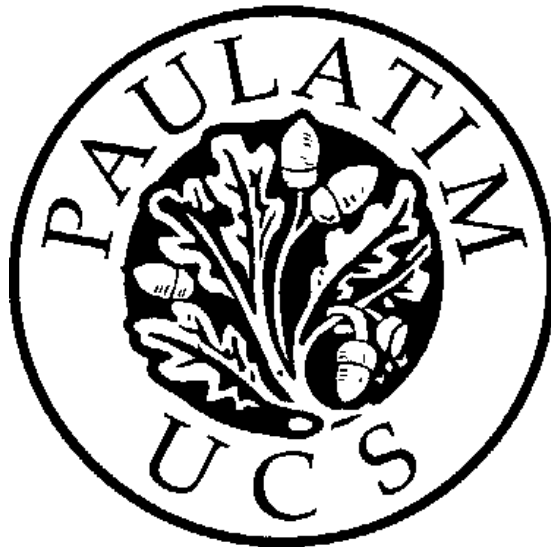


UNIVERSITY COLLEGE SCHOOL
Junior Branch



PROCEDURES FOR ACTIVITIES
OFF THE SCHOOL PREMISES

2011 – 2012
(SEM 08.08.2011)

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General Information & Guidelines

These guidelines must be followed on all occasions on which pupils leave the school premises on trips or visits organised by the teaching staff. All necessary paperwork must be completed before the trip leaves. Copies of all the relevant forms are available from the Deputy Head (Pastoral).

Permission

Agreement in principle for a trip to take place should be sought from the Deputy Head (Pastoral), who will agree dates. A "School Trip Request" form for extended visits [Appendix 5] should be filled out fully and passed to the Deputy Head (Pastoral), giving proposed dates and financial details. Details must be approved by the Deputy Head (Pastoral) and, in the case of extended trips, the Finance Bursar, prior to any financial commitment with airlines or travel firms. Assistance with financial arrangements for trips may be obtained from the Finance Bursar.

One member of staff must be in overall charge of the trip, and must be aware of the procedure to follow in the event of an emergency

Finance

For trips financed other than by adding charges to the school bill, funds must be received from parents before the school makes payments to airlines, hotels or travel firms.

All payments collected from parents must be payable directly to 'University College School' and will be deposited in the school's bank account.

The group leader should reach an agreement with the Deputy Head (Pastoral) on whether any funds left surplus after the visit will be returned to parents or retained for another visit.

Staff : Pupil Ratio

The ratio of staff to pupils should always be discussed with the Deputy Head (Pastoral) prior to organising a trip. For overnight trips and trips abroad the ratio will usually be 1:10. However, a minimum of 2 members of staff should usually accompany a group, whatever its size.

If an accompanying member of staff has their own child amongst the group that member of staff may not be counted in the agreed staff : pupils ratio.

Adults who are not members of staff at UCS may only accompany a trip with the approval of the Headmaster. Their names must then be passed to the Domestic Bursar for CRB/List 99 checks. If they are to be counted in the staff : pupils ratio it must be made clear to them that they have the same responsibilities for care of the pupils as members of staff.

Role of Trip Leader

The trip leader should...

- undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- identify the school emergency contact, and ensure that s/he has a copy of the emergency procedures
- undertake and complete a comprehensive risk assessment
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group
- ensure that all accompanying members of staff have details of the school emergency contact and have a copy of the emergency procedures
- ensure that all members of the group are fully aware what the proposed visit involves
- clearly define each member of staff's role and ensure all tasks have been assigned
- ensure that the accompanying members of staff have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively
- ensure that adequate first-aid provision will be available
- be aware of child protection issues
- have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- consider stopping the visit if the risk to the health or safety of group members is unacceptable, and have in place procedures for such an eventuality
- prepare a contingency plan for any delays, including a late return home.

Risk assessment and management

A Risk Assessment is not just a piece of tiresome bureaucracy. Teachers and other staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances - a duty of care to make sure that the pupils are safe and healthy. A member of staff is only protected by the law (and the school insurance policy) if they have carried out a full written risk assessment.

Written risk assessment falls into 3 sections:

1. Generic – risks inherent in trips off the premises. Written and agreed before the trip leaves.
2. Site-Specific – particular risks associated with the activity, site, venue or circumstances. Written and agreed before the trip leaves.
3. Dynamic – risk assessment during the activity or trip eg changing conditions, change of itinerary, fitness (physical, mental, attitudinal) of party members to undertake the activity. Continuous note-making throughout trip.

A full risk assessment exercise must be carried out for all trips. When completed, it should be passed to the Deputy Head (Pastoral) for checking. Once agreed, it must then be carried on the trip. At the end of the trip the risk assessment should be signed by the trip leader to confirm that the safety measures were carried out and passed back to the Deputy Head (Pastoral).

The written risk assessment should inform and be informed by the itinerary for the trip. However, risk assessment is an on-going process during a school

trip, and potential risks and strategies to reduce risk should be discussed throughout the trip by the accompanying members of staff. The group leader, in consultation with the other accompanying members of staff, should take the following factors into consideration when assessing the risks

- the type of visit/activity and the level at which it is being undertaken
- the location, routes and modes of transport to be used
- the competence, experience and qualifications of accompanying staff
- the ratio of accompanying staff to pupils
- the suitability of the activity to the group members' age, competence, fitness and temperament
- special educational and medical needs of staff and pupils
- the quality and suitability of available equipment
- seasonal conditions, weather and timing
- how to cope when a pupil becomes unable or unwilling to continue
- first aid provision
- emergency procedures and the steps to be taken in an emergency

Before booking a visit the group leader should obtain a written or documentary assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place.

Supervision, direct and indirect/remote

Members of staff are *in loco parentis* at all times on a school trip, including when pupils are not under their direct supervision. This includes occasions when the pupils are with an instructor, such as on ski trips, and with families, such as on school exchange visits.

At all times when pupils are not under the direct supervision of a member of staff they must always

- Be carrying some form of identification
- be in groups of no fewer than 2, preferably 4
- know the exact location of a member of staff throughout
- have the telephone numbers of emergency contacts - member(s) staff on the trip and place of residence
- be told the geographical boundaries within which they must stay

- be told that they may not use public transport
- be given appropriate information other for them to act effectively, eg maps
- be given a time by which they must return and a rendezvous point
- be given a safety briefing prior to being dismissed

On all trips abroad it is essential that pupils have knowledge of how to summon help.

Epipens for anaphylaxis & inhalers for asthma

If any pupil or member of staff routinely carries an epipen for anaphylaxis or an inhaler for asthma they must carry this on every school trip. The trip leader must check before the departure of the trip that the required medication is being carried. Under no circumstances may any member of the group attend the trip without their medication.

First aid

First aid should be available and accessible at all times on a school trip. Before undertaking any off-site activities the group leader, in consultation with the Deputy Head (Pastoral), should assess what level of first aid might be needed. Considerations when considering first aid needs should include the numbers in the group, the nature of the activity, the likely injuries, how effective first aid would be, and the distance of the nearest hospital.

On any kind of visit the group leader should be confident in the administration of basic first aid, and is responsible for a first aid box to be carried on the trip. A member of staff should be appointed to be in charge of first-aid arrangements.

For adventurous activities, visits abroad or residential visits it is sensible for at least one of the group's teachers to be a fully trained first-aider.

All adults in the group should know how to contact the emergency services.

The Health and Safety Executive recommends the following minimum contents for a travelling first-aid box where no special risk has been identified: a leaflet giving general advice on first aid; six individually wrapped sterile adhesive dressings; one large sterile un-medicated wound dressing approximately 18 cm x 18 cm; two triangular bandages; two safety pins; individually wrapped moist cleansing wipes; one pair of disposable gloves; a resusci-aid (for hygienic mouth to mouth resuscitation) would also be useful.

All minibuses are required by law to carry a first aid kit.

Use of public transport

Public transport may not be used by pupils on a trip except when accompanied by a member of staff. The only exception to this rule is on trips abroad where the pupils are staying with host families who live too far away from the language school to walk home. In this case, clear safety instructions must be given to the pupils.

Pupils using public transport on a visit should be made aware of appropriate basic safety rules including:

- do not rush towards the transport when it arrives
- wear your seatbelt and stay seated whilst travelling on transport
- never tamper with any of the vehicle's equipment or driving controls
- bags must not block aisles or cause obstructions
- never attempt to get on or off the moving transport
- never lean out of or throw things from the window of the transport
- never get off a vehicle held up by traffic lights or in traffic
- never run about or pass someone on steps or stairs while transport is moving
- never kneel or stand on seats
- never distract or disturb the driver or impede the driver's vision
- stay clear of doors after boarding or leaving the transport

Behaviour of pupils

It is essential that a consistent approach to conduct and discipline is taken by all concerned on a school trip. The expected code of conduct and discipline should be explained to pupils as well as being presented to them on paper.

Pupils are expected to behave with common sense, courtesy and due consideration for others at all times. Others include other party members, adults and members of the public. Trip leaders should be aware that high spirits can be interpreted by members of the public as loutish behaviour.

Smoking is banned on any school trips. The possession or use of any drug, other than one medically prescribed, is totally banned. No consumption of alcohol is allowed on a school trip unless formal written consent has been obtained from parents [Appendix 2], and only if legally allowed in that country.

On residential trips, where pupils are sharing rooms, sometimes in small numbers, and where they may have some unsupervised free time, the opportunities for bullying are far greater. It is important to be aware of the increased risk of the problem on residential trips and, if it arises, to deal with it immediately.

On day trips, normal school sanctions apply. On longer visits, it is important that the sanctions are well defined and realistic, appropriate to the severity of the offence and as immediate in implementation as possible. Many trips are intended to be social as well as educational, and punishments which are too drawn out can unnecessarily detract from the enjoyment of them.

If a decision is made to send a pupil home from a trip, every effort must be made to get in touch with a member of the Senior Management Team and the decision should be taken in conjunction with him/her. If a senior member of staff cannot be contacted, the trip leader must make the appropriate decision. A pupil being sent home from overseas should be accompanied by a member of staff to the overseas port/airport. A pupil must not be sent home until arrangements have been made for the parents to meet the pupil at the home port/airport.

If it is judged absolutely necessary for the safety of a pupil, or other pupils in the group, to search a pupil's personal belongings this must be done with the consent of the pupil, and with another adult present. If the pupil refuses to give consent, which is his legal right, the consent of one of his parents must be sought. For situations where consent has not been given by the pupil and drugs or weapons are suspected you should call the police. Under no circumstances should you remove any piece of a pupil's clothing, even his coat, as this may be interpreted as assault. Again, the pupil must give consent, or the parents or police should be called.

Documentation

The documentation required will depend on the nature of the trip/visit. Please see the appropriate section in this guide for details. General guidelines for school trips are given below.

Information to bring on the trip, in addition to travel and accommodation documents:

- telephone numbers and addresses, at home and in school, of the Headmaster and of the emergency school contact
- details of insurance arrangements and the company's telephone number
- location of local hospital/medical services
- copies of parental consent forms
- contact details of next of kin for members of staff
- emergency procedures

A copy of the following should be given to the emergency school contact:

- the itinerary
- mobile contact telephone number of the trip leader
- copies of parental consent forms
- contact details of next of kin for members of staff
- copies of travel documents, insurance documents, and contract with the centre/hotel etc, if appropriate
- emergency procedures

The Bursary and the School Office should be informed of the following:

- the name of the emergency school contact
- the itinerary
- a list of all those members of staff and pupils on the trip
- the name, address and telephone number of the group's accommodation
- mobile contact telephone number of the trip leader
- contact details of next of kin for members of staff
- emergency procedures

For residential visits all group members should carry the address and telephone number of the accommodation and the mobile telephone number of (at least) the trip leader in case an individual becomes separated.

For all trips outside school hours and trips abroad a school mobile telephone should be taken. These are available from the Bursary. The telephone contact numbers of all the Senior Management Team are pre-loaded on these mobile telephones.

Trips abroad

The old E111 form has been replaced by the European Health Insurance Card, EHIC. These can be obtained very easily online at ehic.org.uk. These must be carried on all trips to the Europe Economic Area and Switzerland.

For trips abroad, there should always be a 'reserve' member of staff who could travel out to replace a member of staff on the trip who has been taken ill.

In some countries it is safer to drink bottled water, and care needs to be taken with raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat or fish. An assessment of these issues should be made as part of the risk assessment process.

Home stays

The school emergency contact should retain a list of all the children involved and their family names and addresses. Pupils staying with host families should have easy access to their teachers, usually by telephone. Parents

should be made aware that their children living with host families will not always be under direct teacher-supervision.

Exchange or home stay visits may be arranged through agencies, in which case the agency should have some responsibility for vetting the host families. Group leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of host families including criminal background checks insofar as these are available. If the host school or placing agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange or home stay pupils, the group leader should seek further assurances and/or reconsider whether the visit should take place.

Preparing pupils

Pupils should always understand the aims and objectives of the visit/activity, and be given background information about the place to be visited, including relevant foreign culture and customs if it is a trip abroad. They should be fully aware of the expected standard of conduct, what safety precautions are in place, and how to avoid specific dangers.

Pupils should know who is responsible for the group. Pupils should also be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor. This applies to exchange visits when pupils will also need to know about any ground rules agreed between the group leader and host family.

Pupils should be told what to do if separated from the group and what to do if approached by anyone from outside the group.

Uniform

The trip leader must decide on appropriate dress code, depending on the nature of the activity. For most day trips and visits school uniform should normally be worn. If casual clothes are allowed, some general guidance as to what is acceptable should still be given

Vaccinations

The group leader should consult the school nurse or doctor to find out whether vaccination is necessary and ensure that all members of the group have received it in good time. A check should be made as to whether the country to be visited requires proof of vaccination.

Swimming

Swimming and paddling in the sea or other natural waters should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance i.e. qualified lifeguard cover. Nonetheless, pupils should always be in sight of their supervisors. One supervisor should always stay out of the water for better surveillance. The group leader, or another designated teacher in the group, should hold a relevant life saving award, especially where lifeguard cover may not be available.

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

Complaints

Complaints from the public, officials, hotel owners and others who come into contact with a school group on a trip are always unpleasant, no matter whether they are justifiable or unreasonable. The best way of dealing with them is always to take them seriously and calmly and arrange a meeting between the complainant and the pupils involved with the trip leader present. Being scornful of the bearers of an unreasonable complaint will only make things worse, but on the other hand do not take serious complaints, which you know to be unfounded, lying down. Remember also that sometimes it is politic to put up with a little injustice for the overall benefit of the trip.

Emergencies

Teachers and other staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances - a duty of care to make sure that the pupils are safe and healthy. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Use of Minibuses, Staff Cars & Coaches

Minibus [See Appendix 1]

- No member of staff may drive the minibus unless s/he has a clean driving licence (one that has no current endorsements other than a 3 point speeding offence)
- No member of staff may drive the minibus after 1st January 2004 unless an approved driving test has been passed.
- The minibus should not be used unless it has been booked at least 24 hours in advance.
- Carrying a first aid kit is a legal requirement on any trip in a minibus, and a mobile phone must also be taken on every trip.
- The **driver** is responsible for health and safety whilst driving the minibus, and should either check the roadworthiness themselves using the form in Appendix 1 before setting off or ensure, via the Bursary, that this has been done.
- The driver must know the telephone number of a person to contact in the event of a problem arising.
- No driver must drive for more than two hours without taking a break of at least 30 minutes.
- Except for local journeys, two members of staff should normally accompany pupils on a minibus journey. For trips exceeding the two hour limit both members of staff should be qualified to drive. If this is impossible to arrange the Deputy Head (Pastoral) should be consulted.
- A tachograph is necessary for all trips abroad.

Staff Cars

No member of staff can use their car to transport pupils unless they have insurance for business use and their car is full serviced to the manufacturer's specification. This includes journeys to and from the school fields. The school insurance policy may provide some cover. Please consult the Director of Finance and Administration.

Coach

- At least one member of staff must be present on each coach used or, for journeys exceeding one hour's travel, two if the coach is full.
- Where seatbelts are fitted in a coach, pupils must be made to wear the seat belts throughout the journey.

Sports Fixtures

Donna Campbell, the School Secretary, will act as emergency school contact for all mid-week sports fixtures. If, for any reason, Donna is unable to carry out this role she will arrange an alternative emergency school contact.

If any pupil routinely carries an epipen for anaphylaxis or an inhaler for asthma they must carry this for every fixture, both home and away. The member of staff responsible for each team must check this before departure and/or start of the fixture, whichever is relevant. Under no circumstances may any member of the group take part in a fixture without their medication being carried.

Information:

1. Please read the section 'General Information & Guidelines'
2. All fixtures require the prior approval of the Director of Sport
3. All fixtures should be scheduled in the school calendar
4. Sports fixtures published in the school calendar do not require further permission from the Deputy Head (Pastoral).
5. Fixtures that are organised in addition to those in the school calendar require permission from the Deputy Head (Pastoral) before they may take place
6. A risk assessment is needed only if that fixture is not covered by the PE and Games Department risk assessments as published in their departmental handbook

Paperwork Required:

The following information on a standard fixture sheet should be passed to Donna Campbell in the school office:

1. Details of the venue of the fixture and scheduled start time
2. Departure time and estimated return time for away fixtures
3. Name of the member of staff responsible for each team
4. Mobile telephone number for the member of staff responsible for each team
5. Team list

Items to be carried by Trip Leader:

1. Members of staff supervising away teams must carry a mobile phone
2. All members of staff must be aware of the contact details of the school emergency contact and of the Headmaster
3. Contact telephone numbers for all families of their team members
4. A written list of those pupils with significant illnesses and allergies, together with individual treatment plans
5. A copy of the Emergency Procedure.

Trips During the School Day

Donna Campbell, the School Secretary, will act as emergency school contact for all trips during the school day. If, for any reason, Donna is unable to carry out this role she will arrange an alternative emergency school contact.

If any pupil routinely carries an epipen for anaphylaxis or an inhaler for asthma they must carry this for every trip, no matter how close the destination of the trip. The trip leader must check this before departure. Under no circumstances may any member of the group take part in a trip without their medication being carried.

Information:

1. Please read the section 'General Information & Guidelines'
2. Any trips will be notified to staff via the fortnightly diary and announced in weekly staff calendar meetings.
3. At the end of a trip, pupils must return to school accompanied by the accompanying staff members.
4. Any problems or changes of plan must be communicated to Donna Campbell
5. Sufficient staff should be present to allow for a pupil to be accompanied back to the school should a medical or disciplinary issue arise

Paperwork Required:

The following paperwork should be passed to Donna Campbell in the school office:

1. Details of the trip, including brief itinerary, venue(s) and mode(s) of transport
2. Departure time and estimated return time
3. Names of the trip leader and accompanying members of staff
4. Mobile telephone number for the trip leader
5. List of pupils and members of staff on the trip

The following paperwork should be passed to the Deputy Head (Pastoral):

1. The risk assessment
2. List of pupils and members of staff on the trip
3. Departure time and estimated return time

Items to be carried by Trip Leader:

1. Parental consent forms
2. The risk assessment
3. The itinerary
4. All members of staff must be aware of the contact details of the school emergency contact and of the Headmaster
5. Contact telephone numbers for the families of all pupils on the trip
6. A written list of those pupils with significant illnesses and allergies, together with individual treatment plans
7. A mobile phone must be carried by the Trip Leader. If the trip is scheduled to return after 5pm this should be a school mobile telephone pre-loaded with SMT contact numbers.
8. Copy of the Emergency Procedure

Evening Trips

The Deputy Head (Pastoral) will act as emergency school contact for all evening trips. If, for any reason she is unable to carry out this role she will arrange an alternative emergency school contact.

When taking an evening trip to the theatre, cinema or a concert with pupils, the trip should leave from school accompanied by members of staff. For this type of trip advice should be sought from the Deputy Head (Pastoral) as to the detail required on the risk assessment.

If any pupil routinely carries an epipen for anaphylaxis or an inhaler for asthma they must carry this for every trip, no matter how close the destination of the trip. The trip leader must check this before departure. Under no circumstances may any member of the group take part in a trip without their medication being carried.

Information:

1. Please read the section 'General Information & Guidelines'
2. Any trips will be notified to staff via the fortnightly diary and announced in weekly staff calendar meetings.
3. At the end of a trip, pupils must return to school accompanied by the accompanying staff members
4. Any problems or changes of plan must be communicated to the Deputy Head (Pastoral)
5. Sufficient staff should be present to allow for a pupil to be accompanied back to the school should a medical or disciplinary issue arise

Paperwork Required:

The following paperwork should be passed to the Deputy Head (Pastoral):

1. The risk assessment
2. Details of the trip, including brief itinerary, venue(s) and mode(s) of transport
3. Departure time and estimated return time
4. Names of the trip leader and accompanying members of staff
5. Mobile telephone number for the trip leader
6. List of pupils on the trip

Items to be carried by Trip Leader:

1. Parental consent forms.
2. The risk assessment discussed with the Deputy Head (Pastoral)
3. The itinerary
4. The trip leader must carry a school mobile phone
5. All members of staff must be aware of the contact details of the school emergency contact and of the Headmaster
6. Contact telephone numbers for the families of all pupils on the trip
7. A written list of those pupils with significant illnesses and allergies, together with individual treatment plans.
8. A copy of the Emergency Procedure.

Overnight Trips

A senior member of staff should be asked to act as the school emergency contact. If, for any reason s/he is subsequently unable to carry out this role an alternative must be arranged immediately.

If any pupil routinely carries an epipen for anaphylaxis or an inhaler for asthma they must carry this for every trip, no matter how close the destination of the trip. The trip leader must check this before departure. Under no circumstances may any member of the group take part in a trip without their medication being carried.

Information:

1. Please read the section 'General Information & Guidelines'
2. Any trips will be notified to staff via the fortnightly diary and announced in weekly staff calendar meetings.
3. At the end of a trip, pupils must return to school accompanied by the accompanying staff members
4. Any problems or changes of plan must be communicated to the school emergency contact
5. Sufficient staff should be present to allow for a pupil to be accompanied back to the school should a medical or disciplinary issue arise

Paperwork Required:

The following paperwork should be passed to both the school emergency contact and the Bursary:

1. Details of the trip, including brief itinerary, venue(s) and mode(s) of transport
2. Departure time and estimated return time
3. Copies of the parental consent forms
4. Names of the trip leader and accompanying members of staff
5. Mobile telephone number for the trip leader
6. List of pupils and members of staff on the trip
7. Contact telephone numbers for the families of all pupils on the trip and contact details of next of kin for members of staff
8. Copies of travel documents, insurance documents, and contract with the centre/hotel etc, if appropriate
9. A copy of the emergency procedure

The following paperwork should be passed to the Deputy Head (Pastoral), who will inform the school office:

1. The risk assessment
2. List of pupils and members of staff on the trip
3. Departure time and estimated return time
4. Mobile telephone number of the trip leader

Items to be carried by Trip Leader:

1. Parental consent forms.
2. The risk assessment discussed with the Deputy Head (Pastoral)
3. The itinerary
4. The trip leader must carry a school mobile phone
5. All members of staff must be aware of the contact details of the school emergency contact and of the Headmaster

6. Contact telephone numbers for the families of all pupils on the trip and contact details of next of kin for members of staff
7. Details of insurance arrangements and the company's telephone number
8. Location of local hospital/medical services
9. A written list of those pupils with significant illnesses and allergies, together with individual treatment plans.
10. A copy of the Emergency Procedure.

Trips Abroad

A senior member of staff should be asked to act as the school emergency contact. If, for any reason s/he is subsequently unable to carry out this role an alternative must be arranged immediately.

If any pupil routinely carries an epipen for anaphylaxis or an inhaler for asthma they must carry this for every trip, no matter how close the destination of the trip. The trip leader must check this before departure. Under no circumstances may any member of the group take part in a trip without their medication being carried.

Information:

1. Please read the section 'General Information & Guidelines'
2. Any trips will be notified to staff via the fortnightly diary and announced in weekly staff calendar meetings.
3. At the end of a trip, pupils must return to school accompanied by the accompanying staff members
4. Any problems or changes of plan must be communicated to the school emergency contact
5. Sufficient staff should be present to allow for a pupil to be accompanied back to the school should a medical or disciplinary issue arise

Paperwork Required:

The following paperwork should be passed to both the school emergency contact and the Bursary:

1. Details of the trip, including brief itinerary, venue(s) and mode(s) of transport
2. Departure time and estimated return time
3. Copies of the parental consent forms
4. Names of the trip leader and accompanying members of staff
5. Mobile telephone number for the trip leader
6. List of pupils and members of staff on the trip
7. Contact telephone numbers for the families of all pupils on the trip and contact details of next of kin for members of staff
8. Copies of travel documents, insurance documents, and contract with the centre/hotel etc, if appropriate
9. A copy of the emergency procedure

The following paperwork should be passed to the Deputy Head (Pastoral), who will inform the school office:

1. The risk assessment
2. List of pupils and members of staff on the trip
3. Departure time and estimated return time
4. Mobile telephone number of the trip leader

Items to be carried by Trip Leader:

1. Parental consent forms.
2. The risk assessment discussed with the Deputy Head (Pastoral)
3. The itinerary
4. Photocopies of passports of all members of the group
5. The trip leader must carry a school mobile phone
6. All members of staff must be aware of the contact details of the school emergency contact and of the Headmaster

7. Contact telephone numbers for the families of all pupils on the trip and contact details of next of kin for members of staff
8. Details of insurance arrangements and the company's telephone number
9. Location of local hospital/medical services
10. A written list of those pupils with significant illnesses and allergies, together with individual treatment plans.
11. A copy of the Emergency Procedure.

Trips Involving Greater Hazards

Arrangements should accord with the relevant sections above but, in addition, more detailed information must be provided. This must include verification of the appropriate qualifications of those taking the trip or, if a specialist Centre is involved, the appropriate license for that Centre. Details must be discussed well in advance with the Headmaster prior to any approach being made to the boys.

Risk Assessment

The management of risk is an essential and integral part of trip planning. It is not merely an administrative exercise. Members of staff responsible on a trip are only covered by the school liability insurance if a thorough risk assessment exercise has been undertaken, and the measures to control risk have been carried out.

The purpose of the risk assessment process is to identify any significant hazards posed by the trip and to take measures to remove those risks or reduce them to an acceptable level. All staff involved with the trip should take part in the planning and risk assessment process. Detailed consideration by the team of each stage of the visit, recording appropriate risk management practices, will ensure that all situations of potential hazard have been dealt with.

All visits, even to known local sites require a risk assessment. A partially completed form for this purpose is given in Appendix 8. If used you should indicate with a tick or cross whether the issue is relevant for that particular trip, and add a trip-specific risk assessment to the end.

The risk assessment should:

- identify the hazards and who might be affected by them;
- determine the severity of each hazard and likelihood of it occurring;
- identify what measures need to be put in place to reduce the risk to an acceptable level;
- be recorded and retained on file

The risk assessment should be passed to the Deputy Head (Pastoral) at least a week before departure so that it can be agreed. The trip cannot take place unless this documentation is complete and approved.

When using tour operators or other agencies outside the School to provide the whole or part of any visit, then organisers should obtain written assurances that appropriate risk assessments have been carried out and safety measures put in place by the organisation concerned.

When taking pupils to a theatre, concert, gallery, etc. the venue should be contacted so that their risk assessments can be faxed or emailed to UCS. It is essential that staff responsible for such trips are aware of the emergency procedures in place at the venue.

The risk assessment for a trip should be constructed at the same time as the itinerary. Some activities carry with them sufficient risk that they should not take place. Others merely need sensible safeguards, whilst some require no more than common sense.

The following structured activity may be useful in helping to make such decisions. For each planned activity allocate a rating for hazard effect and a rating for likelihood of occurrence. Calculate the "risk factor" and conclude.

(see overleaf)

Rating	Hazard Effect (Severity)
5	Death or permanent disability
4	Serious injury: long term sickness
3	3 day injury: temporary disability
2	Injury requiring medical attention or causing work restriction
1	Minor injury e.g. bruise/abrasion

Rating	Likelihood of Occurrence (Probability)
5	Almost certain to happen
4	Highly probably
3	Possible: feasible
2	Possible: might happen
1	Remote possibility: negligible

Risk Factor (obtained by multiplying the severity by the probability)

16 – 25	Unacceptable risk – activity should not take place
10 – 15	High Risk – full procedures for minimizing must be in place
6 - 9	Medium Risk – plans must be in place to control
3 - 5	Low Risk – plan of action should be available if possible
1 - 2	Very low risk – no further action required

Having completed the process of risk assessment it is recommended you run through the following checklist:

1. Communication Chain: a clear communication chain is in place to allow accurate information to be passed on to parents if necessary, including if a late return is anticipated.
2. Emergencies: the emergency procedure has been read and the document will be carried on the trip by the party leader.
3. Insurance: appropriate insurance arrangements have been made. See Assistant Bursar for guidance.
4. Travel: all regulations in Section B have been adhered to. In the event of any of transport arrangements failing, indicate which of the following (or combinations of the following) will be adopted or provide your own procedure.
 - The school contact will be informed and the boys will be supervised while alternative transport is sought.
 - The school contact will be informed and the boys will be supervised while the organising company is requested to provide alternative transport.
 - The school contact will be informed and the next available train / flight will be taken.
 - The school contact will be informed and arrangements will be made locally for the boys to be accommodated overnight. The journey will be continued the following day.
 - Other arrangements (discuss with Deputy Head Pastoral)
5. Passports and EHIC cards: Passports and EHIC cards should be collected before the trip departs and held during the trip by the party leader. Passports and EHIC cards should be checked before the trip

departs and returns. In the event of a passport being lost or entry to another country being refused there should be sufficient staff for someone to remain with the boy while the problem is resolved.

6. Planned Activities: In the event of the planned activity being unavailable (i.e. closure or adverse weather conditions) indicate which of the following (or combinations of the following) will be adopted or provide your own procedure.
 - The school contact will be informed and arrangements will be made to return to school at the earliest opportunity
 - The following alternative activity is available.....
 - The organising company will provide alternative activities.
7. Accommodation: In the event of the accommodation proving unsatisfactory.
 - The school contact will be informed and arrangements will be made to return to school at the earliest opportunity
 - There is sufficient flexibility to seek other accommodation
 - The organising company can assist with the problem
8. Illness / Accident of a boy: If a boy is taken ill on the trip the following courses of action are possible.
 - A local doctor is available at the venue.
 - The parents will be informed and there are sufficient staff to allow the boy to be escorted back to school if necessary
 - There is a hospital within miles
 - The organising company can provide support and assist with the problem.
 - Other arrangement.....
9. Illness / Accident of a member of staff: If a member of staff is taken ill on the trip the following course of actions are possible:
 - The school contact will be informed and the trip will be terminated and the boys will be accompanied back to school
 - There are sufficient staff to allow the trip to continue even if the member of staff has to return home
 - The organising company can provide support and assist with the problem.
10. Pupil Misbehaviour: In the event of a boy misbehaving the following will be used:
 - The school contact will be informed and the trip will be abandoned
 - There are sufficient staff to ban the pupil from the activity and allow him to be supervised elsewhere.
 - There are sufficient staff to accompany the pupil (at his parents expense)
11. Unsupervised Time: The regulations in Section A, §13 must be adhered to.
12. Further Details
 - The staff 'home' contact is
 - A first aid kit will be carried
 - The following member of staff on the trip has a first aid qualification
 - A mobile phone is available on the trip

Emergency Procedure

Introduction

Emergency procedures are an essential part of planning a school visit. All those involved in the school trip, including accompanying staff, pupils and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency. The group leader will usually take charge in an emergency and it is their responsibility to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

Emergency school contact

Every trip of the school premises requires an emergency school contact. The emergency school contact's main responsibility is to link the group with the school and the parents and to provide assistance as necessary. The named person should have all the necessary information about the visit. The main responsibilities of the school emergency contact are:

- ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base
- contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency
- liaison with Council. The school contact should act as a link between Council and the Chairman of Council and arrange for the group to receive assistance, if necessary
- reporting of the incident, if necessary. Some incidents are reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*.

If an accident happens

If an accident happens, the priorities **in order** are to:

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

The member of staff in charge of the pupils at the time of the incident should:

1. Establish the nature and extent of the emergency
2. Establish the names of any casualties and seek immediate medical attention for them.
3. If there are injuries, attempt to establish their extent, so far as possible, and administer appropriate first aid if possible.
4. Establish the name(s) of the injured and call whichever emergency services are requested.
5. Make sure all other members of the party are accounted for, safe, and looked after.

6. Advise all other group members of the incident and that emergency procedures are in operation.
7. Ensure that an adult from the party accompanies casualties to hospital.
8. Ensure that the remainder of the party are kept together and are adequately supervised throughout and arrange for their early return to base.
9. Arrange for one adult to remain at the incident side to liaise with emergency services until the incident is over and members of the party are accounted for.
10. Notify the police if necessary.
11. Notify the British Embassy/Consulate if abroad.
12. Control access to telephones until contact is made with the Headmaster and/or emergency contact and until s/he has had time to contact those directly involved. The following details should be passed on to the school (Headmaster or emergency contact):
 - Name of member of staff in charge
 - Nature, date and time of incident location of incident
 - Names of casualties and details of their injuries
 - Name of others not involved, so that parents may be reassured
 - Names and telephone numbers of those involved and the action taken so far
 - Telephone numbers for future communication.
 - Action taken so far;
 - Action yet to be taken (and by whom)
13. Ensure that the following further action is taken:
 - notify insurers, especially if medical assistance is required (this may be done by the school contact)
 - notify the provider/tour operator (this may be done by the school contact)
 - ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures
 - write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
 - keep a written account of all events, times and contacts after the incident, and complete an accident report form as soon as possible.

The Media

No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area. No-one in the group should discuss legal liability with other parties.

Following an accident

After a serious incident it is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or members of staff in the school have been affected.

In some cases reactions do not surface immediately. It is advisable for all those involved in a tragedy to seek professional advice on how to cope with its effects.

Appendix 1 – Minibus Safety Checklist

All items need to be checked before using the minibus. The bus must not be driven with pupils unless you are satisfied as a result of these checks that the bus is safe to drive. Problems should be reported to the bursary

Satisfactory checks ✓ should be placed in each box. Enter date and signature at the end of the form.

Vehicle

Lights Headlamps
 Sidelight
 Brakes
 Reversing
 Indicators
 Warning

Windows clean

Wipers clean

Washers

Fuel

Radiator Coolant

Brake Fluid

Oil Level

Tyres Pressure

 Condition

Mirrors Side

 Rear

Doors

Seat Belts

Equipment

Spare Wheel

Tool Kit

Jack

First Aid Kit

Fire Extinguisher

Mobile Phone

Documents

Road Tax

Insurance/Green Card

Emergency Contacts

MOT

Record Book

Emergency Procedure

Signature: Date:



Appendix 2

UNIVERSITY COLLEGE SCHOOL SCHOOL TRIP PARENTAL CONSENT FORM

Pupil's Name:

Date of Birth: Form.....

Trip Destination:

Date(s) of Trip:

Trip Leader:

Emergency Contact Details:

	Father	Mother
Home telephone		
Work telephone		
Mobile telephone		
Other		

Pupil's home address	
----------------------	--

Please give a further emergency contact number in case contact with parents proves impossible:

Name of Contact:

Relationship to Pupil:

Telephone Number:

Special dietary requirements	
Activities in which your son/daughter may not	

participate	
-------------	--

Medical Information

Please give details of any medical condition (epilepsy, asthma, diabetes, heart condition, etc)	
Please give details of allergies to any medication, and any other allergies	
Please give details of medication your son/daughter may require during the course of the day	
Does your son/daughter routinely carry an epipen for anaphalaxis?	
Please give the date of the most recent tetanus injection	
Please give the name and telephone number of the family doctor:	

Please note that, for trips within the European Economic Area or Switzerland, pupils must carry a valid EHC card [available from www.ehic.org]

I hereby consent to the attendance of my son/daughter on the above school trip. I recognise that the accompanying member(s) of staff will be responsible for his/her supervision and care as far as can be reasonably expected. My son/daughter appreciates that any misbehaviour on a school trip will be treated as if it had occurred at school, and that, if the behaviour is seriously unacceptable, s/he may be sent home. I am aware that, in such cases, refunds will not be offered and parents will be deemed responsible for any additional expenses incurred by the school as a consequence of their son's/daughter's behaviour.

In the event of my son/daughter requiring urgent or emergency medical treatment, including immunisations, surgery or blood transfusion, I understand that every effort will be made by the trip leader to make contact with me. If this proves impossible I consent that the trip leader may give permission for my son/daughter to undergo such treatment as is considered necessary by the medical authorities present.

I will inform the Trip Leader as soon as possible of any changes in the medical or other circumstances between now and the commencement of the trip.

Signed: (Parent/Guardian)

Date:



UNIVERSITY COLLEGE SCHOOL PUPIL CODE OF CONDUCT FORM

I (name), understand and agree to the following code of behaviour:

I will...

- Listen to, and follow, instructions from members of UCS staff, staff at the venue(s) of the trip/visit, and staff responsible for transport (airline, train, coach, ferry, etc)
- Behave in a courteous, respectful and respectable manner throughout the trip/visit
- Dress respectably and responsibly and be sensitive to the customs and codes of conduct of the destination of the trip/visit
- Look out for anything that might hurt or threaten myself or anyone in the group, and report it to a member of staff
- Remain always in a group, and always within given geographical boundaries, as directed by the accompanying member(s) of UCS staff
- Return to base promptly at the times given by the accompanying member(s) of UCS staff

I will not...

- Take any unnecessary risks or behave in such a way as to endanger myself or others
- Smoke or take drugs, or have cigarettes or drugs in my possession
- Drink or buy alcohol, except as specified in the agreement made with my parents or guardian
- Carry / buy a knife or weapon of any sort, any explosive material, or anything which could cause a fire

Pupil's Signature:

I have discussed the Code of Conduct with my son/daughter. I understand that if the Headmaster has reason to think that s/he will not observe the Code of Conduct, s/he will not be allowed to participate in the visit, in which case I will be liable for any cancellation costs incurred. My son/daughter fully understands that if s/he does not observe the above Code s/he may be returned home at my expense.

Signature of parent/guardian:

Name of parent/guardian:

Appendix 3 – Letters to Parents

Daytime trips

The letter to parents for a daytime trip should include the following – though not necessarily in this order.

- An invitation to join the trip.
- Which group of boys are being taken?
- The destination.
- The date of the trip.
- The time of departure and return.
- The cost – if any will be incurred.
- Incidental money that he will need to cover the costs of meals, travel etc or the alternative arrangements that will be made for these items.
- The reason for the trip.
- The staff who will be accompanying the trip.
- The level of supervision – and the arrangements if they are not always under the direction of staff. This includes possible dismissal from, say, a theatre in London rather than being accompanied back to school
- Any equipment or clothing that will be needed.
- The arrangements for payment (which should be determined in conjunction with the bursary).

The parents should also be required to return their consent acknowledging the arrangements as specified.

Overnight Trips and Trips Abroad

The letter to parents for an overnight trip should include the following – though not necessarily in this order.

- An invitation to join the trip.
- Which group of boys are being taken?
- The destination.
- The date of the trip.
- The time of departure and return.
- The accommodation arrangements.
- The cost and what is included for the cost.
- Any incidental money that he will need to cover the costs of meals, travel or other personal items etc.
- The reason for the trip.
- The staff who will be accompanying the trip.
- The level of supervision – and the arrangements if they are not always under the direction of staff.
- Any equipment or clothing that will be needed.
- Insurance arrangements and either a copy of the policy or a summary of the cover.
- The need for passports and visas.
- Any inoculations that are required.
- The medical arrangements that are available at the destination (e.g. if there is a local doctor or hospital).

- The arrangements for payment (which should be determined in conjunction with the bursary).
- Information about meetings for parents that will be held prior to departure on the trip.

It is probable that two letters may be required but the points above should be covered in sufficient time to allow a parent to withdraw their son without penalty if any concerns emerge that cannot be resolved. If the consumption of alcohol will be allowed in accordance with the school's policy, then parental permission must be obtained

The parents either at the initial stage or as soon as the details are confirmed should be required to complete

- The parental consent form.
- In conjunction with their son, the code of conduct agreement.

Appendix 4 – School Policy on Alcohol, Tobacco and Drugs

Alcohol

The School's policy is that JB pupils should not consume any alcohol on school trips. The guidelines are as follows:

- 1 Students must not purchase, have in their possession, or consume, any form of alcohol.
- 2 All students must, without question, accept and obey any instruction given to them by a member of staff, not to drink or to cease drinking alcohol, regardless of any consent given by parents.

Tobacco

Smoking is banned on all school trips

Other Drugs

The possession or use of any drug, other than one medically prescribed, pre-advice of which should be given to the member of staff in charge of the trip, is totally banned.

Sanctions

If any breach of the above guidelines relating to alcohol, tobacco and other drugs occurs, the party leader must apply an appropriate sanction and consider whether the boy should be sent home at the parents' expense.

Parents should be asked to discourage pupils from bringing back alcoholic gifts from visits abroad. Importing alcohol into the UK is illegal for those under the age of 17.



Appendix 5 – Out-of-School Trip Request

- This form must be completed as fully as possible for all occasions on which pupils are taken off the school site with members of the teaching staff *in loco parentis*, other than for agreed sporting fixtures.
- Please refer to the booklet “Procedures For Activities Off The School Premises” for details of documentation required, regulations and risk assessment. Copies may be obtained from the Deputy Head (Pastoral).
- A list of all pupils involved, together with their form, must accompany this form.
- A thorough risk assessment for school trips must be passed to the Deputy Head (Pastoral) for signing before the trip may leave.

This form should be placed in the Deputy Head (Pastoral)’s pigeonhole. The form will be returned as soon as the trip has been agreed.

Organiser:

Date(s):

Departure Time:

Estimated Return Time:

Years/forms/classes involved:

Number of pupils:

Place(s) to be visited (including accommodation address & telephone number if relevant):

Objective of trip:

Activities in which pupils may be involved:

Name, address & telephone number of holiday or travel firm involved (if relevant)

Name of contact at this firm:

Transport arrangements (give mode of transport & named drivers or company as relevant):

Total cost per pupil & method of financing (school bill, cheque, ...):

Names of accompanying staff and other adults:

- | | | |
|----|----|-----|
| 1. | 5. | 9. |
| 2. | 6. | 10. |
| 3. | 7. | |
| 4. | 8. | |

BUDGET

- Please consult the Deputy Head (Pastoral) or Finance Bursar if you have any queries about budgeting for the trip.
- All expenses should be given in pounds sterling, seeking guidance regarding exchange rates from the Finance Bursar.

Number of Attendees:

Teaching Staff

Pupils

Other (please specify)

Number of Free Places:

Expenses:	Per Head	Number	Total
Travel – Air ×	=
Travel – Ferry ×	=
Travel – Train ×	=
Travel – Coach ×	=
Accommodation ×	=
Meals ×	=
Courses ×	=
Tours ×	=
Activities ×	=
Other (please detail) ×	=
Insurance		£100.00	
Contingency (to be agreed with Deputy Head (Pastoral))			£

Total: _____

Cost per pupil: _____

For trips not financed by adding charges to the school bill, eg trips abroad:

Deposit:	Date Required:
Balance:	Date Required:

Please give approximate timings of payments to be made to tour operators, airlines, etc.

--

At what stage do pupils cancelling their attendance on the trip lose their deposit?

--

Confirmation that the trip may go ahead

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least 7 days before the party is due to leave.

The final risk assessment document, together with details of any incidents, should be with me as soon as possible but no later than 7 days after the party returns.

Trip Authorised: **Date:**
Deputy Head (Pastoral)

Budget Approved: **Date:**.....
Finance Bursar