

Educational Visits Policy

Introduction

This policy is intended to act as guidance for all staff organising and assisting educational visits. It is vitally important that staff are aware of and adhere to this guidance. It has regard to DfE Guidance “Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies” ([Feb 2014](#)) and national guidance issued by the Outdoor Education Adviser’s Panel (OEAP) which can be found on the following web site: www.oeapng.info.

This policy has been written with the needs of Denstone College in mind and therefore does not adhere precisely to the OEAP guidelines. Where there are differences between the OEAP information and the College policy then the guidance in the College policy must be followed. It is a legal expectation that Denstone College employees must work within the requirements of their employer’s guidance.

Where a College employee commissions a Learning Outside the Classroom (LOtC) activity, they must ensure that such commissioned agent has either:

- a) Adopted College or OEAP National Guidance; or
- b) Has systems and procedures in place where the standards are not less than those required by OEAP National Guidance.

This Policy should be read in conjunction with the following Denstone College policies: Health and Safety Policy, Safeguarding, Employment Manual, Critical Incident Policy.

Staff at Denstone College organise an exceptionally large and varied number of visits in the UK and overseas during the course of each year. The school Council (Governors) and Headmaster of Denstone College recognise the value to pupils of Educational Visits as an important part of the pupils’ educational experience.

Such visits should:

- Enhance the pupils’ understanding of curricular activities;
- Provide opportunities to practise skills;
- Develop pupils’ social skills; and
- Help provide for a broad education as part of the College’s aims.

It is recognised that such activities depend upon the enthusiastic commitment, energy and professional skill of members of staff.

With the exception of trips organised and run by boarding houses and all routine sports fixtures (normally in the College Calendar), permission is necessary to take any pupil off-campus, whether it is during the school day or in the evening for an educational visit. The process for staff seeking this is outlined below. The Headmaster and Governors have overall responsibility for ensuring robust procedures are in place and that employees follow the procedures. In reality day-to-day responsibility for ensuring the safe and

effective organisation of out-of-school visits has been delegated by the Headmaster to the Educational Visits Coordinator (EVC). He/she will also be assisted by the Bursar and Human Resources Manager when problems arise or where there are areas of legal uncertainty.

The Trip Leaders have responsibility to familiarise themselves with this policy and follow it carefully. If uncertain about the advice, he/she should discuss this with the EVC or Deputy Head (COP). Trip Leaders must not sign documents accepting liability on behalf of the College when undertaking activities without reference to the College's insurers.

It is vital for pupils, parents and staff themselves that all such activities are planned with great care and that all documentation is meticulously kept.

1. Ensuring Understanding of Basic Requirements

As an employer, the College is required to ensure that its employees are provided with appropriate guidance and training relating to educational visits and LOtC activity. All new members of staff, as part of their induction, meet with the Educational Visits Coordinator (EVC) to establish the requirements for managing educational visits successfully. Advice on further training courses can be accessed through various members of staff including the EVC and the Outdoor Pursuits Instructor. Requests for further training should be made to the Assistant Head (Staff Development, Teaching and Learning) for approval, who keeps a record of all courses attended. All Trip Leaders should have support from the EVC; the Deputy Head (COP) will have overview of this. Where an employee experiences problems with finding the material they are looking for, or requires clarification or further help and guidance, they should consult the EVC. Ideally all residential trips will have at least one member of staff with first aid training. However, this may not be necessary on certain occasions where high quality medical care is easily available. If this is the case it should be discussed with the EVC and identified on the risk assessment.

2. Approval and Notification of Activities and Visits

College guidance must provide clarity on issues where responsibilities and functions are delegated. This is particularly critical in establishing requirements regarding formal notification and formal approval of activities.

Approval

All proposed trips should be submitted electronically to the Deputy Head (COP) for approval by the Headmaster. The proposal would usually be completed by the Trip Leader. This should be submitted, at the latest, two weeks before the calendar deadline of the term in which the trip is proposed. These should be sent well in advance of any commitment to parents and pupils that the trip will go ahead is made. Proposals will be reviewed by the Senior Management Team. For residential and particularly international trips, it is recommended that such proposals are submitted at least a full calendar year before the trip is due to take place. The Deputy Head (COP) will notify the Trip Leader whether or not the trip has been approved. Trips published in the termly calendar are authorised.

The competence of the Trip Leader is a key component in ensuring the safety of the participants. Assessment, training and support of Trip Leaders is a priority responsibility of the EVC. All College trips have a named leader who must be a serving Member of Common Room at the College.

Notification

Trip Leaders should publish the names of pupils attending visits on the SCR noticeboard and/or by email at least a week in advance. The exception to this is sports teams (though it is good practice to do so when team members are to be missing lessons). Trip Leaders should log attendees on visits (other than sports fixtures) in advance using the Out of School function in iSAMS for registration purposes. This must be updated on departure via the Lodge should there be any changes to those attending the visit. The Lodge will update the Out of School function in iSAMS for such trips. This is the same for sports fixtures; the Lodge should be alerted to any changes made to team lists on departure of said team by a member of staff.

3. Monitoring

As an employer, the College ensures that there is monitoring of the visits and LOtC activities undertaken by its staff. Such monitoring should be in keeping with the recommendations of Employer Guidance. This includes: a regular review of the EVC policy (annually) so that it is updated to remain in line with good practice; advice and training made available to relevant employees; the EVC keeps full records which may in turn be reviewed by a member of SMT. The EVC will examine the paperwork for all trips and speak to members of staff where there may be concerns. The Deputy Head (COP) will examine a sample of the risk assessments for the residential trips on a termly basis. The EVC (or a nominated senior member of staff) will assist with at least one residential and three non-residential trips every year in order to monitor whether the guidelines are being implemented. The EVC will keep a record of this.

4. Assessment of Leader Competence

It is an expectation that all Trip Leaders and Assistants have been assessed as competent to undertake such responsibilities as they have been assigned. It would be usual for a Trip Leader to have attended several trips and acted as an Assistant Trip Leader before leading a trip themselves. The EVC overviews and assesses competence of staff (and volunteers) attending and leading trips. In addition, records of relevant qualifications gained in line with national guidance (see below) are usually kept in personnel files, on the CPD Spreadsheet retained by the Assistant Head (Staff Development, Teaching and Learning) and on ISAMS.

Adventurous Activities – see Appendix A for list

The College acknowledges the immense educational benefits that adventurous activities can potentially bring to young people, and fully supports and encourages adventurous activities that are correctly planned, managed, and conducted. Competences to lead outdoor activities should be demonstrated by holding the relevant National Governing Body (NGB) award where it exists. Where there are queries regarding the competencies/experience required, the EVC will contact outdoor professionals for advice. All centres and providers used by the school for the provision of adventure activities will hold a current Adventurous Activities Licensing Service (AALS) licence.

Other Areas

Staff competence in first aid, minibus driving, life-saving etc. may also be needed, depending on the activity. Volunteers will also require induction training prior to a specific visit. Training requirements in these areas should be identified as part of the risk assessment process.

5. Role Specific Requirements and Recommendations

Guidance states:

“a competent Visit /Activity Leader (or an Assistant Leader where they may take sole responsibility for a sub-group) requires:

- Knowledge and understanding of their employer’s guidance supported by establishment-led training;
- Knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment;
- Knowledge and understanding of the staff, the activity, the group and the venue.
- Appropriate experience;
- The capacity to react effectively and efficiently when things do not go as planned during a visit;
- In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification.”

Trip and Activity Leaders

The Trip Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Trip Leader should be appointed. If this role changes during a visit, a clear handover should be made. The key requirements for Trip Leaders are that they must be accountable, competent and confident to lead the visit/activity, not that they hold a particular post, title or job description.

Being **accountable** means that the Leader has been engaged through an appropriate recruitment process, which includes vetting and induction into the College’s policies and procedures. Being **competent** means that the Leader has demonstrated the ability to operate to recognised standards of good practice, and has sufficient relevant experience and knowledge regarding the group, the activity and the venue. This can be demonstrated through experience and or qualifications.

Effective Leaders are **confident** but fully aware of their own limitations.

- A Trip Leader **must** follow the employer’s guidance and College policy and procedures.
- A Trip Leader **must** ensure that the activity is properly planned and that the plan includes appropriate risk management procedures based on a risk-benefit analysis.
- A Trip Leader **must** ensure that the roles and responsibilities of other staff (and young people) are properly defined and communicated, ensuring effective supervision.

Assistant Leaders

Those appointing Assistant Leaders should ensure that those appointed are:

- suitably competent and knowledgeable about College and employer policies/procedures, insofar as they affect the responsibilities they have been assigned;
- specifically competent to carry out such tasks as they are assigned;
- fully briefed to ensure that they understand the role and responsibilities expected of them.

All staff and helpers must be competent to carry out their defined roles and responsibilities. Staff participating in off-site activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with the above guidance. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff. The College should view the original documents and certificates when verifying a Trip Leader's qualifications, and not rely on photocopies.

Where a Volunteer Helper is a parent (or otherwise in a close relationship to a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise the Trip Leader's plans for group management. The Trip Leader should directly address this issue as part of the risk assessment. In general staff whose own children are going on a trip should not be counted as part of the staff ratio. This is because of the potential conflict of interest. However, occasional exceptions may be made depending on the age of the child and the potential risk involved in the activity. Any exceptions made must have been agreed by the EVC or Deputy Head (COP) before the staffing of the trip is approved.

6. Risk Management

Refer to National Guidance (NG) document: ["Risk Management"](#)

As an employer, the College has a legal duty to ensure that risks are managed - requiring them to be reduced to an "acceptable" or "tolerable" level – recognising that it is not possible to fully eliminate risks, as would be a reasonable expectation when risk assessing a piece of machinery, work shop or manufacturing process. This requires that proportionate (suitable and sufficient) risk management systems are in place, requiring the College to provide such support, training and resources to its employees as is necessary to implement this policy.

The risk management of an activity should be informed by the benefits to be gained from participating. The College promotes a "Risk-Benefit Assessment" approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is "acceptable". HSE endorses this approach through their ["Principles of Sensible Risk Management"](#) and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal or College requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people. HSE case study examples of sensible school trip risk management are available here: [HSE case-studies](#)

Generic College risk assessments exist for a wide range of trips and components of trips – accommodation, transport, theatre trips etc. These are available on the I Drive (Denstone Risk Assessments folder).

7. Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management and can be used to:

- 1) Ensure at first hand that the venue is suitable to meet the aims and objectives of the visit;
- 2) Obtain names and addresses of other schools that have used the venue;
- 3) Obtain advice from the manager and ask to see their risk assessments;
- 4) Ensure that the venue can cater for the needs of the staff and pupils;
- 5) Assess potential areas and levels of risk;
- 6) Become familiar with an area before taking a group of young people there.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. The EVC will advise on this in each specific case. A pre-visit is usually required for visits where there is a high complexity factor and the visit has not happened previously, or when the visit is adventurous and led by the College staff: a new Duke of Edinburgh day walk for example. If in the last resort an exploratory visit is not feasible, then the Trip Leader will need to consider how to complete an adequate risk assessment. Virtual tours using the internet, webpages and IT facilities such as Google Earth provide an opportunity to assess routes, hazards, rendezvous, parking etc. In addition, specific written information by letter from the venue and potentially other schools that have visited, as well as from local organisations such as tourist boards, can be obtained.

Residential trips, visits abroad, exchange visits, adventurous trips led by College staff all have aspects of complexity. If the visit is led and managed by a provider, then a variety of approaches can reduce the need to pre-visit. It is good practice for Trip Leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

[The LOtC Quality Badge](#)

[AALS licensing](#)

[Adventuremark](#)

[School travel forum](#)

National Governing Body centre approval schemes (applicable where the only provision is a single, specialist activity).

The College takes the view that where a provider holds one of the above accreditations, there should be no need to seek further assurances.

8. Vetting and DBS Checks - see also the Safeguarding Policy and Employee Recruitment Policy

College employees who work in regulated activity or have *regular access to* young people, must undergo an enhanced DBS check as part of their recruitment process.

For the purposes of this guidance, 'regular' is defined as:

- once a week or more;
- 4 days or more in a 30 day period;
- overnight (between 2am and 6am).

The Trip Leader must verify with the Human Resources Manager that all accompanying staff and voluntary helpers have been positively vetted in accordance with Keeping Children Safe in Education (KCSIE 2018) before they take part on the trip. A minimum of two months' notice must be given to the Human Resources Manager to complete this procedure. The only exception to this rule can be made on the condition that the organiser of the trip gives a personal undertaking never to allow the individual unsupervised access to the children at any time.

9. Requirement to Ensure Effective Supervision

In general terms, the Law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is "effective".

Effective supervision should be determined by proper consideration of:

- Staff Competence – adult experience, first aid cover;
- Activity - nature and location of the activity (including the type of activity, duration, skill levels involved);
- Group - age (including the developmental age) of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc.);
- Environment - nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions;
- Distance away from the base.

At Denstone College, a general guide ratio for routine visits in normal circumstances is:

- 1 adult for every 15-20 pupils.

This ratio may need adjustment based on the risk assessment undertaken by the Trip Leader, to ensure that staffing ratios are appropriate to circumstance. For example, visits to remote areas, residential visits, visits or tours abroad will need special consideration.

Residential visits involving mixed groups will need adults from each gender. Non-residential day visits may not. Again the risk assessment should identify the need, if necessary.

Any party travelling abroad should have a minimum of two staff even with only a few pupils.

For journeys on foot from the College a ratio of 1:30 would be generally acceptable in normal circumstances. Ideally there should be two adults. Also, local traffic hazards, the age and level of responsibility of a particular group of children, the nature of the work to be undertaken and the availability of emergency help will often significantly impact the number of pupils which may safely be supervised by one teacher.

For unaccompanied work great care should be taken. Such work should only be undertaken by pupils who are capable of responding directly to the unsupervised conditions. Even the best prepared pupils will run into difficulties from time to time. Emergency procedures should be clearly understood by both staff and pupils. A supervising teacher should be in the area and "on call" in the case of emergency.

The supervision of pupils undertaking the Duke of Edinburgh's Award expeditions should comply with the requirements of the Award scheme as set out in the appropriate hand book and expedition guide. Training for expeditions in wild country (normally only at Gold level) should be supervised by those with a mountain leadership certificate.

10. Planning

Planning should reflect the consideration of legal and good practice requirements, ensuring:

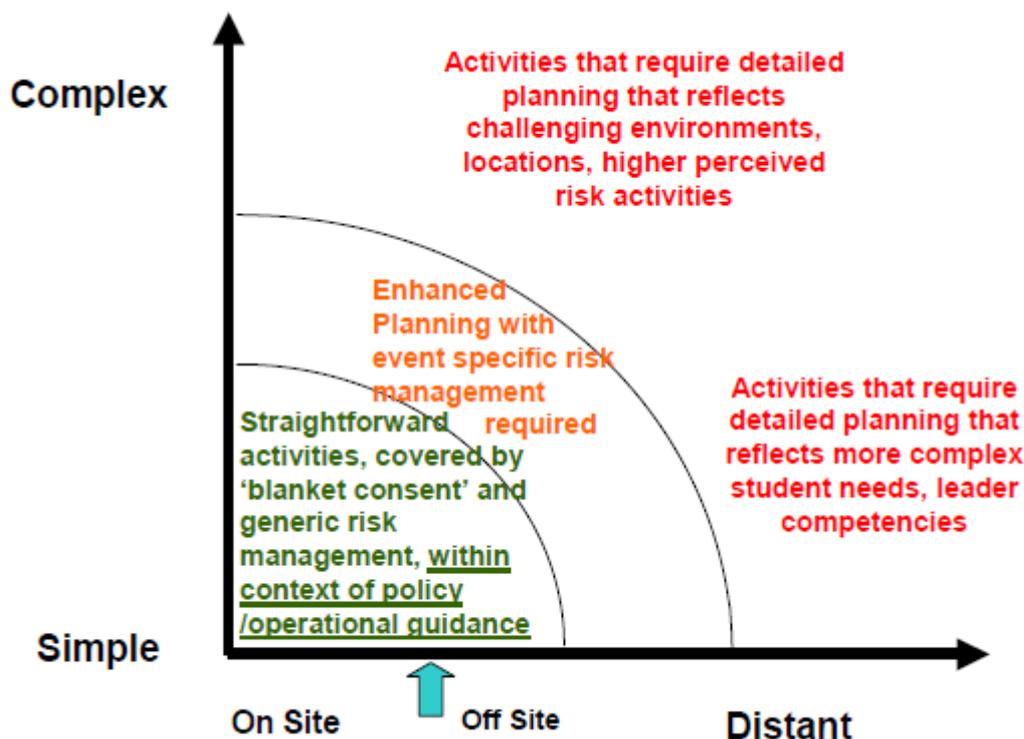
- The plan is based on the College procedures and employer guidance;
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process;
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained;
- Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes);
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required (for further information see "11. Emergency Planning and Critical Incident Support" below);
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

It is strongly recommended that at a very early stage of the planning process, the provisional staffing team work to identify the benefits and learning outcomes that the activity (or range of activities) might achieve. If the outcomes are to be evaluated with any rigor, then it will be essential that these outcomes are prioritised, and appropriately targeted. A record of these outcomes will help keep the plan focussed and also be a vital part of the risk management process in providing some objectivity in a "Risk Benefit Analysis". Once the targeted outcomes have been recorded, it will then be possible to identify appropriate on-going review and evaluation strategies, including indicators.

This supports the move towards developing activity-specific policies at establishment level for regular or routine activities. Such policies should be robust and equate to "*operational guidance*" that makes it clear how the activity should be planned and delivered, meeting all necessary recommendations and requirements, as well as assuring educational quality.

The degree of complexity of a particular plan or policy (along with its supporting procedures) will need to reflect the nature and complexity of several variables that can impact on any given activity. These variables can be remembered as “**SAGED**” as explained below (and mentioned above as regards staff competency).

- Staffing requirements – trained? experienced? competent? ratios?
- Activity characteristics – specialist? insurance issues? licensable?
- Group characteristics – prior experience? ability? behaviour? special and medical needs?
- Environmental conditions – like last time? impact of weather? water levels?
- Distance from support mechanisms in place at the home base – transport? residential?



Further reference can be made to NG document: [“Planning Basics”](#)

Example of College trips:

Straightforward – Sport fixtures, local theatre, local museum, group meal

Enhanced planning – CCF residential, Geography fieldwork

Challenging environments – D of E Gold level

Complex student needs requiring additional leader competencies – Water sports

Coastal Visits

Group leaders should be aware that many incidents affecting pupils have occurred by the sea. The group leader should consider the following points when assessing the risks of a coastal visit:

- 1) Tides, rip tides and sandbanks are potential hazards; timings and exit routes should be checked;
- 2) Ensure group members are aware of warning signs and flags;
- 3) Establish a base on the beach to which members can return if separated;
- 4) Look out for hazards such as glass, barbed wire and sewage outlets;
- 5) Some of a group's time on the beach may be recreational. Group leaders should consider which areas are out of bounds;
- 6) Take extra care on areas such as cliff tops.

Swimming in the Sea

Swimming in the sea is a potentially dangerous activity. The Trip Leader or another designated teacher must have the relevant life-saving award. This is to say, coast life guard for the sea, pool life guard for a swimming pool.

Ad hoc swimming is not to take place. If swimming is part of the visit you must have a qualified life guard present or if not the act of swimming has to have been agreed in advance by SMT.

11. Emergency Planning and Critical Incident Support

A Critical Incident can be defined as a sudden, unexpected, event or sequence of events which causes trauma and confusion within a school community and which overwhelms its normal coping mechanism.

As regards visits, a critical incident would include where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

As an employer, the College is committed to providing emergency planning procedures to support establishments in the event of a critical incident (see Critical Incident Policy). All Trip Leaders should have due regard to the Critical Incident Policy and have contact details with them so that this can be initiated as required.

All residential trips have a nominated home contact who has trip details and is 'on call' at all times. A list of participants (staff and pupils) including home addresses, contact addresses if different, addresses of the party's accommodation and dates of stay must be held by the home contact for trips lasting more than one day. Both the Trip Leader and Assistant Trip Leader should keep a copy. Trip Leaders (and their Assistants) should also have the address and telephone number of the home contact not going on the journey who may be contacted in case of emergency. Again, lists of participants must be displayed on the SCR board.

For day visits, a list of participants should be entered on Out of School on iSAMS (as above :“Notification”) and a hard copy posted in the SCR. Before departure, this list should be updated and handed to the Lodge staff

(including Names, House and Year Group). Lodge staff will update this information accordingly. Outside Lodge hours, lists should be posted directly in the SCR.

A full record of all College trips is to be kept in College by the EVC.

Emergency Procedures

Emergency procedures are an essential part of planning a school visit. Contact details for all pupils must be carried.

If an incident occurs the priorities are:

- 1) Assess the situation;
- 2) Attend the casualty as necessary;
- 3) Safeguard the uninjured members of the group;
- 4) Inform the emergency services and everyone who needs to know.

Contingency plans must be in place to cover for such events as late arrival, accident, missed connections.

In extreme cases, the College's Critical Incident Procedures may need to be implemented.

Emergency procedure framework to consider:

- 1) Establish the nature and extent of the emergency;
- 2) Ensure that the entire group are safe and looked after;
- 3) Establish the names of casualties and get immediate help for them;
- 4) Ensure that all group members that need to know are aware of the incident and that all group members follow the emergency procedures;
- 5) Ensure that a teacher accompanies the casualty to hospital and that the rest of the group are adequately supervised;
- 6) Notify the police if necessary;
- 7) Inform the home contact and parents of those involved as soon as possible;
- 8) Write down accurately and as soon as possible all relevant facts and witness details;
Details of the incident should include: nature, date and time; location; names of casualties and details of their injuries; names of others involved so parents can be reassured; action taken so far; action yet to be taken (and by whom);
- 9) Notify the British Embassy/Consulate if abroad;
- 10) Notify the tour operator if used;
- 11) Notify insurers;
- 12) Ascertain telephone numbers and keep a record of all numbers used;
- 13) Keep a written account of all events, times and contacts after the incident;
- 14) Complete an accident form as soon as possible (held in the Medical Centre);
- 15) Staff should not engage with any questions directed from the media but instead refer these to the Second Master;
- 16) No-one in the group should discuss legal liability with other parties.

First Aid

All Trip Leaders or Assistant Leaders of activities involving outdoor pursuits should ideally hold a valid first aid certificate.

Leaders of water activities, with the exception of swimming in pools staffed by qualified lifeguards, must have appropriate training in rescue and resuscitation.

As accidents can and do happen in the most unlikely circumstances (e.g. low risk activities in relatively hazard free environments), it is highly desirable that all College parties should include in the leadership at least one adult with first aid skills.

All staff in charge of activities away from College should familiarise themselves with the location of telephones and hospitals with accident units near the area of work. Mobile telephones should be carried. School mobiles are available from the EVC.

Leaders of camps or other residential experiences should discover the whereabouts of the nearest doctor's and dentist's surgeries and their opening hours/ability to be contacted in an emergency.

A comprehensive first aid kit must be carried on all visits. College minibuses carry first aid kits and Trip Leaders should check this (such kits can be obtained from the Medical Centre.)

All Trip Leaders should be familiar with the causes, signs, symptoms and treatment in the field of hypothermia (exposure), heat exhaustion and sunstroke.

12. Charges for Off-site Activities and Visits

The College has the following guidance for charging for visits:

- If the trip is compulsory in College time and required for the scheme of work then the College may cover the entire cost or provide a significant subsidy.
- If the trip is optional or out of curriculum time then the cost of the trip is passed on to parents/guardians.

Each proposal is judged on its merits by the Senior Management Team.

It is the responsibility of the Bursary to keep an overview of billing arrangements and the collection from parents of monies owed for trip charges. However, it is also the responsibility of the Trip Leader to ensure, in liaison with the Bursary, that a suitable payment plan is in place, to produce a payment schedule if charges are to be made in instalments, and to check at each dated payment point that the requisite charges have been added to the relevant bills, or that payment has been collected via another agreed means.

13. Consent

Whilst written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the College (as most of these activities take place during school hours and are a normal part of the child's education at the College), it is deemed good practice to obtain it. When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, then additional formal consent is not necessary, though it is deemed good practice to obtain it working on an

“opt-in” basis. Parents should be told where their child will be when not on College premises and of any extra safety measures required. This can be via a specific communication, or a more general termly calendar or similar (such as the Boarders’ Trips newsletter). A ‘one-off’ consent form is used to govern boarding trips.

Written consent is however required for activities that need a higher level of risk management or those that take place outside College hours (e.g. overseas travel, overnight stay, adventurous activity). This should be obtained on an “opt-in” basis rather than “opt-out”. Parents must receive full information about such trips. Example trip letters are available on the College I Drive and can also be obtained from the EVC. The cost of such a visit may be payable in advance. The pupil shall be subject to College discipline in all respects whilst engaged in an educational visit. All additional costs (such as medical costs, taxis, air fares, or professional advice) incurred to protect the pupil's safety and welfare, or to respond to breaches of discipline, will be added to the fees invoice. Parents will be informed of the arrangements for sending a pupil home early as necessary. The College will not refund the cost of the remainder of the visit. The College reserves the right to prevent a pupil from taking part in an educational visit while overdue fees remain unpaid or due to disciplinary breaches.

For all day/evening trips, parents must give written permission for any amount **over £15** to go on the school bill. Heads of School/Moss Moor may sign in proxy for day/evening trips only.

Transport Consent

By implication of the above, parents consent to their child travelling by any form of public transport and / or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type for trips organised by the College.

14. Inclusion

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation. If a visit needs to cater for young people with special needs, every *reasonable* effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

The College will take all reasonably *practicable* measures to include all young people. The principles of inclusion is promoted for all visits and reflected in this policy, thus ensuring an aspiration towards:

- an entitlement to participate;
- accessibility through direct or realistic adaptation or modification;
- integration through participation with peers.

It is unlawful to:

- treat a disabled young person less favourably;
- fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

15. Insurance for Off-site Activities and Visits

Employer's Liability Insurance is a statutory requirement and the College has arranged a policy that indemnifies the College in respect of legal liability to pay damages for death, illness or injury, nervous shock or disease of any employee, including governors, trustees and voluntary workers. The College also holds Public Liability insurance, which insures our legal liability to pay damages arising out of claims brought by third parties in respect of death, bodily injury or damage to property where the College is deemed to have been negligent. Employees (as agents of the employer) are indemnified against all such claims, as are voluntary helpers acting under the direction of the employer's staff if they commit a negligent act. The indemnity includes activities such as off-site activities and outside visits organised by all departments for which the College may be considered responsible.

The College also holds comprehensive travel insurance for staff and pupils. Details of the Policy are available to Trip Leaders from the EVC or Bursar and should be sent to parents as part of pre-trip administration. Trip Leaders should ensure that all the activities likely to be undertaken by the party are covered. Where any aspects of the insurance seem less than that needed or desired, organisers should ask for changes or extension. Trip Leaders should scrutinise carefully the list of exclusions. It is possible to have included in a package of insurance some items that are normally excluded. Trip Leaders should check the 'excess' conditions. This can be important when there is a large party.

Parents should be told:

- which insurances are arranged by school and which are arranged and payable by parents and also of any insurances that have not been verified, for example, host parents abroad;
- that if they require cover for specific events (for example, repatriation to somewhere other than the UK) they must make their own arrangements;
- that the College cannot accept liability for the failure of insurance for reasons beyond the control of the College or where the College has made reasonable enquiries and exercised reasonable care;
- that any medical conditions that may be classed as pre-existing are unlikely to be covered unless specifically referred to insurers for acceptance prior to travel;

Any loss or theft in this country or abroad must be reported immediately to the police or to a local responsible authority (e.g. a hotel manager or ship's officer), and a written report gained, before a claim will be met.

16. Medical

A Medical Form should be filled in by parents on joining the school. It is the parents' responsibility to update the school of any new medical requirements. In addition, an annual update will be requested from parents by the College. Medical details for students and staff taking part in international trips are collected by the Trip Leader by means of a specific hard copy medical consent form (see Appendix B1), by means of an electronic form for residential trips in the UK, or by reference to the school database for day visits. The school nurse is also consulted for all residential trips. The medical consent electronic form must

capture the details listed in Appendix B2 below and once completed forms have been received by the Trip Leader, these should be given to the SMT Secretary to upload electronically, and then retained in hard copy by the Trip Leader to be taken securely on the trip, in case they are needed to prove medical consent for emergency treatment. A copy of the information gathered either electronically or in hard copy must be returned to the Medical Centre; and the Trip Leader must check that the parent completing the form has parental responsibility. The Trip Leader must liaise with the Medical Centre regarding the medical conditions of all pupils on the Trip. Staff attending the trip should make the Trip Leader aware of any medical condition that they have that may affect their ability to staff the trip effectively.

Any specific student medical issues are to be included in the trip risk management planning. Parents should agree to the pupils receiving emergency medical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not consent the Trip Leader may decide to withdraw the child from the visit, given the additional responsibility this would entail for the Trip Leader. Doctors can be expected to deliver necessary emergency treatment without parental consent but it is possible that a surgeon in another country may be reluctant to operate unless assured that the Trip Leader has parental authorisation to agree to such treatment.

The Trip Leader will ensure there is adequate first aid provision on each Educational Visit.

17. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. All national and local regulatory requirements **must** be followed.

In order to drive a College minibus that is over 3.5 tonnes in unladen weight, any Staff member must hold a current category D1 entitlement on their driving licence, be medically fit to drive and be 25 years or over. The Bursar and Transport Manager must be informed if there are changes in circumstances relating to a staff member driving a minibus.

The College has a “lightweight” minibus that can be driven by a member of staff with a B (Car) category licence provided that:

- The Staff Member is 21 or older;
- The Staff Member has held their driving licence for at least 2 years;
- The Staff Member meets [‘Group 2’ medical standards](#) if over 70;
- The Staff Member is driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body;
- The maximum weight of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, for example a wheelchair ramp;
- The Staff Member is not towing a trailer.

The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

The Trip Leader should ensure that coaches and buses are hired from a College approved company, by liaising with the EVC.

Transporting young people in private cars requires careful consideration. Staff cars should only be used to transport students in 'unplanned' or 'emergency' situations (for example, journeys to hospital), unless the Bursar has been informed prior to the journey taking place.

For further advice see Appendix D.

18. GDPR on Trips, Visits and Fixtures

All trips, visits and fixtures are required to take information relating to any medical conditions of participants, consent forms from parents and for overseas trips, copies of passport, and EHIC details. A senior member of staff, not participating in the event, will act as a contact for advice and guidance in the event of an incident (Home Agent). They too will need a copy of all the documents relating to the trip. These documents must be kept safe and secure at all times.

a) All documentation must be kept secure by the trip leader. This will usually mean keeping the paperwork on their person or within sight during the trip or fixture, as the information will need to be to hand in the event of an accident or medical emergency.

b) In some cases, when the pack of documents is bulky, this may not be practical. In this event, it is acceptable for the Trip Leader to keep the original documents locked in the accommodation / hotel safe, and for staff members to carry a copy of the documents on an electronic device so long as:

- The device is password / PIN / fingerprint protected;
- The device is kept on the member of staff's person at all times;
- Personal data transferred onto the device is legitimately required;
- Data is securely deleted from the device, at the end of the trip or visit.

c) All documents containing personal data should be secured by the Trip Leader at the accommodation / hotel when the party return after an activity.

d) The Home Agent, a senior member of staff, not participating in the event, who is acting as a contact for advice and guidance in the event of an incident, must keep the documents to hand and store them securely whilst off school premises.

e) On their return from a trip, visit or fixture, all staff who participated shall return all documents to the Educational Visits Coordinator (EVC), for secure disposal and / or storage. If any personal data is given to external bodies, such as the travel company or the hotel (DOB, medical info, special dietary requirements, for example), the Trip Leader should instruct them to destroy it at the end of the trip, and seek their confirmation that they have done so.

Data Breaches

What is a personal data breach?

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are

the result of both accidental and deliberate causes. It also means that a breach is about more than just losing personal data.

Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and
- loss of availability of personal data.

a) Staff will be made aware of all practical measures to ensure the security of personal data, annually and through 'new staff' induction procedures.

b) If a member of staff considers that a breach of personal data has occurred, they will inform the EVC. Any breach of data security must be reported to the EVC as soon as it has been discovered.

Appendix A

Adventure Activities

Below is a list of 'Adventure Activities' as agreed by Local Authority outdoor education advisors.

Before our students take part in any of these we need to be sure that the relevant National Governing Body qualifications are held by the person/organisation running the activity or a technical advisor has provided a statement of competence.

- All activities in 'open country' such as D of E Expeditions
- Swimming (all forms, excluding publicly life-guarded pools)
- Camping where participants/leaders erect tents and/or self-cater
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Paintball (including 'Laser Quest')
- Snorkel and aqualung activities
- Hill walking and mountaineering
- Mountain biking
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coastering / coastal scrambling/sea level traversing
- Underground exploration (except designated 'Show' caves)
- Shooting and archery
- Skiing, snowboarding, and related activities (including dry slope)
- Air activities (excluding commercial flights)
- Horse riding

- Motor sport – all forms
- High level ropes courses
- 'Extreme' sports (parcours, bungee, zorbing, mountain / all-terrain boarding etc.)
- Other activities (e.g. initiative exercises) involving skills/risks inherent in any of the above

Appendix B1 – Parental Medical Consent Form

Parental Consent Form

Dear Parents/Guardians

Please could you carefully read the statements below, completing the form where relevant, and then sign to confirm your consent for your son(s)/daughter(s) to travel on the XXXXXXXXXXXXXXXX Trip.

Your son(s)/daughter(s) name(s) _____

Doctor's details:

GP name _____ Phone number _____

Address _____

Parent/Guardian Emergency phone contact details:

Name _____ Phone number _____

- Please provide details of any medical conditions or disability from which your son(s)/daughter(s) suffers

-
- Please note below any ailments, phobias or allergies that affect your son(s)/daughter(s), as well as any special dietary requirements

-
- Please give details of any medication which your son(s)/daughter(s) requires, inc. dosage & times

-
- Please provide details of any toileting difficulties, aids, special equipment or mobility requirements

-
- Has/Have your sons(s)/daughter(s) spent nights away from home before and do you expect them to cope effectively (tick where appropriate) Yes No If no, please provide further details

I/We agree to my/our sons(s)/daughter(s) receiving emergency medical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities.

I/We confirm that my/our son(s)/daughter(s) are medically fit to take part in the trip and the activities involved.

Signed by person with Legal Parental Responsibility _____

Date _____ Print Name _____

Appendix B2 – Parental Medical Consent Electronic Form

The electronic form must capture all the information that would be captured by the hard copy consent form found in Appendix B1 above. Namely:

- Parent / guardian consent for pupil to travel on this particular trip.
- Name of pupil
- GP's name
- GP's phone number
- GP's address

- Name of parent / guardian emergency contact
- Phone number of parent / guardian emergency contact

- Details of any medical conditions or disability from which the pupil suffers
- Details of any ailments, phobias or allergies that affect the pupil
- Details of any special dietary requirements

- Details of any medication which the pupil requires, inc. dosage & times

- Details of any toileting difficulties, aids, special equipment or mobility requirements

- Has the pupil spent nights away from home before?
- Does parent / guardian expect them to cope effectively with being away?

- Medical Consent:
 - I/We agree to my/our sons(s)/daughter(s) receiving emergency medical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities.

- I/We confirm that my/our son(s)/daughter(s) are medically fit to take part in the trip and the activities involved.

Appendix C – Initial Planning Advice for the Trip Leader

It should be clear which member of staff has overall responsibility as Trip Leader. The Trip Leader has overall responsibility for the supervision and conduct of the visit and must have regard to the health and safety of the group.

The Trip Leader should:-

- 1) Obtain authorisation before any off-site visit takes place as detailed in this policy;
- 2) Follow these procedures, arrangements and policies;
- 3) Appoint an Assistant as necessary;
- 4) Clearly define each group supervisor's role and ensure all tasks have been assigned;
- 5) Be suitably competent to instruct pupils in the activity and be familiar with the location/centre where the activity will take place;
- 6) Be aware of child protection/safeguarding issues where relevant;
- 7) Ensure that adequate first-aid provision is available;
- 8) Undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- 9) Undertake and complete a comprehensive Risk Assessment;
- 10) Review visits/activities undertaken and advise the EVC where adjustments may be necessary;
- 11) Ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- 12) 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;
- 13) Ensure the ratio of supervisors to pupils is appropriate for the needs of the group;
- 14) Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- 15) Ensure that group supervisors have details of the College contact;
- 16) Ensure that group supervisors and the College contact have due regard to the Educational Visits Policy and a copy of the Emergency Procedures (see above);
- 17) Ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs, which will be necessary for them to carry out their tasks effectively;
- 18) Observe the guidance set out for teachers and other adults below.
- 19) Make it clear to pupils that they must:-
 - a) Not take unnecessary risks;

- b) Follow the instructions of the Trip Leader and other supervisors including those at the venue of the visit;
- c) Abide by all the usual College regulations concerning conduct (especially rules concerning alcohol and smoking) and appearance;
- d) If abroad be sensitive to local codes and customs;
- 20) Consider how room arrangements will be made. It can be useful to ask key pastoral staff for any information that may be pertinent prior to arranging room allocations.
- 21) Head Counts - Whatever the length or nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and staff involved in the visit at all times. The group leader should establish rendezvous points and tell pupils what to do if they get lost or become separated from the group and the contact mobile number of the group leader. Mobile phones can be collected prior to the trip from the EVC and slips produced to hand out in advance.
- 22) When attending an Educational Visit, the Trip Leader must take:
- All documents covering booking, travel arrangements and accommodation
 - Receipts for payments
 - A card or means to access emergency funds
 - Full insurance details and documents
 - A detailed itinerary
 - A full list of the party members
 - Detail of emergency contacts
 - Details of weather forecasts where appropriate
 - The consent forms, including the medical consent electronic form report which may need to be produced at a hospital
 - Details of emergency contacts and contacts for First Aid
 - An appropriate First Aid kit
 - Passport documents (where appropriate)
 - One, and preferably two, mobile telephones with charger

A copy of all relevant information should be retained at the school with the emergency contact.

Preparing Staff

Teachers on College-led visits act as employees of the College, therefore at all times teachers should:

- a) Follow the instructions of the Trip Leader and help with control and discipline;
- b) Consider stopping the visit or the activity, notifying the Trip Leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Adult volunteers on the visit must be made clear about their roles and responsibilities during the visit. In particular, volunteers acting as supervisors must be informed that they should:-

- a) Ensure the health and safety of everyone in the group;

- b) Not be left in sole charge of pupils, except where it has been previously agreed as part of the risk assessment (See above with reference to enhanced DBS checks);
- c) Follow the instructions of the Trip Leader and teacher supervisors and help with control and discipline;
- d) Speak to the Trip Leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

Preparing Pupils

Pupils who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk.

The Trip Leader should decide how information is provided, but must ensure that the pupils understand key safety information. For some pupils on overnight visits it will be their first experience away from home on their own and in close company of other pupils. Pupils should understand:

- 1) The aims and objectives of the visit/activity.
- 2) The background information about the place to be visited.
- 3) Basic foreign words where appropriate.
- 4) Relevant foreign culture and customs.
- 5) How to avoid specific dangers and why they should follow rules.
- 6) Why safety precautions are in place.
- 7) Why specific safety precautions are in place for anyone with disabilities.
- 8) What standard of behaviour is expected from pupils.
- 9) Appropriate and inappropriate personal and social conduct including sexual activity.
- 10) Who is responsible for the group.
- 11) What not to bring back either within the UK or from abroad.
- 12) What to do if approached by somebody outside the group.
- 13) Rendezvous procedures.
- 14) What to do if separated from the group.
- 15) Emergency procedures.

For pupils with special educational and medical needs, it may be necessary to complete an individual risk assessment. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. Trip Leaders should obtain relevant contact details from the

pupils and give them a contact number.

Additional safety measures to those already in place in the College may be necessary to support pupils with medical needs during visits. Arrangements for the taking of medication and ensuring sufficient supplies for residential visits may be required.

The Trip Leader should discuss the pupil's individual needs with the parents. Parents should be asked to supply:

- 1) Details of medical conditions. Parents to complete the medical consent electronic form.
- 2) Emergency contact details.
- 3) The child's GP's name, address and phone number.
- 4) Information on whether the pupil has spent a night away from home before and their ability to cope effectively.
- 5) Written details of any medication required (including dosage/times) and parental consent to administer.
- 6) Information on any other allergies or phobias.
- 7) Information on special dietary requirements.
- 8) Information on any toileting difficulties, special equipment or aids to daily living.
- 9) Special transport needs for pupils who require help with mobility.

Appendix D

Further Guidance for Trip Leaders

First aid and skin care

The first aid kit should include:

- Antiseptic wipes
- Medical preparation for cleaning wounds
- Sterile dressing (adhesive) of various sizes
- Surgical tape
- Triangular bandage and supply of safety pins
- Plastic gloves
- A brief guide and notes on first-aid

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

Appropriate clothing and equipment

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

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

Medication and pocket money

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

The Trip Leader must appoint one supervisor (who may be the same supervisor) to hold and account for pocket money if they do not handle these matters themselves.

Mobile telephones and pupils' property

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

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

For each visit, it is helpful if the Trip Leader considers the use of mobile 'phones. It will likely vary depending on the type of visit and age of pupils.

The Trip Leader and at least one other adult supervisor will carry a functioning mobile 'phone at all times and will ensure that an emergency contact at the College has the relevant numbers.

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

Emergency contact

The Trip Leader must arrange a point of emergency contact.

Each member of staff, volunteer, host parent as relevant must have access to the name and contact details of a home contact for each pupil as required.

Fire drill

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

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

Ensuring good conduct

The Trip Leader has the full authority of the Headmaster.

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

Educational visits outside of the UK

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

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

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

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

The Trip Leader must ensure that each pupil knows:

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

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

For pupils who are of a non-EU nationality, a List of Travellers Form (sometimes known as a Visa Waiver Form) can be used to remove the need to get a visa for trips to countries in the EU. Follow this link for the form and further details:

<http://www.britishcouncil.org/school-resources/partner/list-travellers>

Appendix E – Further Guidance on Transport

Daily Vehicle Check the driver is responsible for the vehicle whilst in their control and must ensure that the vehicle is roadworthy prior to starting any journey. Checks will have been made weekly by the College regular drivers, such as oil screen wash, tyres etc. This is a particularly important aspect of safety. If the vehicle remains off-site overnight you will be required to carry out the check personally. If the driver becomes aware of any defect this must be passed onto the transport manager for action. If the defect is hazardous (has any safety implication) do not drive the vehicle but report the matter immediately to the Transport Manager. If you are off-site, call the break down services (the membership card is in a wallet in the minibus on the windscreen, with the policy number) for the defect to be attended or to be rescued. Tyres should always be inflated to the correct pressure.

Bookings Diary, Vehicle Log Book and Keys The booking of vehicles is through the Transport Manager on the form in the SCR. The school car has a log book to be filled in, check that the previous mileage reading is correct (or note accordingly) and make the appropriate entries on the log sheet after your trip. All keys for minibuses are in the hallway in the Lodge, if open put the keys on the appropriate peg, if locked put the keys in the bird box. A key to the Lodge is in the SCR.

Fuel and Oil

Fuel can be obtained using a Shell card issued by the transport manager. Ensure that the correct vehicle registration number is shown on the documentation.

It may be necessary to pay for fuel if you don't have a fuel card, in order to claim reimbursement, retain all receipts, ensuring that the registration of the vehicle is shown correctly.

Safety of Pupils, Staff and Public

The person driving the mini-bus has a duty of care to themselves and all passengers. Seat belts should be worn at all times by all passengers.

Under no circumstances should the mini-bus be overloaded. The one person, one seat rule must be rigidly enforced.

A check should be made before departure that a first aid kit and fire extinguisher are available and complete/in working order. Gangways should be kept clear of obstruction.

All persons getting onto or off a College mini-bus must do safely and under supervision.

Breakdown and emergencies

All vehicles are covered for breakdown (including flat tyres) with the Lease Company and our insurance company depending which vehicle it is. Each vehicle has an envelope in the glove box telling the driver the breakdown procedure and the numbers to call are on the windscreen.

Breakdowns

If the vehicle breaks down on a normal road then try to pull in to the kerb as soon as possible. Switch the hazard lights on and call the breakdown services. It is wise to keep the passengers in the bus unless they would be in immediate danger.

If the vehicle breaks down on the motorway then the driver should coast along the hard shoulder until you are close to a yellow emergency telephone box. The driver should ensure that all passengers evacuate the bus by the kerb side doors only and stand on the other side of the protection barriers, preferably behind the bus and up the bank (in case it gets hit). The driver should call the breakdown services and confirm with them over the phone that it is a minibus.

If the vehicle needs recovering then get the vehicle taken directly to Bristol Street Motors Stafford, rather than having it brought directly back to the College.

Accidents

It is hoped that no-one is unfortunate enough to have a minibus accident but the following procedure **must** be followed:

• Stop

- Do not move the vehicle unless it would be more dangerous to leave it where it is.
- Put the Handbrake on and remove the keys (do not give the keys to anyone).
- Ensure the safety of the passengers - ask them stay where they are unless it is adjudged that it would pose a greater risk than exiting the vehicle to a safe place.
- Alert other road users by putting your hazard and sidelights on.
- Check carefully for injuries and if necessary call for the emergency services.
- Give your name, the vehicle owner's name and address and the registration number of the bus only to people having reasonable grounds for requiring them.
- If anyone is injured then the accident must be reported to the police. Note details of any witnesses, registration numbers and names of other parties. Try to draw a quick sketch or take photographs.
- Inform the Transport Manager as soon as possible.

DO NOT UNDER ANY CIRCUMSTANCES:

- Admit liability.
- Discuss the accident with anyone except the police.
- Visit other parties involved.
- Talk to the media.

If necessary refer to the Critical Incident Policy. Further reference can be made to the [Citizens' Advice Bureau website](#).

Trailers and Luggage

Two clear exits must be maintained at all times from the rear of a minibus and must not be blocked by luggage. If seats are to be used for luggage, consider which seats are most appropriately used (don't just pack the rear seats). It must be securely stowed so that it cannot be tripped over or become dislodged during normal driving conditions. If this is not possible then a roof rack or trailer should be used.

If the driver of the minibus does not have D1/D1+E on their driving licence then they cannot tow a trailer with a 16-seater minibus irrespective of weight loading. For drivers with D1/D1+E: The total laden weight of the entire combination must not exceed **7.5 tonnes** .

- Do not overload the trailer.
- Load heavier items in the centre towards the bottom to keep the centre of gravity as low as possible.
- Check weight distribution along the trailers length as well as side to side.
- Ensure that the trailer is suitably lit as its widest point and that the lights are working correctly.
- Ensure you use the correct hitch, and breakaway cable correctly.

- Ensure the rear doors of the minibus can open fully.

If asked to drive a minibus with a trailer attached you should first seek training in how to drive safely when towing. Towing with a trailer requires skill – particularly in the art of reversing.

A trailer should not cause the vehicle's gross weight to be exceeded. This is the maximum weight allowed for the minibus and its load combined with the trailer and its load. It represents the effective limit of the minibus braking system.

With the trailer in position and loaded it should be possible to open the rear doors and exit from the vehicle.

Rules When Towing

- The maximum speed limit is 60mph unless there is a lower local speed limit imposed.
- The **loaded** trailer should not weigh more than 80% of the **unladen** towing vehicle weight.
- Vehicles with trailers are **not** allowed in the right hand lane (outside lane) of a motorway.
- The trailer must have the same registration plate as the towing vehicle and all trailer lights must function concurrently with the towing vehicles (except the rear fog light). All College minibuses have a spare rear number plate.

Reversing a Trailer

Reversing a trailer requires practice and it is recommended that anyone requiring training speaks to the Transport Manager to get towing experience.

Reverse the combination slowly, remembering that as the rear of the bus goes one way, the rear of the trailer will go the other. Also, the length of the trailer exaggerates the amount of movement so only a slight turn of the steering wheel will make the trailer swing out a long way.

Self-Driven Vehicles

It may not be possible to provide a separate driver in addition to the Trip Leader for daily visits such as sports fixtures, House or School visits. If the Trip Leader is also the driver, extra care must be taken to ensure the Health and Safety of the group.

The following factors must be taken into account:

- 1) The ability of the student to endure the journey (clearly much will depend upon age)
- 2) Capacity of the driver to maintain concentration
- 3) The type of journey - motorway or otherwise
- 4) Traffic conditions
- 5) Weather conditions
- 6) Length of journey and journey times
- 7) Home contact

Distances and Travelling Time

Under no circumstances will an individual driver drive for more than eight hours in any one day, or more than 48 hours in any seven consecutive days or 92 hours in any 14 consecutive days. Driving on long journeys, however, must be shared between two or more drivers. Breaks of less than 15 minutes are included in driving time for the purpose of this guidance. If driving after a day's normal work no one driver should drive for more than 2 hours. A minimum rest period of 11 consecutive hours away from the vehicle shall be allowed for drivers and passengers in every 24 hours. For each driver, any seven consecutive days must contain a period

of 29 consecutive hours during which she or he does not drive. This period must follow or precede an overnight rest period of 10 consecutive hours away from the vehicle. It is advisable to have 20 minutes break for every two hours driven.

Appendix F – Checklists

Checklists below should be used when planning a visit.

Health and Safety Issues - General

Is a Risk Assessment covering the main phases (eg Journey; Ferry; Overnight accommodation; Activity; etc) completed and attached? (The generic Risk Assessments in the College Travel Policy may cover your requirements with or without additions. (Please read carefully before signing)	Yes *	No *	(If No please explain why)
Means of transport (if not College minibus please give name, address and phone number of a College approved provider)			
Have College mini bus drivers been approved by the College?	Yes *	No *	N/A *
Names of mini bus drivers.			
Name of insurer and details of insurance cover arranged. Please attach full details.			
Does the insurance cover arranged cover the activities in which pupils are likely to be involved?	Yes *	No *	N/A *
Has a meeting been held with parents to explain the requirements of the journey/activity?	Yes*	No*	(If No please explain why)
Are copies of letters sent to parents about the journey/activity attached?	Yes*	No*	
Does (Do) the letter(s) contain full details about the requirements of the journey/activity?	Yes*	No*	(If No* please explain why)

If letters to parents do not include a detailed itinerary is a copy attached?	Yes* No*
Have pupils been reminded that College rules apply with particular regard to behaviour, smoking and alcohol for the duration of the journey/activity?	Yes* No* (If No please explain why)

Health and Safety Issues - Administration

Are arrangements, including a method of receipting payments, in place for collecting money from pupils?	Yes* No*
Do the numbers of staff accompanying the party meet the staff/student ratio requirements stated in the Educational Visits Policy?	Yes* No*
Has a parental consent form, for each pupil taking part in the activity/journey, been completed and returned?	Yes* No*
Have pupil medical requirements been checked	Yes* No* (If No please explain why)
Are details relating to pupils with medical conditions attached?	Yes* No* N/A*
Will a First Aid kit be taken on the journey/activity?	Yes* No* * (If No please explain why)
Is at least one adult accompanying the party a qualified First Aider?	Yes* No* * (If No please explain why)
Will the parental consent form be taken on the journey/activity?	Yes* No* (If No please explain why)
Are arrangements in place for ensuring that pupils are able to get home at the end of the journey/activity?	Yes* No* N/A * (If No please explain why)

Have you consulted with the EVC before making final arrangements?	Yes* No* {If No please explain why}
If disabled pupils are taking part please detail the arrangements which have been made for them.	
Has the College catering manager been advised of the changes to the number of pupils who are likely to be at lunch or supper?	Yes* No* N/A*
Have reception staff been given a list of names of pupils who will be absent during the day?	Yes* No* N/A*
Has a list of names of pupils involved been published in the SCR and staff informed of the absence of pupils?	Yes* No* N/A*
Has work been set for classes to be covered in the absence of a teacher(s)?	Yes* No * N/A*

Health and Safety Issues - Commercially Purchased Packages

If you are organising your own 'Package', please see the Bursar for financial guidance before making any booking.

Name, address and telephone number of the company from which you are buying the service.	
Is a copy of the company's Safety Management Policy and Procedures document attached?	Yes * No * N/A * (If No please explain why)
Does the company provide Risk Assessment documentation for the services for which you have contracted?	Yes * No * N/A (If Yes please attach a copy of the documentation)
Is the company ABTA and/or ATOL bonded?	Yes No* N/A*

Is the company approved by a recognised national body and licensed to provide the services for which you have contracted?	Yes* No* N/A*
Are the company's staff/instructors qualified to provide the services for which you have contracted?	Yes* No* N/A*

Health and Safety Issues - Overnight Stays

Has each student been issued with an ID card stating name and address and emergency phone number which could be used in the event of an accident or emergency?	Yes* No* (If No please explain why)
Have details of food allergies/special dietary requirements been checked and given to the accommodation management?	Yes* No* N/A*
If travelling by coach, has the coach operator confirmed that DBS checks have been carried out on employees who have contact with pupils?	Yes* No* (If No please explain why)

Health and Safety Issues - Foreign travel

Have arrangements been made for foreign currency/travellers cheques?	Yes* No* (If No please explain why)
Do all pupils and staff have a valid European Health Card	Yes* No* (If No please explain why)
Does the insurance cover which you have arranged cover for foreign travel and/or hazardous activities?	Yes* No* (If No please explain why)
Do all pupils have an individual Passport, which is valid for the duration of the journey/activity, or are they included in a Group Passport?	Yes* No* (If No please explain why)

Does any country which you are visiting require Passports to be valid for at least 3 or 6 months on entry to that country and return to the UK? (The Embassy of the country/ies you are visiting will provide this information)	No* Yes* (if no please provide details)
Is any student travelling on a non UK or EU Passport?	No* Yes* (if yes please provide details)
Does any student travelling on a non UK or EU Passport require a Visa to re-enter the UK and is that Visa in place?	No* Yes* (if yes please provide details)
Are Visas required for entry to any country which you will be visiting?	No* Yes* (if yes please provide details)
What financial arrangements are in place to cover for any emergencies?	(Please provide details)
If you have booked your flight directly with an airline, is the airline a member of IATA and/or ATOL?	Yes* No * N/A * (If No please explain why)
If travelling by coach, is the company 'bonded' to ensure no disruption of travel in the event of breakdown?	Yes* No * N/A * (If No please explain why)

The form below is to be completed and handed to the EVC
DENSTONE COLLEGE EDUCATIONAL VISITS CO-ORDINATOR (EVC)
A check List for Staff Responsible on an Out of School Visit

Section A – for ALL OUT OF SCHOOL VISITS

Member of staff responsible for the visit (Please PRINT).....

All Staff attending the trip.....

Department.....

Day and date of visit.....

Purpose of visit/ Nature of activity.....

Venue(s) to be visited.....

Type of transport to be used.....

Time of departure from College.....

Estimated time of return.....

I confirm the event is in the School Calendar YES/NO

I confirm that permission has been received from the Headmaster/ Second Master (I) if it is **not** in Calendar YES/NO/NA

I confirm that a RISK ASSESSMENT covering this Visit has been completed and lodged with the EVC YES/NO

I confirm that MEDICAL INFORMATION has been obtained for all members of the party YES/NO

I confirm that the relevant EMERGENCY and REPORTING PROCEDURES are known to all staff/ adults on the visit YES/NO

Section B – for RESIDENTIAL VISITS or VISITS REQUIRING EXTRA CHARGE TO PARENTS

I confirm that written PARENTAL CONSENT has been obtained for all participants YES/NO

I confirm that the Bursar's check has been made on party members (only on visits requiring an extra charge) YES/NO/NA

Address of overnight accommodation.....

Contact Telephone number(s).....

Nominated male member(s) of staff responsible for Boys.....

Nominated female member of staff responsible for Girls.....

Name of "Home Agent".....

Contact details of "Home Agent"

Students out of school on this visit- continuation sheet overleaf

House	Name	House	Name

Signed.....Member of staff responsible for activity
Date.....

