisation, staffing.

1. Purpose of visit and specific educational objectives:

2. Places to be visited:

3. Dates and times:

Date of Departure: _____ Time: _____

Date of Return: _____ Time: _____

4. Transport arrangements: Include the name of the transport company and, of possible, vehicle registration number (s).

Turn over

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

Name: _____ Address: _____

Telephone: _____ Licence No. if registered: _____

6. Proposed cost and financial arrangements:

7. Insurance arrangements for all members of the proposed party, including voluntary helpers: Include the name of the insurance company.

<p><u>Insurance Cover:</u> HSBC - Client No: 40836. Master Policy No. 54UK429190</p> <p>Address: HSBC Schools Division, 9/17 Perrymount Road, Haywards Heath, W Sussex, RH16 3DU</p>
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8. Accommodation to be used:

Name: _____ Address: _____

Telephone Number: _____

Name of head of centre (if available): _____

9. Details of the programme of activities (attach a separate itinerary if necessary):

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

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

Turn over

Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of any emergency

Name _____ **Address** _____

Telephone _____

Existing knowledge of places to be visited and whether an explanatory visit is intended

Size and composition of the group

Age range _____ **Adult to pupil ratio** _____

Number _____ **Girls** _____ **Boys** _____ **Leader/participant ratio** _____

Information on parental consent

Information on whether the Group Leader received all consent forms duly completed and signed (parental consent may precede or follow approval).

Please attach a copy of the information sheet sent to parent, the parental consent form and the risk assessment form.

Name of pupils with special educational or medical needs

Signed _____ **Date** _____

[Group Leader]

Form 4

Confirmation from Head for visit to go ahead

To be completed by the Headmaster

To the Group Leader:

1. I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.
 - a) Please ensure that I have all relevant information including a final list of group members, emergency contact information, details on parental consent and a detailed itinerary **at least seven days** before the party is due to leave.
 - b) With the exception of trips/visits, which are wholly during school holidays, a movement order must be lodged with the Deputy Head in the usual way.
 - c) Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed: _____ Date: _____

Headmaster: _____

A copy of the completed application form and details of any subsequent changes should be retained by the Head or Educational Visits Co-ordinator.

Form 5

Consent of parent/guardian to the Educational Visit

To be distributed with Notes for Guidance giving full details about the visit

This form must be returned to Mr/Mrs/Ms [NAME OF MEMBER OF STAFF] by midday on [DATE]

Pupil's surname _____ Pupil's first name _____

Date of Birth _____ Age on [DATE] _____ years _____ months _____

Boy/Girl _____ Form _____ Date of Birth _____

Pupil's home address _____

Name of parent/guardian _____

Home telephone _____ Daytime telephone _____

Emergency contact details for the duration of the visit (if different from the above)

Medical Conditions _____

Special dietary requirements _____

Pupil's declaration

I, the above named pupil promise to observe the rules governing behaviour, reporting, [mobile phones] and dress on this Educational Visit and also the School Rules (where applicable). I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will at all times act with courtesy and consideration for others and do my best to uphold the name of the School.

Signed by Pupil _____

Consent of parent/guardian

Nothing in this form excludes the legal rights of the pupil or those with parental responsibility in the event of negligence by the School causing personal injury or death

Transport

I consent to the pupil travelling by any form of public transport and/or in a motor vehicles driven by the Group leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

Health

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds by the pupil should not be a member of the party for this educational visit.

Disability and special needs

I certify that I have provided full information on any disability of special needs that might affect the pupil's ability to take part in this educational visit or have an effect on the safety and welfare of others in the party.

Passport etc

I certify that the pupil has a current passport and (if applicable) all necessary visa and satisfies the entry requirements of the country to be visited.

Accident/Illness

I consent to all emergency or other medical or dental treatment including inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of the pupil.

Swimming and other Adventure Activities

I certify that the pupil is able to swim 50 metres

I certify that my child is water confident in a pool

I certify that my child is confident in the sea/open inland water

I certify that my child is safety conscious in water

I agree to the pupil taking part in any/all of the activities (where application) contemplated in the Notes for Guidance, except for the following :

Personal effects of the pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. We will not hold the School responsible for losses unless caused by the negligence of the School.

Breach of discipline

I understand and accept that if the Pupil is sent home early from the visit because of a breach of discipline, I will be required to meet the costs.

Indemnity

I agree to indemnify the staff and the School against every loss not recoverable under the terms of the educational visit insurance including any liability incurred by the pupil (alone or with others).

Signature of parent(s)/guardian(s) _____

Signed _____ **Signed** _____

Relationship to pupil _____ **Relationship to pupil** _____

Date _____ **Date** _____

Form 7

Emergency Contact Information

To be completed before the visit.

Copies to be held by the Group Leader and RHS reception

1. School group: _____
2. Name of group leader: _____ Mobile Phone No: _____
3. Visit departure date: _____
4. Return information: Date: _____ Time: _____ Location: _____
5. Group: Total Number: _____ Adults: _____ Group Members: _____
6. Do you have an emergency contact list for everyone in the Group? Yes/No
(If no, obtain one. If yes, attach it to this sheet.)

7. Emergency contact information:

RHS Reception: 01473 326200

School Porters: Andy Gibbins 07899 842093. David Minter 07899 842092.

Senior Staff contact numbers:

	Home	Mobile Phone
Headmaster	01473 326250	
Deputy Headmaster	01473 326251	07505 649142
Director of Studies	01473 326252	07804 295424
Senior Master	01473 326255	07796 211676

	Home	Mobile Phone
Senior Mistress	01473 326254	07796 211677
Head of Sixth Form	01473 326253	07769 596820
Bursar	01473 327868	
Chaplain	01473 326265	

Travel Company Name and Address: _____

_____ Tel: _____ Fax: _____

Company Travel Rep. Name: _____ Tel: _____ Fax: _____

Insurance Emergency Telephone No: 020 7173 7798 (+44 (0)20 7173 7798)

Hotel: _____

Address: _____

_____ Tel: _____ Fax: _____

Hotel contact (e.g. Rep/Manager): _____

Other useful numbers (e.g. telephone tree) _____

Form 8

Checklist for Pupils going on a Visit

	Answer
Who is the Group Leader?	
Where am I going to visit?	
How can I contact my Group Leader?	
How do I use the phone if help is required?	
What will be done to keep me safe and secure on the visit?	
What should I do if I get lost or into difficulties when not with the Group Leader?	
What is written in the code of conduct for my visit?	
What do I do to keep my money and valuables safe?	

For residential visits and exchanges. Do I know:

The address(es) and telephone number(s) of the place(s) where I shall be staying?	
How should I behave (house rules) where I am staying?	
What do I do if I am worried/unhappy about anything when staying with a host family?	

Form 9

Evaluation and follow up - Pupils

The success of a tour should be evaluated against its aims and objectives.

Overall rating	5 (highest)	4	3	2	1 (lowest)
Experience and value of the Educational Visit to you					
Organisation and communication					
Overall Group Leader rating	5 (highest)	4	3	2	1 (lowest)
Gave clear instructions					
Available for answering questions					
Projected enthusiasm and a positive attitude					
Overall logistics rating	5 (highest)	4	3	2	1 (lowest)
Travel arrangements					
Venue and ease of access					
Accommodation comfort					
What part of the event was of greatest value to you and why?					
What specific areas would you suggest for improvement?					
How do you feel about the amount of free time allowed?					
Were the aims and objectives for the event met? If not, why?					
Your Group Leader would appreciate you sharing any other comments or reactions you have towards the event. Please note them here.					
Please hand this evaluation form to your Group Leader. Thank you.					