



OFF-SITE ACTIVITIES POLICY

Uncontrolled copy when printed
Date of printing Tuesday, 12 January 2016

Last Reviewed: 11 January 2016
Next Review Date: Spring 2020

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OFF-SITE ACTIVITIES

Introduction

Cams Hill School has a long tradition of success in the organisation of a great variety of off-site activities. Language exchange visits, Science and Geography fieldwork, theatre trips, visits to museums and galleries, ski trips abroad, school band trips to America and Disneyland Paris, are all examples of some of the visits which give richness and challenge to the curriculum and to the lives of our young people. We are justifiably proud of the commitment and enthusiasm shown by staff in offering this extra dimension. We endeavour to offer something to every child.

We are equally proud of our safety record in this area and recognise that the planning and execution of these activities requires absolute professionalism. Staff at Cams Hill School demonstrate a range of additional qualifications, experience and expertise in the organisation of off-site activities. They attend relevant courses and run regular trips in order to maintain their expertise and keep up-to-date. The staffing of trips and visits is organised so that new staff can learn from more experienced colleagues. We recognise the responsibility placed on teachers and supporting adults who manage these activities and have confidence in their ability to do so. The purpose of this policy is to reinforce that confidence by setting out a clear framework within which to work. Much of what follows is based on the Hampshire Policy for Outdoor Education.

Regulations and Guidance Notes

These relate to all kinds of off-site activities organised by Cams Hill School, irrespective of whether they take place during normal hours, evenings, weekends or holidays.

Before any activity takes place, an appropriate [Headteacher Approval Form](#) (Appendix 1) must be completed and the approval of the **GOVERNORS** must be obtained through the Headteacher. The Governing Body must be satisfied that the activity will be efficiently organised and supervised. A [Risk Assessment](#) (Appendix 2) must also be completed in full and attached to the Headteacher Approval Form.

1. Supervision

At least one teacher with -

20 pupils: 1 adult, for activities within a 60-mile radius

12 pupils: 1 adult, for activities outside this area including the IOW and overseas.

10 pupils: 1 adult, for formal exchange visits abroad [see below]

Lower levels of supervision are sometimes acceptable, eg visiting the Leisure Centre or theatre. Where parents or assisting adults are used, their specific role must be explained and appropriate preparation given.

Untrained adults should not be solely responsible for groups in high risk situations, eg by sheer drops, by deep water, etc. The Governing Body will require adequate witnessed evidence before authorising untrained adults to exercise significant pastoral responsibility for groups.

Where a pupil or pupils with significant special needs are involved, the Learning Support Department should be consulted and higher staffing ratios may be necessary. It may be appropriate, for example, for an LSA (Learning Support Assistant) to accompany the group.

Most commercial activity centres make it clear in their current conditions that their instructors accept responsibility only for the conduct of specific activity sessions. All other supervision is the responsibility of the accompanying staff. *Loco parentis* remains with accompanying staff throughout. Normal practice would require a member of the school staff to be present with each activity group.

For visits abroad, in addition to the conditions above, each group must include at least two supervising adults of which at least one is a teacher at Cams Hill School. For mixed groups the supervising adults should be one male and one female. If the members of the group will live in the homes of local children whilst abroad on a formal exchange visit basis, the maximum ratio of pupils to supervising adults is ten-to-one.

It is assumed that a ratio of one member of staff to ten pupils will be observed normally for residential visits, with extra adults for self-catering groups.

2. Travel Arrangements

a. Minibus (See [Minibus Use Policy](#) – Appendix 3)

In summary: There should be a **second adult** in the vehicle apart from the driver unless the group comprises a **known cohesive group** such as a games team on a **short, local journey**. The driver must be able to concentrate on driving and not be distracted by pupils in the bus. The driver must not be pressured into driving when tired; there must be adequate rest stops of at least 15 minutes duration each.

b. Coach

All new coaches entering service since October 1988 are required by law to have seatbelts fitted to front seats and to the rear centre seat. The Governors of Cams Hill School require school parties to travel in such coaches and, by law, these seatbelts must be used. Supervising staff should be spread throughout the coach and not sitting together (EEC legislation).

c. Port Health Authority Checks

Leaders must ensure that they report any declarable disease suffered by a member of their group immediately on return to this country.

3. Involvement of Parents

Parents must be given details of any specific activities in advance of them taking place. [The General Consent Form for Schools Trips and Other Off-Site Activities](#) (Appendix 4) is issued at the beginning of every academic year and is the consent form required to be signed before any pupil takes part in an off-site activity.

4. Financial Support Applications

No pupil should be disadvantaged through financial hardship. Parents are invited to contact their child's Tutor/Year 7 Manager/Key Stage Manager confidentially and the school will seek financial support, if appropriate, from either The William Price Trust for pupils living in the parish of Fareham, or Cams Hill School's own financial support budget. Parents are required to make

some contribution, no matter how small. However, as a general rule, half the total cost should be requested.

On receiving a request for help, the Tutor needs to initiate a financial support application (forms only available from the Finance office). Working closely with the Year 7 Manager/Key Stage Manager the whole of the form must be completed.

Tutors/Year 7 Manager/Key Stage Managers must ascertain as much information as possible to sanction the application, examples as below:

- Single parent family
- Working parents
- Number of children in family
- In receipt of Income Support (therefore entitled to free school meals)
- Family Tax Credits
- Incapacity Benefits
- How much the parent is able to contribute to the cost of the trip?

On completion of the form, the Year 7 Manager/Key Stage Manager must sign to support the application before seeking final authorisation by the Headteacher and returning it to the Finance office.

This whole process must be executed swiftly as applications may only be accepted before the date of the activity and not in retrospect, so funding may be lost and the financial burden will fall on the department concerned.

5. **Insurance**

All pupils and staff are covered by the school's composite insurance policy whilst taking part in recognised school trips. All trips are included whether they are just day visits, residential trips or overseas exchange visits or ski trips (with some limitations).

There are charges for trips from the insurance company as follows:

Insurance Cover UK - 50p per day per person

Hazardous Cover UK - 70p per day per person*

Insurance Cover Europe - 70p per day per person

Hazardous Cover Europe - £1.15 per day per person*

Insurance Cover worldwide - by negotiation

*[Hazardous activities are listed at Appendix 5](#)

The aspects that are covered by the insurance include cancellation, medical and associated expenses, personal accident and loss of personal effects. As with all policies there are some exceptions and the finer details are contained in the green off-site activities folder held by the School Business Manager. A copy of this can be obtained on request. In all instances members of staff involved in arranging an unusual or non-standard trip should contact the School Business Manager who can seek confirmation about insurance cover for a particular trip or activity.

6. Records of Groups who are Off Site

When any group goes off-site the trip leader must ensure that:

- a. Accompanying adults have group lists showing:
 - i. their own group responsibility;
 - ii. who is travelling in which vehicle;
 - iii. the name and telephone number of the base contact person who can be contacted in an emergency.
- b. There is a contact person available throughout the duration of the time off site. (This is particularly important to co-ordinate outside normal working hours where it may be at a person's home).
- c. That contact person should have:
 - i. the names of all off-site participants/pupils, including adults;
 - ii. the distribution, if in separate groups or vehicles (including appropriate vehicle registration numbers);
 - iii. the approximate itinerary;
 - iv. the names and telephone numbers of the travel company (including any coach company);
 - v. access to parental home contacts for all involved (including adults);
 - vi. the school mobile phone number issued for the relevant trip.

7. Charging for Off-Site Activities

Please ensure that a full and accurate costing is carried out, adding the following administration charge:

Residential visits:

Cost of Visit per Pupil	Admin Charge
100	£ 2.00
101-200	£ 4.00
201-300	£ 6.00
301-400	£ 8.00
401-500	£10.00
501+	£15.00

Reference to charging must be made in the letter to parents within the context of the school's Charging and Remissions Policy. Applications for hardship funding (see section 4) should be made at an early stage, initially through the relevant Year 7 Manager/Key Stage Manager, using the appropriate application slip available from the Finance office.

8. Residential Visits

Approval of the Educational Visit Coordinator/Headteacher/Governing Body must be obtained at least two months before the visit, using the [Headteacher Approval Form](#) (appendix 1) or the [Evolve Hampshire County Council approval system](#). The following information is required: (<https://evolve.edufocus.co.uk/evco10/contacthome.asp>).

- a. inclusive dates;
- b. number of pupils and their age range;
- c. number of accompanying teachers and other adults;
- d. details of accommodation;
- e. names of places to be visited;
- f. transport arrangements, eg name of coach company, address, telephone number;
- g. details of pursuits to be undertaken;

NB Medical Questionnaire - A short [medical questionnaire](#) (appendix 6) should be completed by the parent for each pupil/student.

9. **Approval by the Headteacher**

Before the activity takes place, the Headteacher should be satisfied that the leader in charge of the group has, readily available for use in an emergency, details of the names, addresses and telephone numbers of all the participants' parents/carers. Additionally, duplicate sets of this information, together with full details of the programme, should be held by the contact person and his/her deputy.

10. **Commercial Centres**

Party leaders are required to consult [Hampshire County Council LEA Outdoor Education Unit](#) (to which we subscribe) by email or phone on 01962 876218 regarding their approval of a commercial centre before deposits are paid.

Party leaders should satisfy themselves that the proposed centre/agency is appropriately bonded financially in order to secure parental funds. If in doubt, contact the [Outdoor Education Unit](#) at Hampshire County Council.

11. **Health Issues**

Leaders should be aware of the existence in the outdoor environment of naturally occurring infections, such as [tetanus, Weil's Disease and Lyme Disease](#) (appendix 8) and take precautions against these. Leaders and their pupils should take such action as cleaning and covering abrasions, cuts and scratches occurring before or during outdoor activities and showering after outdoor activities, especially water sports, and ensure that hands are clean before eating. Pupils and their parents should be told that if they feel unwell some days or weeks after outdoor activities, particularly if flu-like symptoms are involved, they should consult their doctor and tell him/her where they have been and what they have been doing.

12. **Theme Parks**

Theme parks present a whole range of potential hazards. The responsibility for ensuring that activities and rides are appropriate to the age, ability and aptitude of pupils rests with the party leader. He or she must:

- a. pre-visit in order to assess potential risks;
- b. identify any areas/activities which are considered inappropriate for the intended group;
- c. identify areas/activities which can only be visited when accompanied by an adult;

- d. determine appropriate levels of supervision and convey this to all staff;
- e. determine group organisation and expected code of conduct and convey to party members, eg normally no pupil should ever be alone, minimum group size two or four pupils;
- f. identify group gathering areas where a member of staff will be available throughout the visit;
- g. carry group medical forms in the event of an accident.

13. Hazardous Pursuits - 1 - General

Most activities within the realms of PE and physical recreation contain an element of danger. The full list of activities regarded as 'hazardous' is in the green Off-Site Activities Folder - p26. This list is reproduced in [Appendix 5](#).

Before any activity takes place that involves a hazardous pursuit, the Governing Body's approval must be obtained (except for places like Calshot or Little Canada which are staffed by specialists).

Teachers may obtain the necessary qualifications for undertaking a hazardous pursuit - or other activity - by attending an approved LA course (eg at Calshot) or by receiving a letter of recognition issued by the LA which accepts relevant previous. The Educational Visits Coordinator keeps a list of all those so qualified.

14. Hazardous Pursuits - 2 - Open Country

Definition:

- a. Open country more than ½ mile from a metalled road;
- b. Open country including routes on paths with possible hazards, eg cliffs, vicinity of water, unstable ground, etc;
- c. Tidal coastal areas.

15. Regulations

- a. The ratio of pupils to qualified staff/adults, must not normally exceed 12:1. There must be at least two adults with groups of pupils all under the age of 14 years;
- b. Group leaders must have visited areas themselves prior to taking groups;
- c. Local knowledge must be sought in terms of tides, unstable sand, deep holes in stream beds, winter frost damage, etc;
- d. Safety helmets must be worn on all occasions when working at the base of cliffs or for any excavations;
- e. Leaders must ensure that footwear is appropriate for the terrain, where footwear is a safety factor, eg treaded boots must be worn on broken ground or on steep, slippery surfaces;
- f. Each group must have a first aid kit;
- g. No group may work without immediate supervision unless clear, sequential training has been given;
- h. Individual groups in movement must not normally exceed 20 pupils;
- i. A throw bag must be carried by the qualified leader when groups are working/walking close to water.

Notes:

- i. It must be borne in mind that it is the leader's responsibility to anticipate and recognise risk areas and organise accordingly.

- ii. The practice of using a 'tail end marker' with all groups in movement is strongly recommended.

16. **Accident, Incident and Emergency Procedures**

The school follows the Hampshire County Council Off-site Activities and Educational Visits regulations and guidance, full details of which can be found on the [Evolve website](#).

The main sections, along with what process to follow during an emergency can be found in [appendix 9](#).

A form to use when being notified of an incident is available in [appendix 10](#).

A quick reference guide for dealing with off-site emergencies can be found in [appendix 11](#), along with a guide if you need to involve Hampshire County Council in [appendix 12](#).

Procedures for the Organisation of Visits (Including Visiting Speakers/Events)

Where it is intended to introduce a new off-site event to the calendar it is important to follow the procedures outlined below. It is school policy that no new visits/curriculum events are organised for Year 11 or for Year 10 (from half term of the Spring Term onwards) which disrupt the school day (weekend and evening visits/events are, of course, highly desirable). New visits/events for other pupils intended for the current calendar must be discussed with Senior Leadership Team who will ask the organiser to offer staff the opportunity to raise any major objections given that the proposal will be an addition to calendar agreed, and consulted upon.

NB Much of what follows applies equally to procedures for organising visiting speakers/on-site events involving curriculum disruption.

There is a [guideline to the planning and administration of all off-site activities, trips, residential visits and foreign travel](#) available in appendix 13.

1. Non-Residential Visits

- a. Visit the site to assess suitability/potential hazards;
- b. Hold preliminary discussion with the Assistant Headteacher responsible for off-site activities and the Off-site Activities Administrator to consider feasibility;
- c. Seek the approval of the Headteacher using the [Headteacher Approval Form](#) (appendix 1);
- d. Make travel arrangements;
- e. Cost the activity on a per pupil basis. Seek the assistance of the School Business Manager for this and, in any event, ensure that finance staff are aware of the planned visit and have been supplied with lists of pupils involved before money begins to arrive. Money for payment should be placed in a sealed envelope marked with: Pupil's Name, Tutor Group, Visit Title and Amount Enclosed and should be handed in to Pupil Reception;
- f. Check staffing ratio in terms of the Regulations and Guidance Notes in this policy. If Learning Support Assistants are likely to be needed begin early negotiations with the Head of Learning Support;
- g. Draft letter to parents which must brief on type of activity, clothing, footwear, date of visit, times of departure and return, cost and manner of payment and supervisory arrangements and explain expectations regarding behaviour. In the event of residential trips, a signed [consent slip](#) (appendix 6) must be returned by the parent/carer;
- h. Pupils must, as a matter of courtesy, seek permission from subject teachers to be missing from any lesson through an organised activity. It is not expected that this permission will be refused except in extreme cases (the Off-site Activities Administrator maintains a list of those pupils who have demonstrated their unsuitability for inclusion on

such trips in the past). Nevertheless, the emphasis is, quite rightly, on the pupil obtaining permission in good time. Work missed must be copied up and pupils are expected to make up lost ground. Where an entire tutor group is involved, the Visit Leader may seek group permission from subject teachers where this is appropriate. Lists of pupils involved in trips must be emailed and displayed on the appropriate notice boards in the staff room in good time;

- i. Pupils should be prepared for the visit in terms of content and in terms of safety and behaviour. Pupils are expected to demonstrate the highest standards of behaviour whilst representing the school on an off-site visit (including whilst in transit). This should be explained to them in terms of:
 - Their dealings with the general public
 - Their dealings with field centre staff; museum staff etc - pupils are expected to show interest and enthusiasm as a matter of course as well as simply being well-behaved
 - Safety - known hazards, emergency procedures, recall signals (must be rehearsed)
 - Final outcomes - off-site activities are expensive and depend heavily on staff good will. Pupils are expected to make the most of their opportunities in terms of learning and experience. Pupils should be told that all normal school procedures apply including those explained in the Good Behaviour Policy or Serious Misconduct Policy relating to drugs, tobacco and alcohol
 - **In the event of an incident of serious misbehaviour, including possession or use of cigarettes or alcohol, this will result in permanent close supervision of that pupil on a one-to-one basis (shared by staff) for the remainder of the trip and will be followed by exclusion from school on return for bringing the school into disrepute**
 - **An incident of very serious misbehaviour, including anything involving drugs, will involve the party leader in telephone discussions with the Headteacher and appropriate action will be taken. If this action results in a child being escorted home by a member of staff, then expenses incurred will be charged to parents;**
- j. On the day of the visit the Visit Leader must ensure that the procedures outlined in this policy are followed with regard to records of groups who are off site;
- k. Staff must be briefed by the leader as to their role throughout the visit and general expectations in terms of supervision. A member of staff asked to 'tail' a group in movement is expected to remain in that position throughout and not move around. There may be special safety considerations on which staff need to be briefed for particular sites;
- l. The party leader must be in possession of the school mobile phone and 'walkie talkies' may be appropriate;
- m. On arrival make a preliminary inspection to confirm local conditions and limitations;
- n. On return and days following:
 - ensure all pupils are collected/have safe arrangements to reach home
 - debrief with staff and record notes/ideas for future reference
 - follow-up work with pupils so that visit is seen to be integral to their learning

- a debrief with pupils to evaluate the visit
- issue 'thank you' letters if appropriate
- report back to Headteacher/Assistant Headteacher
- complete an [evaluation form](#) (appendix 7).

2. Residential visits

Most of the procedures which apply to non-residential visits are necessary for residential visits. The Headteacher needs considerable notice to seek Governor approval for new visits, particularly those abroad. Governor approval is also necessary where established trips are departing from the usual pattern, eg a change in location, a change in major focus, etc. The following guidelines are based on advice from Hampshire County Council.

The values of residential visits are widely recognised for a variety of reasons. Living and working together offer opportunities for a wide range of social development. The reasons for organising a residential visit are numerous, ranging from field studies to rock climbing and from orchestral tours to creative writing seminars.

The leader needs to be clear in his/her mind regarding the main purpose of the visit but, at the same time, needs to be aware of the many other learning opportunities afforded and to take account in the detailed planning, eg if the venture is to be self-catering, then help the group to choose menus that the group can cook with minimum adult intervention wherever possible.

In addition: the trip leader should:

- Examine alternative types of accommodation, eg, tent, YHA, out of season hotels, field study centres. Contact LA or other schools/colleges/clubs who may have similar facilities and research pros and cons;
- Check that the LA approves the centre. If commercial, are they adequately bonded to safeguard parent funds? If in doubt, check with the [Outdoor Education Unit](#) by email or phone on 01962 876218;
- If using centre staff, establish their competence/qualifications. If a hazardous pursuit is involved contact LA to confirm acceptability;
- Consider if in a mixed group, whether you have staff of both sexes? Get plan of accommodation - make sure you match sexes with numbers of beds in each room. What is staff accommodation;
- Check whether you need staff with particular skills/qualifications. Staff for residential visits need to be chosen with care. They must be aware of the demanding nature of the work - from dawn to midnight and more;
- Establish if there is a clear method of monitoring staff experience/competence on residential visits. Is it down to you?

Prior to venture

- a. Establish role expected of your staff - is it just pastoral? Obviously this depends upon the nature of the visit. Often total responsibility for pupils rests with own staff outside of centre-instructed sessions.
- b. Other items as for non-residential trips.
- c. Information to parents giving details of:
 - type of visit - programme of activities
 - purpose of visit
 - nature of supervision - day/evening/night time
 - method of travel
 - dates and times
 - cost and method of payment
 - pocket money and how administered
 - postal address of venue
 - emergency telephone number at venue (including the mobile phone number) and at home base
 - type of accommodation
 - kit list indicating essential safety items
 - expectations on behaviour.

It may well be that a short preliminary letter would be sufficient to identify the parents of the group interested in receiving further information at a parents' meeting. Full details about the trip must be given in writing prior to parents signing any consent form.

Much will depend upon the nature and duration of the visit. Sometimes it is useful also to have parents' evenings after the venture to share back the many experiences.

In any case the parents must complete and sign:

- a. the tear off slip on the letter advertising the trip;
- b. a medical information form (see Appendix 2).

Preparation specific to residential visits

General

The programme of group preparation is much more extensive than for shorter one day excursions. The group needs to be made aware in advance of:

- the implications of communal living in terms of chores, conduct, tolerance, care for others, etc
- why they are going and where it fits into their development programme
- the nature of any specific work which is going to be done
- work/training which has to be done prior to the venture
- the school's policy on alcohol/smoking/drugs and misbehaviour

- expectation for the use of any spare time, eg stay on site or bring a book and board game/electronic game, etc
- the group's policy on using radios and cassette players.

Specific

- a. Confirm address, telephone number of nearest doctor, dentist and hospital;
- b. If self-catering, decide on method of buying food. Purchase on arrival or transport with you? Order there and collect on day - will they deliver? Special diets;
- c. Daily bread/milk arrangements;
- d. Involve group in as much planning as possible;
- e. Meet with your staff privately and clarify responsibilities and your expectation of them in advance. For adults fresh to residential work it can come as a shock;
- f. Confirm that you have consent forms for emergency medical treatment and general medical forms easily to hand for individual group leaders;
- g. Check that you have all names/addresses and parents' home and work telephone numbers;
- h. Inform parents in advance that if their child behaves in a very anti-social way then the parent will be asked to come and collect him/her at their own cost;
- i. Have you got a spare rubber sheet for the unannounced/anxious bed-wetter;
- j. Have you got the appropriate safety equipment for your group relevant to location/programme, etc, eg waterproofs, Ordnance Survey maps, compasses, route cards, survival bags, whistles, small rucksacks, torch, etc;
- k. Have you got your own leader's small rucksack which contains basics for the group when out?

On arrival at the residential centre

- a. Define limits early - remember the group is new to the site - explain boundaries/limitations - say what you want;
- b. Explain daily rotas and rituals in relationship to site;
- c. Explain fire drill;
- d. Sleeping areas out of bounds to opposite sexes;
- e. Arrange accommodation early on arrival - prepared lists set against room layout obtained in advance are helpful. Many enjoy this early 'making the nest' time;

- f. At first meal establish rituals for the stay, eg arrival/departure from meals, serving/clearing, kitchen/cooking, etc. Sitting down for a meal together may well be a novel experience for some!

Whilst at the Centre

- a. First night high spirits are a common occurrence. You don't want youngsters kept awake half the night or you will have a jaded, ragged, irritable group for the rest of the week. Be clear on what is acceptable and enforce it. Have sanctions that can be enforced;
- b. Be sympathetically aware of the potential of emotional difficulties for youngsters away from home for the first time;
- c. Don't underestimate homesickness - once started it can become an epidemic. The value of having adults who know youngsters as individuals cannot be over-emphasised. A full programme with little spare time in early days helps;
- d. On the first morning look for signs of bed-wetters with young groups. If in doubt keep youngster back and see him/her alone; never mention it in front of others. Bed linen can be changed quietly whilst the rest start breakfast

Upon Departure from the Centre

Show your group that you take a pride and ensure that they leave the premises as you would wish to find them.

Early Curtailment

If an activity has to be curtailed earlier than expected for some reason, it is imperative that young people are returned safely to home or a safe alternative.

On return

- Complete an [evaluation form](#) (appendix 7)

Member of staff completing the form:

Date:

Off-Site Activities Headteacher's Approval Form

Sections 1 – 12 must be completed and submitted to the Off-site Coordinator and Headteacher for approval before advertising to pupils and parents and at least ten weeks before departure date (except those marked with ** which can be completed at a later date).

1.	Place(s) to be visited	
2.	Objective of the visit	
3.	Dates	
	I confirm that I have checked these dates against the 'Controlled Assessment Calendar' and with the Controlled Assessment Coordinator.	Yes/No
4.	Trip Leader	
	Name	
	Position	
	Mobile number for duration of trip **	
5.	Number of pupils on visit (list of names to be attached later, not needed for HT approval)	
	Male **	
	Female **	
	Total number of pupils	
	Classes/groups involved	
	Arrangements for pupils remaining in school (where applicable)** (Attach names and inform Year 7 Manager/Key Stage Manager of this information)	

6.	Accompanying staff (please check with off-site administrator for necessary staff to pupil ratio)	
	Name	
	Position	
	Name	
	Position	
	Name	
	Position	
	Name	
	Position	
	Name	
	Position	
	Name	
	Position	
	Name	
	Position	
	Name	
	Position	
	Name	
	Position	
		Accompanying adults (If names are not known at this stage, please acknowledge intention to use 'other' adults).
Name		
Parent/Governor/Other		
CRB checked		
Name		
Parent/Governor/Other		
CRB checked		
Name		
Parent/Governor/Other		
CRB checked		
Name		
Parent/Governor/Other		
CRB checked		
Name		
Parent/Governor/Other		
CRB checked		
7.	Departure and return	
	Time and place of departure	
	Time and place of return	

8.	HOD/Line Manager and SLT contact(s) out of school hours for residential/ hazardous visits only (please consult with your SLT line manager)	HOD/Line Manager:- SLT:-
9.	Transport (please complete as applicable)	
	Mode of transport	
	Coach/School Minibus/Hire Minibus/Car/Other (please specify)	
	If using a private car are the necessary business insurance requirements in place?	Yes/No
	<i>Please confirm ALL travel arrangements on the day of departure and leave a copy of this information, along with pupil and staff registers and coach registration number if applicable, at Main Reception.</i>	
10.	Dress Code	
	Recommended dress	
	Reason if not in school uniform	
11.	Risk Assessment	
	Has a risk assessment been completed? Copy to be attached once approved. Individual risk assessments (please refer to the off-site activities file in the staff share drive for further details)	Yes/No
12.	Costing	
	Has a costing been completed? (Copy to be attached)	Yes/No

The following sections can be completed once the visit has been approved by the Headteacher.

13.	Catering Arrangement	
	Pupils eligible for free school meals (Please liaise with the Catering Manager)	
	Number required	
	Have packed lunches been ordered from the Catering Manager?	Yes/Not applicable
	Other pupils	
	Will pupils need to take a packed lunch?	Yes/No
	Will pupils need to purchase food?	Yes/No

14.	Local Authority Procedures	
	Has the Local Authority approval form been completed and submitted through EVOLVE? (this is required for all residential visits and hazardous pursuits) EVOLVE – log on details to be obtained from the Off-site Activities Coordinator	Yes/Not applicable
15.	Medical Arrangements	
	Have all medical questionnaires been checked?	Yes/No
	Are you familiar with individual needs, eg prescribed medicines, diabetic, asthmatic, EpiPen?	Yes/No
	Please confirm that you have read and will follow the procedures outlined in the school's Medical Policy which extends to off-site activities.	Yes/No
	Are first-aid arrangements in hand?	Yes/No

Approvals

Authoriser	Signature	Date
HOD Line Manager		
EVC		
Headteacher		

Please ensure that all parental letters are approved by SLT before being sent home.

Appendix 2 Risk Assessment

Risk assessment and risk management record Off-site activities and educational visits **Outdoor Education, PE and Sport Service**

Establishment	Leader	Location
Other staff		Group size Ratio

Benefits (aims, objectives, intended outcomes...) <ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • •
--	--

Identifying the hazards – assessing the risk	Control measures – reducing the risk
Site and its environment risk rating <ul style="list-style-type: none"> • • • • 	<div style="text-align: right; padding-right: 10px;">outcome</div> <ul style="list-style-type: none"> • • • •
Group <ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
Leader and activity arrangements <ul style="list-style-type: none"> • • 	<ul style="list-style-type: none"> • •
Transport <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Generic/mandatory risk assessment, used and acknowledged

1 Council - risk assessments/guidance used

-
-
-
-

2 Establishment - risk assessments/guidance used

-
-
-

- Alternative plans (Plan 'B'/Plan 'C')

-
-
-

Emergency contacts – take the emergency action cards with you! Group details – ensure you have full details close to hand.

Ongoing risk assessment

- 1 **Apply the control measures**
- 2 **Monitor how effective they are**
- 3 **Change, adapt, revise as required**

Examples

- monitor the weather
- monitor water/river levels
- monitor traffic on road
- monitor conditions underfoot

- monitor group and leaders response and motivation
- monitor behaviour
- assess group risk awareness in different environments
- monitor the response of your supporting adults

Completed:

Date

Signed:

Group leader

Head of establishment

or EVC

Last Reviewed: 21 May 2013

Next Review Date: Summer 2017

MINIBUS USE POLICY

Registered drivers of the School minibus should pay careful attention to the following guidelines:

Drivers:

Drivers of the School minibus must be aged 21 or over. They will have been tested by an instructor (usually the Chairman of Governors) who has qualified under the County's MIDAS minibus driving scheme. They will have submitted their driving licence to the School to comply with Insurance Company requirements. Drivers who have exceeded five penalty points on their licence cannot drive the School minibus. Drivers who exceed this limit after their inclusion on the list of registered drivers must immediately inform the Minibus Co-ordinator.

A Register of approved drivers will be held centrally by the Minibus Co-ordinator. Only drivers on this list will be allowed to drive the minibus. The list can include Governors, parents, LSAs and staff from other schools who have been tested.

The minibus is not to be leased or loaned to any outside agency or to any other educational establishment. It is not to be used for the private purposes of any registered drivers without the prior consent of the Headteacher.

Safety Requirements:

The maximum number of pupils allowed on the minibus is 16, although in some circumstances this is reduced to 15 (see below). All pupils must use the seat belts provided and this must be strictly enforced by the driver. Any luggage carried should be stored safely beneath seats or securely on spare seats. Luggage should not be allowed to block the aisles or left in a manner that might cause an obstruction. Large and bulky items should not be brought onto the minibus.

For round journeys of up to 100 miles during the school day, one driver is sufficient. Journeys exceeding that distance require two registered drivers. On such journeys the maximum number of pupils is reduced from the usual sixteen to fifteen. On journeys planned after 6 pm during the school term, two registered drivers are required. The maximum number of pupils will depend on the distance as outlined above. Only in a case where the registered driver has not worked in the previous 24 hours might one driver prove sufficient after 6 pm. This might apply, for example, to a part-time teacher, LSA, Governor or parent who is a registered driver. Even then the journey should be part of a convoy of one or more buses and the round journey should not exceed 100 miles.

On journeys planned after 6 pm outside the school term, the usual conditions apply with regard to the number of drivers needed.

Administration:

General oversight and administration of the minibus will be carried out by the Co-ordinator. This involves the following:

- Charging of journeys to departments and other users;
- Submission of mini bus for regular mechanical checks;
- Centrally held documentation;
- Staff information;
- Booking procedures;
- Convening meetings of the mini bus working group;

Registered drivers wishing to book the mini bus must do so by using the booking register held at the front office. Any disputes over booking should be resolved amicably between users or referred to the coordinator. A journey log is kept in the mini bus. This documents details of journeys and the mileage to be charged. Drivers must complete this accurately and clearly to avoid incorrect charging to themselves or others.

Two registered drivers have access to petrol agency cards. All fuel should be purchased with these and receipts kept. The account will be settled on a regular basis by the Finance Officer. The holders of these cards will ensure that the mini bus has adequate fuel during the normal school week. On longer journeys and trips where fuel is purchased by other registered drivers, receipts should be obtained and submitted to the finance Officer for reimbursement.

Mechanical Checks:

The mini bus is serviced and checked regularly. Registered drivers should check oil, water, fuel and tyres before starting any long journey. Drivers should also be aware that the current mini bus is a diesel and that they must wait for a short time after switching on the ignition until a light turns off before they can ignite the engine. It is also very important that a diesel engine not run out of fuel as this can cause mechanical damage. The coordinator will ensure that a basic mechanical check is carried out once every two months and that a full service takes place once every six months. Any mechanical faults that develop outside of this sequence should be reported to the mini bus coordinator immediately. Mechanical faults which develop on a journey may require the attention of the RAC (see below).

Insurance and Breakdown Cover:

The mini bus has fully comprehensive insurance cover, details of which are held centrally. In the event of an accident drivers must follow carefully the procedure outlined on a separate laminated card inside the booking form folder in the mini bus. Accident claim forms should be filled in as soon after the accident as possible. Full breakdown cover is provided by the RAC details of which are also kept in the booking folder. In the event of a breakdown drivers should contact the RAC in the normal manner. If pupils are on board during a breakdown, care should be taken with regard to their safety and the proximity of the road. A warning triangle, kept in the bus, should be placed well before the mini bus. The school should be contacted in the event of any breakdown which might lead to a delay in the arrival or return of the mini bus.

Parking & Loading:

The mini bus has a designated parking area currently near the Sports Hall. This space should not be used by other drivers, nor should access to the space be blocked for any reason. Loading of pupils on to the mini bus should take place here. If for any reason this space is not available, loading of the mini bus should take place in the bus loading lane. Pupils should not board or leave the mini bus in an area where other cars are likely to be driving. Attention should be paid to the loading of luggage as outlined under safety requirements.

Emergency Procedures:

Before leaving the site on any journey involving pupils, drivers should leave the names of pupils travelling on the mini bus and its registration number at reception. In the event that two buses are used pupils must remain on the same bus and list which has been lodged at reception. This applies to all sections of a journey. The list will be passed to police & emergency services in the event of an accident. Should an accident occur staff must follow the guidelines kept in the log book (see above under Insurance/breakdown).

A copy of this document is kept in the mini bus log. Each registered driver also has their copy. This policy will be reviewed annually by the Mini Bus Working Group.

**CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES
2015-2016**

Please sign and date the form below if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises

And

- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent form include
 - All visits and other activities excluding residential trips
 - Off-site sporting fixtures outside the school day that take place off school premises, including holidays and weekends
- The school will publicise information about each trip or activity before it takes place
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school, for example year group visits to local amenities, as such activities are part of the school's curriculum and usually take place during the normal school day.

Medical Consent

I give my permission for:-

My son/daughter to be given first aid by a trained member of staff during any on-site or off-site activity	
My son/daughter to receive urgent dental, medical or surgical treatment, including anaesthetics, as may be considered necessary by the medical authorities present during any on-site or off-site activity	
My son/daughter's information to be shared with the NHS and other relevant health professionals	
A member of school staff to sign on my behalf any medical consent forms if my son/daughter should require emergency treatment and I cannot be contacted	

Please provide us with any current medical details/allergies about your child
(Continue overleaf if necessary)

.....

.....

Staff have permission to administer the medicines I have listed below

.....

Please complete the medical information section and sign and date this form if you agree to the above.

I agree to update the school should there be any change to my son/daughter's medical details

Pupil's Name: Tutor Group:

Signed: (Parent/Carer) Date:

Appendix 5 Hazardous Activities List

Current list (as at December 2015):

- airborne activities
- archery
- camping
- canal boating
- canoeing
- caving/potholing
- climbing
- cycling/biking
- expeditioning
- fishing
- horse riding/pony trekking
- kite flying, kite surfing
- low and high ropes courses
- moorland, fell and mountain activities
- motor sports
- open country activities and field studies
- orienteering
- paintball
- rafting
- rowing and sculling
- sailing and power boating
- sea-level traversing and coasteering
- shooting
- skiing
- sub-aqua/snorkelling
- surfing
- swimming in open water (including non-commercial pools)
- water skiing

List retrieved from: <https://evolve.edufocus.co.uk/evco10/docs.asp> Document title: Off-site activities and educational visits - whole book

Appendix 6 Residential Medical Questionnaire

EDUCATIONAL VISIT INFORMATION AND CONSENT FORM (Please complete both sides)

Personal Details:

Pupil's Name: Tutor Group:

Pupil's Name as per passport if different from above (trips abroad only):

Home Address:
.....
.....
.....

E-mail address:
.....

Name of Next of Kin:
.....

Address of Next of Kin during the activity (if different from above)
.....
.....
.....

Contact Telephone No: Home Work:

Mobile:

Family doctor name and address: Family doctor telephone:
.....

Pupil's NHS no: Pupil's date of birth:

Consent to the Visit or Venture

Visit/venture to: Date of visit:

I confirm that I have parental responsibility for:

He/she is in good health and I consider him/her to be capable of taking part in the activities set out in your letter dated:
.....

In the event of illness or accident I consent to any necessary medical treatment including the use of anaesthetics.

Signed:
.....

Please print your name here:
.....

For any additional information you may wish the school to have prior to the visit/venture:

Do any of the following apply to your son/daughter:

Asthma or bronchitis	YES	NO	Allergies to any known medication	YES	NO
Heart condition	YES	NO	Allergies, eg material, food, plasters, stings, etc	YES	NO
Fits, fainting or blackouts	YES	NO	Other illness or disability	YES	NO
Severe headaches	YES	NO	Travel sickness	YES	NO
Diabetes	YES	NO	On regular medication	YES	NO

If the answer to any of these questions is "YES", please give details here:

.....

If it is considered necessary, do you agree to mild painkillers (eg Paracetamol) being administered?	YES	NO
Has your son/daughter received vaccination against tetanus in the last 10 years?	YES	NO
Is your son/daughter receiving medical or surgical treatment of any kind from his/her family doctor or hospital?	YES	NO
Has your son/daughter been given specific medical advice to follow in an emergency?	YES	NO
Does your son/daughter carry an inhaler for asthma?	YES	NO
Does your son/daughter carry an Epipen/Anapen?	YES	NO

If the answer to any of the last four questions is "YES", please give details here (including dosage of any medicines/tablets) Details:

.....

Dietary requirements, eg vegetarian:

.....

In the event of any illness or medical treatment occurring after the return of this form and prior to the activity, I undertake to inform the group leader.

Signed: (parent/carer)

For trips abroad your son/daughter will require a passport. If the travel destination lies within the European Economic Area and Switzerland, an European Health Insurance Card (EHIC) is also required.

My son/daughter has a valid passport	YES	NO
My son/daughter has a valid EHIC	YES	NO

Information about the EHIC (replacement of the E111) can be obtained from www.dh.gov.uk/travellers or from the Post Office

Publishing and using photographs and video

We are very careful in this respect and adhere to the guidelines below, which are taken from a government agency, the National Grid for Learning (NGFL), and our good sense as teachers and parents ourselves.

- We avoid the use of the first name and surname of individuals in a photograph.
- Where we include photographs of a group of children who have won a competition or have taken part in a school trip, we may name them, but ensuring that the names are not in the order they appear in the photograph or video. We only use photographs of pupils in suitable dress. We take extra care when using photographs in sportswear, prom dresses, etc.
- We always use photographs/video of a positive nature, showing the school and the pupils in a good light.
- Gut instinct prevails - what is "good taste" and what isn't? We always ask the question, "Would we be happy to see our own children in presentations or on the web in this photo or video?"
- These rules do not apply to newspapers and other organisations who publish photographs and names as they wish.

EVALUATION OF THE VISIT TO BE COMPLETED BY THE GROUP LEADER FOR FUTURE REFERENCE

Trip Leader name	
Number in group	Boys: Girls: Accompanying staff/helpers:
Date(s) of visit	
Purpose(s) of visit	
Venue	

Please comment on the following features:

	Rating out of 10 (10 being high)	Further comments
1. Pre-visit organisation		
2. Travel arrangements		
3. Content of visit		
4. Equipment provided (if applicable)		
5. Suitability of environment		
6. Accommodation/venue facilities		
7. Food (if provided)		
8. Evening entertainment (if applicable)		
9. Courier/representative (if applicable)		
10. Other comments and summary evaluation. Include any close calls that did not result in injury or damage.		

Signed: Dated:

To be retained by the school Educational Visits Coordinator

INFECTION AND ILLNESS

Please be aware of the following diseases, which can be transmitted from animals to humans.

Tetanus	spores enter the body via cuts and burns when in contact with soil and manure, and through dog bites.	Prevention - advise to be immunised. Must have booster every 10 years. Always check that you have any open wounds and cuts covered and wash hands thoroughly after activities	http://www.nhs.uk/conditions/tetanus/pages/introduction.aspx
Toxocara Canis	transmitted to humans (usually children) through contaminated dog/fox excrement. Can cause blindness.	Prevention - always check that you have any open wounds and cuts covered and are wearing appropriate clothing or gloves, especially if handling litter and rubbish. Wash hands thoroughly after activities.	http://www.nhs.uk/Conditions/Toxocariasis/Pages/Introduction.aspx
Lyme Disease	transmitted to humans via deer ticks. Other tick borne diseases (eg Q Fever) are associated with ticks of sheep. Ticks are found on vegetation in grassland, marshland and woodland, and are most active between April and October.	Prevention - wear long trousers tucked into socks and brush off clothes before entering a building. Check for ticks when you are getting undressed.	http://www.nhs.uk/Conditions/Lyme-disease/Pages/Introduction.aspx?url=Pages/What-is-it.aspx
Leptospirosis (Weil's Disease)	transmitted to humans by contact with urine from infected rats and cows. Humans get the disease through swallowing contaminated water, entering an open wound or into the eyes, or by being bitten by an infected rat.	Prevention - avoid working in slow flowing or stagnant water where rats are associated with human rubbish or sewage. Cover all cuts and open wounds, avoid getting water in eyes, nose or mouth. Wash hands thoroughly after activities.	http://www.nhs.uk/conditions/leptospirosis/Pages/Introduction.aspx

Accident, Incident and Emergency Procedures

Procedures to be followed

Section 1 Actions to be Taken by the Group Leader

Section 2 Actions to be Taken by the Base Contact Person

Section 3 Planning that the School or Group Incident Team Should Complete

Section 1 Action to be Taken by the Group Leader (or by Other Group Staff) in the Event of a Serious Accident/Incident

A serious accident or incident is defined as any of the following:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- circumstances in which a group member might be at serious risk or have a serious illness
- any situation in which the press or media are or might be involved.

Actions:

- * Stay calm and assess the situation
- * Protect the group from further injury or danger
- * Render first aid or other service as appropriate
- * Call Rescue Services (999 or 112) and/or police, as appropriate
- * State the nature of the emergency
- * Give your name and address/location and telephone number followed by:
 - the location of the incident
 - the nature of the incident
 - the names of the individuals involved
 - the condition of those involved and where they are located.
- * Phone your base contact person (as soon as possible) and provide:
 - clear information about the situation
 - your location
 - your actions to date
 - your telephone number
 - a request to the receiver to alert your senior managers and/or the Children's Services contact
- * If you cannot contact your base contact person, telephone the emergency number:
 - **HCC** Daytime: Outdoor Education, PE & Sport 01962 876218
 - 24 hours: Emergency Planning Team 07623 960259
- * It is probable that both leaders and young people will be in a state of shock, therefore:
 - remove remainder of the group to some secure location or accommodation and place under the care of a member of staff able to protect them (eg from the attention of the press/media)
 - if necessary request the police to assist or ask for direct support from your base

- calm and comfort the young people and arrange for their evacuation
- * Do not make any statements to press/media or allow anyone else to make statements other than expressions of sympathy
- * Do not allow group members to phone or text home until contact has been made with your senior staff, establishment/local authority officer and a communication route agreed
- * Retain all equipment involved in an unaltered condition
- * Do not allow anyone to see any group member without an independent witness being present. Remember, no-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them
- * Refer all press/media to the press/media officer: **HCC** 01962 845626 or via the emergency contacts above.

2 **Action to be taken by the base contact person**

- Take down a contact telephone number for the group leader and the group. Listen carefully and fill in the incident check list (appendix 10)
- Inform the head of your establishment, or a senior member of staff of the relevant details as soon as possible
- Decide if the local authority is to be called, ie LA officer assistance would be helpful (if in doubt, call)
 - **HCC:** Daytime: Outdoor Education, PE and DofE Service: 01962 876218
 - 24 hrs: Emergency Planning Team: 07623 960259
- Refer all press/media enquiries to the Media Centre: **HCC** 01962 845626
- Beware of wily attempts to extract information from you
- Not only must the parents/carers of any injured young person be notified as a priority, but arrangements should be made for all parents/carers to be contacted regarding the safety of their particular child(ren) or young people
- If necessary, assistance should be given to transport parents to their injured child if he/she is hospitalised
- If necessary, an incident centre should be established as soon as possible. Each school/youth area should have a planned location for this eventuality
- The base contact person must have access at all times to:
 - lists of all group members (including adults) and the address and telephone number of their next of kin
 - complete details of the itinerary
 - home/contact telephone numbers of senior establishment staff
 - phone numbers for Children's Services/Emergency Planning Team contacts
 - the emergency number above
 - a copy of the insurance synopsis and phone numbers.

Emergency contacts

- Be ready to give the operator the following details:
 - name of the person making the call
 - telephone number of the person making the call
 - the name of the school/group involved
 - the nature of the emergency.
- Explain who you are and request emergency support from Children's Services senior officers. The emergency contact will then contact a senior officer who will be responsible for all future liaison with the school/group, with your help.

HCC: Daytime

Outdoor Education, PE and Sport: 01962 876218

Emergency Planning Team (EPT): 01962 846846

Press/Media Office: 01962 847368

Anytime

Emergency Planning Team: 07623 960 259

Insurance

Jardine Lloyd Thompson: +44 2087628326

Policy number: 10681497

3 School or group incident team action planning

See also previous sections, *Procedures to be Followed in the Event of a Serious Accident/incident or Fatality*

Example functions to be agreed

- agree communication routes and places
- (phones/fax/photocopier/e-mail)
- establish communication with group leader and base contact
- establish communications with Children's Services as required
- establish communication with parents
- establish communication with other staff to support process
- establish the best use of the space/accommodation available
- open suitable spaces for parents to meet
- differentiate parents of injured young people from the others
- organise refreshments
- establish a press contact - via your Press Office
- confirm any parents' travel arrangements if their son or daughter is injured (via the medical insurance).

Key management

- need a secure incident room for key people to meet
- establish roles and responsibilities quickly
- communicate regularly - display key information on 'public' boards/flip chart
- get together to problem-solve and update (choose the best course of action together)
- keep to the key roles and actively liaise with others, for example any relevant Children's Services/local authority team, eg safeguarding or social care
- consider if they may be better managing the whole incident, leaving the local situation to you
- ensure that the parents of any injured young people are visited quickly (especially to precede the media), by staff known to the parents if possible. The police can be used in this context.
- communicate with all the parents concerned
- establish a press liaison person (secure press office). It is important to communicate positively with the media, but better kept separate and done by an LA senior officer
- secure the building, entry for those invited only.

It is very important that you try out your procedures, either by simulating a scenario or by holding a 'walk-through' meeting of all key staff to go over and discuss the required actions in the event of an accident. Record and implement any appropriate learning.

Appendix 10 Check List of Information Required When Being Notified of an Incident

Record the following:

- ▶ Contact number of person making the report.....
- ▶ Name of person making the report
- ▶ Position of person making the report
- ▶ Time and date call received
- ▶ Name of school/group involved
- ▶ Location of the incident
- ▶ Full details of incident:

What happened?

.....

.....

.....

.....

.....

.....

.....

To whom?

.....

Where?

When?

- ▶ Which agencies have been informed? eg police, fire, ambulance
.....
.....
- ▶ What is required of the establishment or Children's Services, to include specialist assistance?
.....
.....
- ▶ Locations of rendezvous points, control points and where staff should report if required?
.....
.....
- ▶ Before informant leaves do you have enough information to decide level of response? **YES/NO**
- ▶ If **NO** what else do you need?
.....
.....
.....
- ▶ Name of person receiving the report
- ▶ Position of person receiving the report
- ▶ Notes.....
.....
.....

Quick Check List - OFF-SITE EMERGENCY PROCEDURES 1

(See full process in appendix 9)

Serious Incident or Emergency School or Group Action	
	Serious incident or emergency occurs
	Members of the group made secure
	Emergency services called
	Group leader seeks support from school either by: <ol style="list-style-type: none"> 1. Via base contact 2. Direct to senior staff
Activate and liaise as required See offsite emergency procedures 2 if HCC support required.	Is LA support required/have they been informed?
	Senior staff activated if the incident requires it - can the issue be dealt with at this level?
24 hour contact number needed	School Incident Location Team assembles at normal base or at an agreed alternative base
Caretaker numbers and agreements required	Open base/school
Emergency operating procedures put into place	Prime function: Support of the group and leaders Support of the school community, in particular parents

Appendix 12 **Accident, incident and emergency procedures**

Quick Check List for serious incident/emergency when support from HCC is required

(See full process in appendix 9)

Serious Incident or Emergency School or Group Action	
	Serious incident or emergency occurs
	Members of the group made secure
	Emergency services called
	Leader of group or school seeks support from Children's Services Department at HCC
First phase	During office hours: <ul style="list-style-type: none"> • Outdoor Education, PE and Sport Service 01962 876218 • Emergency Planning Team 07623 960259
	Establish if the incident can be dealt with by senior officers (Children's Services and establishment)
Second phase	Children's Services Headquarters Serious Incident Team forms
Third phase	If required, the Children's Services Team can call on: <ul style="list-style-type: none"> • Home Area Team (goes to the home location) • Incident Location Team (travels to the incident and supports directly)

Appendix 13 **Guidelines to Planning and Administration of all Off-site Activities, Trips, Residential Visits and Foreign Travel**

Please allow ten weeks for organisation (longer for Foreign Travel)

In the first instance the **Trip Organiser/Leader** needs to see the Assistant Headteacher responsible for off-site activities to outline proposals of the off-site activity, discuss dates and gain authorisation. Then, Trip Organiser/Leader needs to liaise with **Off-site Activities Administrator** who will get quotes for airfares, ferries, coaches, entrance tickets etc. can research ideas, approach travel companies and eventually place final bookings for you.

Mandatory Documents

The Off-site Activities Administrator can help the Trip Organiser to complete the mandatory documents.

These include:

- Headteacher's Approval Form
- Risk Assessment (2nd and consecutive visits - please update your Risk Assessment)
- Individual Risk Assessment(s) (where applicable) - a list of pupils needing an assessment can be found in Staff Share/ Off-site folder.
- Local Authority Visit Form (EVOLVE) (where applicable; Adventurous Activities, Residential Activities, Visits Abroad and self-led fieldwork or activities in rural environments containing significant natural hazards - Open Country, eg coastlines, cliff lines, rivers, canals, other significant water bodies and steep ground) - please see Off-site Activities Administrator for assistance
- Code of Conduct - advice on expected pupil behaviour and appropriate dress code
- Costing Form - the trip/activity will not be advertised to parents until a costing is in place.

All mandatory paperwork needs to be checked by the **Educational Visits Co-ordinator (member of SLT)** who, along with the Headteacher, can authorise the trip/activity.

Costing

This needs to be completed with the Off-site Activities Administrator. It is very important to discuss insurance requirements and quotes to calculate a final cost, which must be best value for money. For more expensive trips, it is wise to agree monthly payment instalments as soon as possible. The school is unable to pay invoices until all funds have been collected. **The school will not advertise a trip/activity to parents until this costing has been completed.**

Payments

Payments for trips are either handed in at Pupil Reception for processing or paid by parents using the Tucasi online payment facility. Trip organisers/leaders will receive regular spreadsheets showing payments received to date. The trip organiser/leader can use this information to remind pupils of payment dates and to follow up with pupils and parents overdue payments. **Pupils must not be taken off site without parental consent and/or payment (where applicable).**

Please hand invoices to the Off-site Activities Administrator for payment on the appropriate date, allowing time for processing.

Staffing

The trip organiser/leader will need to establish the necessary staff/adult to pupil ratio requirements with Off-site Activities Administrator and then discuss appropriate staffing with the Head of Pupil and Parent Services (PPS), who is responsible for cover arrangements.

The Off-site Activities Administrator holds a database of all approved and CRB checked governor/adult and parent helpers and will be happy to check governor availability on the dates required.

Please remind all staff assisting on your trip/activity to complete an 'Absence Known in Advance' form so cover can be arranged.

The trip organiser/leader must ensure that all staff and other adults accompanying pupils on the trip have a full briefing in advance of the trip/activity. Staff need to be aware of any specific responsibilities they have on the trip, eg first aider, person responsible for looking after prescribed medicines, money etc.

It is good practice to have a hard copy of this information available for distribution on the morning of departure.

Individual Risk Assessments

Where Individual Risk Assessments are in place, the trip organiser/leader must ensure that all staff/adults detailed on the assessment have a copy of the assessment and are clear about their responsibilities on the trip/during the activity. The trip leader/organiser will need to liaise with the SENCo/Learning Support Department/Medical Officer to complete the Individual Risk Assessment which must be in place at least **two weeks** before departure. Any pupil with an Educational Health Care Plan (EHCP) must have an individual risk assessment and all appropriate paperwork must be taken on the trip.

Letters to Parents/Carers

The Off-site Activities Administrator will help you compose and then type the letters to parents, attaching the necessary permission and medical forms as required. Once the letter has been approved by the Headteacher it will be sent to the Office Administrator for distribution to parents by e-mail; hard copies will be available at Pupil Reception.

Please note the Office Administrator will require four working days to organise distribution of initial trip/activity letters. For subsequent letters please allow two working days. The Off-site Activities Administrator will collate all pupil information (consent slips, medical forms, etc) and maintain payment spreadsheets.

Travel Packs

The Off-site Activities Administrator will put a pack together containing all the necessary information for the trip/activity and a copy will be given to **all** staff/adults on the trip as well as the Head of Department and SLT contact at base. The trip organiser/leader will also be provided with a copy of any other essential paperwork. **This paperwork must be returned to the Off-site Administrator on return for secure disposal.**

Groupcall

The Off-site Activity Administrator will organise Groupcall arrangements for trips returning after the end of the school day in the event that a message needs to be sent to parents (eg delay to return time).

Residential and Foreign Trips

In addition to the above, the trip leader/organiser will also need to arrange a meeting with parents to discuss the itinerary, clothing requirements, collection of passports and EHICs and, if appropriate, completion of medical form and consent form (including use of photographs on website).

During the planning of the trip/activity, please ensure that as trip organiser/leader you meet routinely with the Off-site Activities Administrator (and with the Educational Visits Coordinator where necessary) to enable clear lines of communication and for the planning to be thorough and run as smoothly and as possible.