

King Edward VI High School for Girls KEHS Trips and Visits Policy

KEHS Trips and Visits Policy

Introduction

At KEHS we encourage our pupils of all ages to extend their learning beyond what is taught in the classroom. We are committed to the provision of excellent opportunities for extra-curricular activities in the broadest possible range of areas; the encouragement of a knowledge and understanding of other cultures and beliefs and the provision of excellent opportunities for teamwork, leadership and community service. The school is fully committed to providing a range of local, national and overseas trips and visits.

Staff participation in visits out of school is much valued by parents and School alike, and staff can be assured of the full support of the Principal and Governors when they are involved in trips off-site.

Visits fall into the following categories:

1. Games Fixtures – large numbers of girls represent the school in a variety of sports which require them to travel away from KEHS.
2. Half or full day visits where no charge is made to the girls and which fall within the normal school hours. These will be to places of interest within or outside the Birmingham area and include the Friday Sixth Form Community Service activities. These include visits using public transport, hired coaches, or minibuses as part of fieldwork in a variety of subjects such as Geography, Biology etc. Visits to lectures, foreign films and theatres are also within this category.
3. Residential visits in the UK by groups using public transport, hired coaches, minibuses or make their own journey, to participate in, for example, Geography field trips, Duke of Edinburgh expeditions, Outdoor Pursuits Visits, Snowdonia or Cleobury Mortimer residential trips.
4. Overseas visits such as ski trips, World Challenge Expeditions, international links.

Basic details:

Every trip must have a leader who is responsible for planning their trip meticulously by following the procedural guidance below. Careful attention must be given to:

- Risk assessment
- Financial planning
- First aid & adequate staff supervision
- The need for an inspection visit

The trip leader must ensure that there is adequate supervision of all pupils at all times. As a guide the staff to pupil ratios is as follows:

1:10 – 15 but ALL VISITS to have a minimum of 2 staff (unless agreed differently with the Assistant Head and Principal)

Again, with residential groups there must be a minimum ratio of 1:10 and at least 2 members of staff. **Far off destinations may require further staff supervision.** For larger groups, at least 2 of the adults need to be teachers.

The ratio may only be changed at the discretion of the Principal

The role of volunteers must fall within the guidance under the supervision section page 16.

Pupils must be prepared for a trip in an appropriate manner, so that they know what is required of them and can benefit fully from a safe trip. The school's safeguarding policy applies to trips and visits in school as well as to events on site.

All trips must adhere to the schools equal opportunities policy.

In any planning of trips or visits the legal position **MUST** be taken into consideration (**See Appendix 1**).

Parents must receive clear communications with all of the details for a trip. They must have given their written consent for their daughter's attendance on a trip; without this their daughter may not participate in the trip. Note that there is now an **Annual Trips Parental Consent Form** for all day off site visits held by the Data Manager (See **Appendix 2**). Group leaders will still need to write to parents to provide information about the trip even though consent has been given for such trips.

Separate consent forms are required for trips which require an overnight stay.

All aspects of travel must be planned carefully with due attention being given to the hire of transport from a reputable company, the use of taxis and private cars.

Trips that involve adventurous activities and residential stays must be planned and carried out according to the guidelines further on in this policy. For activities involving caving, climbing, trekking, skiing or watersports the provider must hold a licence as required by the Adventure Activities Licensing regulations 2004.

A group leader must be fully aware of the School's emergency response procedures and any trip that operates outside of school hours must have a home school contact.

Anyone thinking of leading a trip will need to read through this policy and submit a **School Visit Request Form (Appendix 3)**. Every trip must first be approved by the Assistant Head who will consider the following:

- Avoid any clashes of dates
- Number of days allowed by the department. For all curriculum based trips ONE day per year group/subject per year is allowed. This includes revision days. Anyone wanting more than that will need special permission off the Assistant Head and Principal.
- Purpose of the visit - is it curriculum based or not? Non-curriculum based visits should not be taking place during normal school times/days unless special permission has been sought from the Assistant Head and Principal.
- The timing of the visit. Particular year groups are not to be out at certain times of the year even for curricular based trips e.g. Thirds – L5th a fortnight prior to their end of year examinations, L5th in the summer term, U5th & U6th before both mock and real exams. Lower school visits do need to be spread out throughout the year rather than all of them taking place in the summer term
- Consider staffing including ratios, DBS checks, number of staffing days out, any training required, if HOD has approved for staff selected to assist on the trip, cover slip reminders (2 weeks' notice needed)
- Transport arrangements
- Risk Assessments

The procedural guidance from page 7 must be adhered to. Please consult the Assistant Head for clarification if necessary. There is guidance for all trips followed by further guidance for residential trips and trips abroad (page 33) in this policy.

Planning a school visit – summary flow chart

See the Assistant Head about the purpose of the trip, check dates, age groups, costs, staffing, transport



Complete a School Visit Request Form (Appendix 3)



Consider staffing. There is a 1:10 - 15 ratio and a minimum of 2 staff on ALL visits. Some types of visits/activities will require a higher number of staff e.g. far off destinations or high risk. This ratio needs to be checked in advance with the Assistant Head



Vetting – any adult travelling with you who are not school employees will need to be DBS checked. This can take up to 3 months.



Complete a Risk Assessment which must also consider the need for any First Aid trained staff. The risks must be assessed before any trip letter is constructed. Contingencies need to be considered.



Draft a Trip letter. The letter must include standard information such as: purpose of the visit, time, date and location, itinerary including activities and accommodation, clothing/equipment list, costs, supervision including remote supervision, behavior guidelines. See page 23 for further information on letter content.

If there is a payment that needs to be collected ask the Assistant Bursar to set this up on her financial system and ask her to adjust the letter for you. Enough notice needs to be given to parents to make payments. Parents can book and pay online. If parents have given their consent online, there is no need for a reply slip.

The Principal MUST approve of the letter before it goes out. Give your letter to Mr Smith who will send it out to parents and put it on the website.



Consent: We do now have yearly consent for day off-site activities which covers lectures, competitions etc. The Data Manager holds these. However, you do still need to inform parents of what visit their daughter will be participating in.



If a residential trip (abroad) hold a meeting for parents and produce a more detailed trip booklet. You will also need to refer to the section on this in the Trips Policy.



Most trips are insured but you may need to check if your particular visit is insured at the Foundation Office on ext 3018



Organise lunches for pupils (if applicable). NB Girls bring packed lunch if there is a whole year group visit and parents are not billed for lunch on this day. Staff to inform the Assistant Bursar if this is the case so they are not charged. Two weeks' notice for any packed lunches is required for the Dining Hall.



Cover slips need to be handed in to AB for any staff absent at least TWO weeks in advance of the visit.



Book a school mobile phone via Jayne Williams and if taking photos you must use a departmental camera or memory card (if using own camera)



Inform Porters if coaches/minibuses are coming on to the site and also if the trip departs from/arrives at the school when school is closed. Make sure you are aware of the gate codes.



Ensure you take Pupil Visit Forms with you. The Data Manager can print these off for you prior to the visit.



Check all special and medical conditions with Matron and take First Aid kits as well as medication such as Epi pens, inhalers with you. If travelling abroad, a letter from the GP is required to carry such items. Names must also be submitted to Head of Lower/Upper School for pastoral and safeguarding checks.



Inform staff of the visit by putting up a note on the staff noticeboard of pupils that will be attending (this is especially so if lessons are going to be missed).



Know what to do in an emergency by reading through the emergency response plan.



If there are any cancellations of the trip, they may need to be referred to insurance



Before heading out on the trip, a final information sheet and pupil list (Appendix 6) must be completed. This has information about home contacts. One copy to be retained by the trip leader and another to be left with the Assistant Head.



Review your trip after it has taken place e.g. letters to parents, risk assessment, itinerary and make changes for future trips.

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1. Responsibilities

The Principal and Assistant Head

They need to oversee procedures and documentation for all trips, provide guidance to all teachers either organising or accompanying pupils on trips and make information available to parents on request. They ensure that:

- all necessary actions have been completed before the visit;
- the risk assessment has been completed and safety measures are in place;
- the group leader is competent to monitor the risks throughout the visit and to make arrangements in accordance with this policy;
- adequate child protection procedures are in place;
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- the group leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place;
- group leaders are allowed sufficient time to organise visits properly;
- non-teacher supervisors on the visit are appropriate people to supervise the pupils;
- ratio and experience of supervisors to pupils is appropriate;

Group Leader

The group leader should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group and the Principal and Assistant Head should have approved him/her.

The group leader should:

- obtain prior agreement from the Assistant Head before any off-site visit takes place
- follow KEHS guidelines and policies;
- ideally appoint a deputy;
- clearly define each group supervisor's role and ensure all tasks have been assigned;
- be able to control and lead pupils of the relevant age;
- be suitably competent where appropriate to instruct pupils in the activity and be familiar with the location/centre where the activity will take place;
- be aware of safeguarding, pastoral or child protection issues;
- ensure that adequate first-aid provision is available;
- undertake and complete the planning and preparation of the visit
- undertake and complete a comprehensive risk assessment;
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- 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;
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group;

- ensure staff cover requests have been put into place;
- 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;
- ensure that group supervisors have details of the school contacts;
- ensure that group supervisors and the school contacts have a copy of the emergency procedures;
- 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;
- ensure suitable arrangements have been made for hand-over of pupils on return from the trip

Teachers

Teachers on school led visits act as employees of the governing body whether the visit takes place within normal school hours or outside those hours, by agreement with the Principal and Assistant Head. Teachers must:

- do their best to ensure the health and safety of everyone in the group and act as any responsible parents would do in the same circumstances;
- follow the instructions of the group leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health and safety of the pupils in their charge is unacceptable.

Adult Volunteers

Non -teacher adults on the visit should be clear about their roles and responsibilities during the visit. Non-teacher adults acting as supervisors must;

- do their best to ensure the health and safety of the group;
- not be left in sole charge of the pupils
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of the pupils at any time during the visit.

Pupils

The group leader must make it clear to the pupils that they must:

- not take unnecessary risks;
- follow the instructions of the group leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly;
- be sensitive to local codes and customs;

- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Any pupil whose behaviour may be considered to be a danger to themselves or the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways where possible.

Parents

Parents should be able to make an informed choice on whether their child should go on the visit. The group leader should ensure that parents are given sufficient written information. Parents will need to:

- provide the group leader with emergency contact number/s;
- give written consent for their child's participation
- give the group leader information about their child's emotional, psychological and physical health, which may be relevant to the visit.

2. Planning Visits

Any member of staff who would like to lead a trip should:

Complete a **School Visit Request Form (Appendix 3)** and obtain permission from the Assistant Head. The form requires:

- Confirmation that the group leader has read the Trips and Visits policy
- Group leaders name
- Purpose of visit and specified educational objectives
- Place(s) to be visited and accommodation details
- Existing knowledge of place(s) to be visited and/or whether an exploratory visit is intended
- Name and emergency contact details (member of the Leadership Team) in the home area who will hold all information
- Dates and times of departure and return
- Transport arrangements
- Proposed cost and financial arrangements including cancellation
- Details of the programme of activities
- Insurance details
- Accompanying teaching staff
- Other accompanying adults (with relevant experience, qualifications and responsibilities)
- Names of pupils with special educational or medical needs
- Size and composition of group:

Staff numbers are determined by the activity and the needs of the pupils and are linked to the risk assessment. The trip leader is responsible for ensuring that there is the required number of responsible adults to ensure girls are well supervised.

There should be a minimum of **TWO** members of staff on a trip in case of an emergency.

The signed form must be retained until after the trip returns and kept for a longer period if there was an incident on the visit.

If the trip takes place during term time and doesn't involve the whole year group, the trip leader must inform the Catering Manager at least two weeks in advance of the number of girls requiring/not requiring lunch. If days are missed by a whole year group during term time visit, then inform the Assistant Bursar so that pre-paid lunch costs can be deducted. For whole year group day trips, the girls bring their own packed lunch.

Staff absence and cover requests need to be arranged 2 weeks' prior to the visit, work must be left for the classes and individual arrangements must be made for any duties to be covered.

Details of the visit including participants must be communicated to staff especially if there will be disruption to lessons. The staffroom noticeboard is the best place to pin information about visits.

Risk Assessment

Risk assessments must be carried out by the trip organiser or the group leader well before the visit and must be approved by the Assistant Head. *No letter should go out to parents promoting the visit or providing information about the visit until the Risk Assessment has been approved.*

A risk assessment for a visit should be comprehensive. The aim of risk assessment is to prevent risks or reduce them. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

A record of a risk assessment must be retained. There is no need to show how the assessment was made, only that it was made and that the precautions taken are reasonable in relation to the level of risk determined. It is important that the teacher concerned should think through the activity in logical sequence, noting what each phase of the activity involves and identifying what might go wrong and who might be harmed or affected by a risk. He/she should consider what precautions have been taken at the planning stage and whether further precautions are necessary.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

A bank of generic risk assessments are held by the Assistant Head; these can be used as the basis which should then be amended by the group leader as appropriate to the specific trip or visit. A **Risk Assessment Form** is in **Appendix 4** which needs to be completed.

Staff should note that that the letter to parents, seeking their permission, must give full information about the trip including all the activities that the girls will be involved in. In signing to give consent parents confirm that they have read the information provided and that they give permission for their daughter to take part in the visit as described.

Pupils must only take part in planned activities since further parental permission would be needed if the students were involved in significantly different activities. For example, if ice skating is not one of the planned activities and, while away, there was an option of using an ice rink pupils would not be able to do so unless parental permission had been obtained and staff had ascertained if the pupils were competent. The risk assessment will consider all possible activities which might take place and what steps will be taken to reduce the risks to an acceptable level. The risk assessment should be reviewed on arrival at the venue and if other hazards come to light these should be added and appropriate control measures applied. Plan "B" should be included in the risk assessment.

The person carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

Risk assessments for frequent visits to local venues must be checked and up-dated. It is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals.

The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

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

The group leader should take the following factors into consideration when assessing the risks:

- type of visit/activity and the level at which it is being undertaken.
- location, routes and modes of transport.
- competence, experience and qualifications of supervisory staff.
- ratios of teachers and supervisory staff to pupils.
- group members' age, competence, fitness and temperament and the suitability of the activity.
- special educational or medical needs of pupils.
- quality and suitability of available equipment.
- seasonal conditions, weather and timing.
- emergency procedures.
- how to cope when a pupil becomes unable or unwilling to continue
- need to monitor the risks throughout the visit

Exploratory visit

An exploratory visit should be made by any teacher who is to lead a group in an outdoor activity such as trekking or scuba diving in a location that is not familiar to them. Please see the Assistant Head about this.

In other cases the group leader should undertake an exploratory visit, wherever that is possible to:

- ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit;
- obtain names and addresses of other schools who have used the venue;
- obtain advice from the manager;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the
- group;
- become familiar with the area before taking a group of young people there

If in the last resort an exploratory visit is not feasible then the group leader will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue, from other schools who have recently visited it, and from local organisations such as tourist boards.

In many cases new groups of pupils will be taken to the same location each year. As some factors will change from year to year, it is prudent to re-assess the risks each time - even when the group leader stays the same. Each completed visit should be evaluated, a record kept and a copy forwarded to the Assistant Head.

Other considerations

Other considerations which should form part of the planning stage include:

- facilities/equipment the group will need to take on the visit;
- facilities/equipment to be provided at the venue;
- staff training needs;
- transport arrangements;
- insurance arrangements;
- information to the provider;
- communication arrangements;
- supervision ratios;
- contingency measures for enforced change of plan or late return;
- information to parents;
- preparing pupils;
- emergency arrangements;

Catering/Food

Please ensure the Catering Manager has at least 2 weeks notice of any packed lunch required for pupils and staff. If trips involve a whole year group, pupils bring their own packed lunches and parents are not charged. Let the Assistant Bursar know in advance if this is the case so school lunches can be cancelled for that day and provision made for billing parents. **Please ensure that you are aware of any pupil who has any food allergies at this stage.** In some exceptional circumstances, the Dining Hall may provide food for pupils going on the trip and also for staff. Do arrange this with the Dining Hall well in advance and organize the food collection time and point with the catering team if applicable. A packed lunch order form is in **Appendix 9**.

Trip Letter

The Principal will need to check the letter before it goes out. Ensure all information is included such as purpose of the visit, itinerary, accommodation and transport, any risks or remote supervision, kit required and costings see **page 23 for** further details. The Assistant Bursar will also need to have the trip letter and details of the trip if girls are going to be charged for the trip. Mr Smith will then send out the letter so that a copy can be put on the website.

Financial planning

The group leader should ensure that parents have early written information about the costs of the visit. Parents should be given enough time to prepare financially for the visit. It may be useful to break down the costs into subsections such as travel, accommodation, meals, entry fees etc. All trips must be properly budgeted for in advance. This should include all costs and contingencies. Insurance should be included if needed.

Accompanying staff should be paid for out of the trip money collected.

Regular low cost trips need to be budgeted for in advance and Jenny Butterworth (Assistant Bursar) needs to be informed of these as the payment will be included in the fees to avoid continually asking parents for monies.

Jenny Butterworth needs to be informed of all costings and trip details as she will be responsible for all collection of monies and will manage all trip funding. Never use private bank accounts for managing trip finances.

No trip should aim to make a profit but the budget must cover all costs.

All expenditure on visits must be accounted for with invoices and receipts as evidence of payments made.

Accounts pertaining to visits must always balance with neither losses nor profits being made.

Pupils on bursaries or needing financial assistance with trips

The school may be able to support students with financial difficulties if trips are curriculum linked, such as those parents already in receipt of a bursary or on income support, after discussion with the Principal and Assistant Head in respect of trips directly linked to the curriculum. The school may be able to finance other trips beyond the curriculum dependent on budget and value.

Insurance

The group leader will need to ensure that the group has comprehensive travel insurance.

The School's insurance covers most trips in the UK but a check should always be made with Pete Wiseman at the Foundation Office on 0121 472 1147 especially if the level of risk is higher than normal because of the activities involved and based upon the medical conditions of the pupils/staff involved. The school's insurance may not cover pre-existing medical conditions. See **Appendix 5** for the school's insurance policy.

If the trip takes out cover with the tour company the cost of insurance will be passed on to parents as part of the trip.

If the trip requires that pupils are taken in staff cars the driver is responsible for checking that the vehicles are correctly insured, that the driver has a clean license and that parental consent is obtained for such an arrangement.

First Aid provision on educational visits (Policy and Practice)

In practice KEHS staff should proceed as follows:

For adventurous activities, fieldwork, visits abroad or residential visits at least one of the group's teachers should be a fully-trained first-aider. The first-aider would be named on the risk assessment.

For day or evening trips to, for example, the theatre / Study days / London etc. it may not always be possible to have a member of staff on the trip who has a working knowledge of first aid. In this instance the Group Leader should assess the risks, after discussion with the Assistant Head, and the risk rating would be amended accordingly e.g. there may be adequate first aiders on site at the museum or easy access to the hospital/emergency services so no need for a first aider.

Well in advance of the day, the Group Leader would still see the School Nurse about any Special Medical Needs pupils so that he/she is aware of potential problems and ensure the correct medication is carried such as an EpiPen or inhaler. If, in carrying out a risk assessment for a young person with a special medical need, the member of staff feels it is too great a risk then he/she should discuss the problem with the Assistant Head and Year Coordinator.

In an emergency, if there is no member of staff on the trip who has a working knowledge of first aid, then the Group Leader or another supervisory member of staff would contact the emergency services (if on the way to the venue) or the first aider at the venue as quickly as possible.

First aid should form part of the risk assessment. Before undertaking any off-site activities the group leader should assess what level of first aid might be needed. On all visits the group leader should have a good working knowledge of first aid and ensure that an adequate first aid bag is taken. The level of first aid cover for these trips will be agreed with the Assistant Head. All adults in the group should know how to contact the emergency services.

When addressing first aid issues, considerations should include:

- a person in charge of first aid arrangements;
- a suitably stocked first aid pack. The group leader should obtain this from the School Nurse;
- size of the group and the nature of the activity;
- likely injuries and how effective first aid would be;
- distance to the nearest hospital (if a girl is taken to hospital, she should be accompanied and attended until the parent or guardian arrives or procedures agreed with parents).

Contacts

For day trips the School Office is the first point of contact. They should have all the necessary information, including a copy of all the documents relating to the trip such as venue, itinerary, group leader contact, names of pupils on the trip. The Assistant Head must also have a copy of this information and is the second point of contact.

If any part of the trip is outside School office hours then an additional named contact (a member of the Leadership team) should be arranged and that person must also have a copy of all the trip information. A **Final Information Sheet (Appendix 6)** will need to be carried by the group leader and a copy will be retained by the Assistant Head summarising trip details including emergency contact information.

Cameras and mobile phones

Due to safeguarding issues, staff should NOT be taking photographs on their own cameras or mobile phones. They should use a department camera or ask to use a school memory card in their camera.

In addition, the school mobile phone and not a personal mobile phone should be the contact number that girls and parents should have for any visit planning. Personal mobile telephone numbers should not be given out. Any numbers stored on the phone do need to be deleted after the visit.

Staff Cover

At least 2 weeks' notice is required by the Cover Supervisor to ensure adequate cover can be put into place if a member of staff is going to be absent. It is the Trip Leader's responsibility to ensure staff assisting on the trip have completed Cover Slips.

Whilst staff assistance on trips is invaluable and a necessary requirement for the trip to function, staff assisting on trips need to be mindful that they are not going on too many trips especially if they have other days out e.g. training courses as their absence will be at the detriment of girls missing classes.

3. Supervision

Ratios

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- sex, age and ability of the group;
- pupils with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- competence of staff, both general and on specific activities;
- requirements of the organisation/location to be visited;
- competence and behaviour of pupils;
- first aid cover.

Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge. This can be amended at the discretion of the Assistant Head and Principal.

In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Where a child/children of a supervisory member of staff will be on the trip the risk assessment should acknowledge the possible conflict of interest. **Staff children that are not pupils of the school/members of the visit party should NOT accompany staff as KEHS insurance will not cover them. Likewise, partners of staff should NOT be attending trips unless prior permission is sought from the Principal. There needs to be a genuine purpose for the partner accompanying any trip.**

Recommendations for suitable ratios for Thirds to U6 pupils:

There should normally be a ratio of 1 to 10 - 20.

ALL VISITS should have a minimum of 2 members of staff in case there are any emergencies so that one member of staff can be left with the remaining pupils.

Depending upon the trip the ratio may only be changed at the discretion of the Assistant Head and Principal e.g. if there's high risk or it's a far off destination

Where there is more than one teacher/supervisor a group leader should be appointed who has authority over the whole group. If more than one school is involved e.g. a joint trip with KES an overall group leader should be agreed by all schools involved and identified to all. This should usually be the person with the most experience in leading such visits.

Where a high pupil:adult ratio is required, it is not always feasible to use school staff alone. Outside staff may be used to supplement the supervision ratio for trips. They should be carefully selected, DBS checked and ideally they should be well known to the school and the pupil group. **NB DBS checks can take up to 3 months.** The teacher in charge should check that any other staff working with students on other sites have had safer recruitment checks (refer to safeguarding policy). There should be no young staff children on the trip as KEHS insurance does not cover children despite the fact that the adult: pupil ratio has been met.

Supervisors' responsibilities

All adult supervisors, including teachers and volunteer helpers, must understand their roles and responsibilities at all times. In particular all supervisors should be aware of any pupils who may require closer supervision. Teachers retain responsibility for the group at all times. To lead an adventure activity, such as canoeing, the group leader and other supervisors must be suitably competent to lead or instruct pupils in the activity, bearing in mind that some pupils may be novices. Competences need to be demonstrated by holding the relevant or recognised qualification.

Remote supervision

The aim of visits for older pupils may be to encourage independence and investigative skills, and some of the time on visits such as trips abroad and fieldwork may not be directly supervised. The group leader should establish during the planning stage of the visit whether the pupils are competent in remote supervision. Contact cards with emergency telephone numbers and details should be given to pupils if there will be remote supervision. Pupils also need to be in a minimum group of 3. The group leader remains responsible for pupils even when not in direct contact with them.

Parents should be told, before the visit, whether any form of remote supervision will take place and should have agreed this part of the visit.

Collection of pupils following trips

When setting out on the journey back to school, staff are advised to ask girls whether their parents know of their expected return time, and to arrange for phone calls home as necessary. Any trips that take place which are not in school time and for when there are no staff in school in case of problems, will require for organising staff to wait with girls until they are collected.

4. Preparing Pupils

Participation

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. Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should clearly understand what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. A lack of control and discipline can be a major cause of accidents. Pupils should also be told of any potential dangers and how they should act to ensure their own safety and that of others. The group leader should ensure that the pupils are capable of undertaking the proposed activity. Pupils should be encouraged to take on challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear.

Pupils, whose behaviour is such that the group leader is concerned for their safety, or for that of others, should be withdrawn from the activity.

Equal opportunities

All young people should be encouraged to participate in as wide a range of activities as possible. Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc.

Information to pupils

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

Pupils should understand:

- the aims and objectives of the visit/activity;
- the background information about the place to be visited;
- relevant culture and customs;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils;
- who is responsible for the group;
- what to do if approached by anyone from outside the group;
- rendezvous procedures;
- what to do if separated from the group;
- emergency procedures.

If at any time there is a change in the planned schedule new activities should be assessed and pupils provided with the appropriate information.

Preparing pupils for remote supervision

During any time that remote supervision takes place the group leader must ensure that pupils are aware of the ground rules and are adequately equipped to be on their own in a group. The size of each group should also be considered (usually a minimum of 3). As a minimum, pupils should have the following:

- telephone numbers and emergency contacts if lost (make a contact card for pupils);
- mobile phone;
- money;
- maps and plans and any other information for them to act effectively;
- location of local telephones and the appropriate coins;
- knowledge of how to summon help;
- knowledge of out of bounds areas or activities;
- means of identity and a rendezvous point.

It is important that pupils are told not to go off on their own, are given clear instructions about permitted remote supervised activities and understand and accept the ground rules.

Transport and pupils

Pupils using transport on a visit should be made aware of the basic safety rules.

Coach

Do not rush towards transport when it arrives
Wear your seatbelt and stay seated
Bags must not block aisles
Never try to get on or off moving transport
Never lean out or throw things from the window of a vehicle;
Never tamper with any of the vehicle's equipment or controls;
If you feel unwell tell a teacher or supervisor.
Never kneel or stand on seats
Never distract the driver
Be careful crossing the road after leaving the vehicle, especially in a foreign country with traffic moving in a different direction
Listen to the instructions given by the driver
All litter should be placed in the bin bags provided

Train

No leaning out of any windows
Stay in seats unless going to the buffet car or toilet
Place all litter in the bags provided
Do not block the aisle with bags

Ferry

Be aware of the designated seating area
Pupils must be in groups of at least 3
Know the location of the information office / school staff
Listen to the emergency procedure

Plane

Sit in the exact seat allocated
Place all hand luggage in the overhead storage cabins or under the seat in front
Do not block the aisle
Listen to the emergency procedure
The group leader should ensure that pupils know what to do if they miss the scheduled departure time.

Taxi and private car

Do not rush towards the taxi when it arrives
Wear your seatbelt and stay seated
Bags must not block aisles
Never try to get on or off moving transport
Never lean out or throw things from the window of a vehicle;
Never tamper with any of the vehicle's equipment or controls;
If you feel unwell tell a teacher or supervisor.
Never kneel or stand on seats
Never distract the driver
Be careful crossing the road after leaving the taxi, especially in a foreign country with traffic moving in a different direction
Listen to any instructions given by the driver

Minibus

Wear your seatbelt and stay seated
Bags must not block aisles
Ensure the door is securely locked
Never try to get on or off moving transport
Never lean out or throw things from the window of a vehicle;
Never tamper with any of the vehicle's equipment or controls;
If you feel unwell tell a teacher or supervisor.
Never kneel or stand on seats
Never distract the driver
Be careful crossing the road after leaving the vehicle, especially in a foreign country with traffic moving in a different direction
Listen to the instructions given by the driver
All litter should be placed in the bin bags provided

Minibuses are usually hired for use by smaller groups participating in activities such as Sixth Form Geography and Biology field trips and sports fixtures. The following procedure must be carried out if minibuses are to be driven by members of staff:

- a. Fully comprehensive insurance should be arranged, preferably through a recognised broker or insurance company. If insurance is being arranged through the Hirer, request a copy of the cover well in advance of when the vehicle is required to enable details to be checked.
- b. The minibuses must be hired from a reputable firm who are able to guarantee their roadworthiness. Minibuses with MORE than 16 passenger seats MUST NOT be hired.
- c. A permit, issued under Section 19 of the Transport Act 1985 must be displayed on the inside of the windscreen of any hired minibus, so that it can easily be seen from outside the vehicle, but does not obstruct the driver's view of the road. The school has three permits, which means that a maximum of three vehicles can be hired at any one time. Permits are to be removed from the vehicle at the end of the hire period. Buses carrying children to and from school are required to display a yellow reflective sign showing two children in silhouette.
- d. The minibus should carry a fire extinguisher and First Aid Kit.
- e. Drivers who must be 21 years of age or over (NB must be 23 if borrowing any of the Foundation vehicles) should hold a full driving licence which covers them to drive such a vehicle. Such licences must be inspected by the Principal and any material facts relating to driving convictions should be reported to the vehicle's insurer. Similarly, any relevant health facts must also be reported.
- f. A mobile telephone is to be carried in all minibuses to cover emergency situations where possible.
- g. All staff drivers must have participated in the ROSPA Minibus Training Course, or equivalent training.
- h. Drivers should have read and be aware of the Code of Practice booklet 'Minibus Safety' issued by ROSPA which is available in school. In particular, specific advice on the use of seat belts which states that children, under the age of 14 years, are the driver's responsibility to ensure that they are wearing seat belts.
- i. Volunteer drivers who are driving in addition to their normal duties need to be aware of the following recommended driver hours.

Table 1 Recommended Driver Hours for Volunteer Drivers		
	Driving Only	Driving + Other Work
Maximum Length of Working Day	13 hours	10 hours
Of which spent Driving	9 hours	4 hours
Maximum Time Driving without a break	2 hours	2 hours
Minimum Length of Break	15 minutes*	15 minutes*
Daily Rest Period	11 hours	11 hours

* After 4½ hours of driving, the accumulated length of breaks from driving should be at least 45 minutes. (The above Table is from the ROSPA 'Minibus Safety' booklet).

Pupils with special educational and medical needs

All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures. Summary sheets that have been completed at the start of the year are available from Trudy Edwards and should be held by all teachers containing details of each pupil's needs and any other relevant information provided by the parents. If the pupil's safety cannot be guaranteed, it may be appropriate to ask for additional help to accompany a particular pupil. The group leader should discuss the pupil's needs with the parents.

If teachers are concerned about whether they can provide for a pupil's safety or the safety of other pupils on the trip because of a medical condition, they should seek extra advice from the School Nurse, Year Coordinator or further information from the pupil's parents. Off-site visits may pose additional difficulties for a pupil with special needs or a medical condition. The following factors should be taken into consideration:

- Is the pupil capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the pupil to participate at a suitable level?
- Will additional/different resources be necessary?
- Is the pupil able to understand and follow instructions?
- Will additional supervision be necessary?

5.Communicating with parents

Parents should be informed in writing of any off-site activity or visit. The only exception to this is where students are involved in a regular activity such as sport e.g. team players where initial consent would have been obtained at the start of the academic year.

Information to Parents

The **Trip Letter** does need to be approved by the Principal. It must only go to the Principal once the Assistant Head has approved of the **Risk Assessment** and approved the School Visit Request form. The trip leader must ask Adam Smith to send out all trip letters so that a copy is also kept on the website for parents to access in case they have not received the original information. For day trips the letter to parents should contain:

Name of group leader (and, if possible, of other staff and of other accompanying adults)
Date and purpose of the visit;
Times of departure and return - for some trips parents must have agreed to meet their daughter on return;
The location where the pupils will be collected and returned;
Modes of travel including the name of any travel company;
The size of the group and the level of supervision, including any times when remote supervision may take place;
Cost and what it covers including a payment plan (if applicable);
Details of the activities planned and of how the assessed risks will be managed (do put in the phrase '*subject to reasonable variation*')
Clothing and equipment to be taken;
Money to be taken;
Plan B information as necessary.

If a sixth form trip, reminder that students may not give lifts unless parental consent has been given. (See **Appendix 7**)

Parental consent

Group leaders must seek consent for all visits.

Detailed proposals must be made *well in advance for the following*:

- Adventure activities
- Remote supervision

If parents withhold or fail to give consent absolutely the pupil should not be taken on the visit.

Medical consent

On the **annual day off-site visit consent slip**, parents are asked to agree to the pupil's receiving emergency treatment including anaesthetic, as considered necessary by the medical authorities. The group leader must make every effort to contact parents when there is such an emergency. If parents do not agree to this it may be necessary to withdraw the child from the visit - given the added responsibility this would mean for the group leader, the group leader must consult with the Assistant Head in such cases. *Trip Consent forms including medical and contact information MUST be taken by the trip leader on the visit in case there is an urgent need to use the information.*

Other consent - Use of private vehicle

Parental consent should be obtained if pupils are to be carried in a teacher's private vehicle. The teacher **MUST** have business insurance. It is KEHS policy that no pupil may transport another while engaged in any form of school activity or during the day unless consent has been received by the Head of Sixth form (See **Appendix 7**).

6. Transport

Planning

The group leader must give careful thought to planning transport. The main factors to consider include:

- Passenger safety;
- A tour operator should be used if possible and practical;
- Coaches and buses must only be hired from a reputable company with adequate insurance;
- Booking transport - the group leader should arrange for seats to be booked well in advance to ensure that the party can travel together;
- The competence and training of the driver to drive the proposed vehicle, whether the driver holds the appropriate valid licence and is adequately insured (especially if driving a minibus);
- Distance, number of driving hours required for the journey and length of the driver's day (including non-driving hours);
- Capacity and experience of the driver to maintain concentration - whether more than one driver is needed to avoid driver fatigue;
- Type of journey - will it be local or will it include long distance driving or motorways?
- Traffic conditions;
- Arrangements in case of breakdown or emergency;
- Weather;
- Stopping points for toilet and refreshments on long journeys;

Supervision

- The driver is responsible for the vehicle during the visit.
- Seat belts: All minibuses and coaches must be fitted with a seat belt for each child.
- The level of supervision necessary should be considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including maintaining good discipline. The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a group of older pupils are being taken on a short journey with parental permission
- All group members should be made aware of the position of emergency exits and first-aid and fire equipment.

Factors that the group leader should consider when planning supervision on transport include:

- Level of supervision needed on double decker buses/coaches - one supervisor on each deck as a minimum.
- Safety when crossing roads as part of the journey. The group leader should ensure that pedestrian crossings and traffic lights or footbridges and subways are used to cross roads whenever possible.

-
- Safety on buses, trains, ferries and boats - the group leader should make clear to pupils how much or little freedom they have to 'roam'. Misbehavior is a main cause of accidents to children on such means of transport. Appropriate supervision and discipline should be maintained at all times. Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed;
 - Safety of pupils at pick-up and drop-off points when getting on or off transport.
 - Safety while on stops or rests during the journey;
 - Safety of the group in the event of an accident or breakdown - the group should remain under direct supervision of the group leader or other teachers wherever possible;
 - Head counts by the group leader and at least one other supervisor or delegated teacher should always be carried out when the group is getting off or onto transport;
 - Responsibility for checking that seat belts are fastened at all times during travel lies with the group leader;
 - Travel sickness tablets should only be administered to a pupil with previous authorisation from the parents;
 - Non-teacher drivers have been DBS checked.

Private cars

No teacher can be asked to transport children. Teachers do so entirely from their own kindness and at their own risk. They must have adequate insurance and gain permission off parents beforehand. Teachers are not allowed to charge the students if they transport them in their own vehicle.

If staff are planning to transport children or colleagues (occasionally) in their own cars they must be aware of their legal responsibility for the safety of the pupils in their cars.

They must ensure that the vehicle is roadworthy (MOTd, taxed and in good working order), and that they have the appropriate clean driving license.

The insurance cover should be for social, domestic and business use. It is the responsibility of the teacher to ensure that the insurance company is aware of the specific activity (namely carrying pupils/colleagues). For their own protection colleagues may wish to receive written confirmation of this cover before taking pupils in their car rather than relying on a telephone conversation.

All drivers are responsible for making sure that pupils have a seat belt and use it at all times.

Vehicles without seat belts should not be used.

The letter to the parents must state clearly that the pupil(s) will be travelling with a member of staff in his/her private car/another parent's car and that the relevant insurance is held to cover business use. Written parental consent must be obtained.

The School does not encourage the use of parents to transport other children. If parents offer to help transport pupils in their own cars it is their responsibility to ensure that the car is roadworthy and that they have the appropriate license and insurance cover, for carrying the pupils. Whenever this occurs it must be made clear to the parent who is driving and to the parent of the child who is being transported that this is done at his/her own risk. Separate arrangements may however be made under the D of E scheme.

It is KEHS policy that students may not transport other pupils unless permission has been gained as any part of school business (Refer to **Appendix 7**).

7. Joint trips and visits

Protocol for joint trips and visits

If you are organising a residential or day trip where there are members of both the Boys' and Girls' School taking part it is crucial that appropriate permission is sought and that all the relevant personnel are informed.

The following should be helpful:

- The Heads of Department/Group Leader(s) must have an initial meeting to discuss the proposed visit.
- They must agree between themselves who is to be the named group leader; this person will take overall responsibility for ensuring that the established trips and visits procedure is followed.
- Permission must be obtained from the Assistant Head.
- The group leader should use his/her own school's system and paperwork for all the students taking part.
- The group leader remains responsible for the whole trip including the production of the risk assessment.

Leaving information about the trip:

For day trips details of the trip should be left in both the Boys' and Girls' School Offices and with the Assistant Head.

School contacts should also be arranged on both sides.

For residential trips full details of the trip must be left in the school office/with the school contact(s) of both schools and with the Assistant Head.

In addition, the other school must receive duplicate copies of all the details and items relating to that school.

8. Emergency procedures during a visit

In the event of an emergency or critical incident the procedures detailed will be followed by staff; this includes controlling the use of mobile phones. In taking such action staff will be mindful of the need to give parents swift and accurate information as a priority.

ACTION SHEET

Staff involved at the scene of a crisis

1. If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible
- Ensure that all the group are safe and remain looked after
- Establish the names of any casualties and get immediate medical attention / contact the emergency services (if applicable)
- Ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together
- Notify the police
- Ensure that all group members are following the emergency procedures and the roles allocated to them - revise procedures and re-allocate roles as necessary
- Inform the school contact person, (in the event of a serious emergency, the Principal), and provider/tour operator (as appropriate). The school contact number should be accessible at all times during the visit.
- Explain the situation and give as much information as possible.
- nature of incident - what exactly has taken place
- date and time incident occurred exact location of incident names of casualties, including staff & details of injuries / deaths (if applicable)
- names of others involved so that parents can be reassured
- what action has already been taken so far
- action yet to be taken (and by whom)
- who is coordinating the response on the ground (police, ambulance etc.) and their telephone contact number(s)
- any other emergency contact number(s)
- contact numbers of any other organisations involved e.g. travel firms, other schools etc
- ascertain phone numbers for future calls; try not to rely solely on mobile phones.
- control the use of mobile phones by pupils.

2. Request any additional assistance required.

3. Respond to instructions of the emergency services/school instructions.

4. No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Refer any enquiries to the nominated media & communications spokesperson within the school.

5. Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence

6. Keep a written account of all events, times and contacts after the incident

7. No one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the Principal

8. Keep receipts for any expenses incurred - insurers will require these

The information below will normally be dealt with by the school. Please be advised however that if you cannot reach the school contact the group leader / designated staff will have to do the following:

- Notify parents, providing as full account of the incident as possible
- Notify insurers, especially if medical assistance is required
- Contact the Bursar or Assistant Bursar
- Notify the British Consulate/Embassy if an emergency occurs abroad
- Complete an accident report form as soon as possible.
- Deal with all media enquiries

Depending upon the nature of the incident where there is mutual agreement between the school contact and the group leader at the site, the group leader might take over some of the roles and responsibilities that are usually assigned to the contact at school.

9. Final checklist for all visits

It is important that you refer to **Appendix 8** to ensure you have covered all the requirements of visit planning.

Extra guidance for residential trips, trips abroad and trips requiring particular expertise and special consideration

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Legal requirement

Residential visits in the UK will require greater considerations on issues such as staff to pupil ratios, security (especially at night time), arrangements and facilities for mixed groups, emergency procedures etc.

For residential visits abroad further considerations such as differences in language, custom and legislation will be needed. Dependent on the destination, issues relating to weather, hygiene, food, diseases, services (emergency and otherwise) may pose additional risks.

Residential visits involving higher risk category adventure activities, such as climbing, skiing, trekking and water sports for example will require detailed arrangements and specialist skills and training.

Preparation for the visit

Initial permission from the Assistant Head

Obtain initial permission for the visit to take place from the Assistant Head by completing a **School Visit Request Form (Appendix 3)**.

Include details of: Staff involved and staffing numbers (at least one adult per 10 pupils and at least two adults should be teachers). Some trips may require a ratio of 1:8, for example, for Adventure Activities.

Ratios should always be checked/confirmed at the outset with the Assistant Head and especially where the trip involves adventure activities (caving, climbing, trekking, water sports) or where the child/children of a supervisory member of staff will be a member(s) the trip. Staff children who are not part of the school visit party are not covered by KEHS insurance and so should not travel on the trip.

With residential visits, with an all-female group, at least one member of the party **MUST** be female.

Decide when/if an exploratory visit will take place.

The agreed proposal form will be discussed with the Assistant Head and Principal. At this stage you may not have all the girls names; if not please give, for example, an indication of the eligible students or other information.

Travel companies

A check should be made that the travel company the school plans to use is duly bonded (i.e. it is a member of one of the seven bodies approved by the DTI for this purpose: Association of British Travel Agents (ABTA); FTO Trust Fund Ltd; Association of Independent Tour Operators Trust Ltd (AITOT); Passenger Shipping Association Ltd (PSA); Association of Bonded Travel Organizers Trust Ltd (ABTOT); and Yacht Charter Association.

If possible, serious consideration should be given to using a company which is recommended by the school through Jenny Butterworth (Assistant Bursar) or use the website www.educationaltravel.org.uk and <http://www.schooltravelforum.com/planavisit.pdf>.

In addition:

- Do not necessarily go for the cheapest
- Choose a reputable and long-established company
- Before booking the group leader should obtain written or documentary assurance that providers such as the tour operators have themselves assessed the risks and have appropriate safety measures in place.

Organising your own tour: The Package Travel, Package Holidays and Package Tours Regulations (SI 1992 No 3288) impose significant obligations on the holiday organisers/retailers. These may affect school trips.

The group leader should consider the following:

- the group should ideally have adjoining rooms with teacher's quarters next to pupils - the leader should obtain a floor plan of the rooms reserved for the group's use in advance;
- there must be at least one teacher from each sex for mixed groups, if only girls then there should be **AT LEAST one female member of staff**;
- there must be separate male and female sleeping/bathroom facilities for pupils and adults;
- the immediate accommodation area should be exclusively for the group's use;
- ensure that there is appropriate and safe heating and ventilation;
- ensure that the whole group are aware of the lay-out of the accommodation, its fire precautions/exits (are instructions in English or otherwise clear?), its regulations and routine, and that everyone can identify key personnel;
- security arrangements - where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors;
- the manager of the accommodation should be asked for assurances that the staff, including temporary workers, have been checked as suitable for work with young people;
- locks on doors should work in the group's rooms but appropriate access should be available to teachers at all times;
- there should be drying facilities;
- there should be adequate space for storing clothes, luggage, equipment etc, and for the safe keeping of valuables;
- adequate lighting - it is advisable to bring a torch;
- there should be provision for those with special or medical needs and those who fall sick;
- balconies should be stable, windows secure, and electrical connections safe;
- where possible pupils should not be lodged in ground floor rooms;
- the fire alarm must be audible throughout the accommodation;
- there should be recreational accommodation/facilities for the group;
- the hotel/hostel should be able to meet any particular cultural or religious needs of the group;
- there should be an appropriate number of group supervisors on standby duty during the night.

Before booking a hostel/hotel abroad, the group leader should confirm it has fire exits and lifts with inner doors and that it meets local regulations. After arrival at any accommodation it is advisable to carry out a fire drill as soon as possible.

Provisional booking and insurance

Make a provisional booking for the transport and accommodation. Tour operators will usually retain a provisional booking for up to two weeks with no liability.

Check the insurance cover very carefully and discuss with Pete Wiseman from the Foundation Office 0121 472 1147 if you have any doubts. We have insurance cover with AonProtect – ACE Europe, Policy Number 14-PAT-0000000259

Staff taking a trip abroad should obtain a copy of the insurance policy from the Foundation Office (**Appendix 5**) and note its contents.

Travel cover is provided under the Schools' own policy. Full details are available to parents upon request including a copy of the policy. However, parents should note that as a general rule pre-existing conditions are not covered in the event of cancellation, curtailment etc.

It is therefore important to flag up to parents that it is their responsibility to satisfy themselves that the insurance provided is adequate but that if they wish to take out cover for pre-existing conditions they will have to do so privately.

If a girl has a pre-existing medical condition and goes on the trip, the school insurance would not cover the cost of medical treatment if the medical incident was related to the pre-existing condition.

E.g. If she went on the trip with an egg allergy which was not under control and had to be hospitalized following a reaction then they would not be covered. If on the other hand she broke her leg that would be covered.

If in any doubt at all the matter should be referred to Pete Wiseman at the Foundation Office.

As soon as possible discuss issues (with the trip provider/hotel) relating to the expected accommodation and with special regard to the provision of rooms 'together' so that no pupils are isolated from the main group either within the same building or in a separate building altogether. It is useful to obtain a layout plan for the site in general and the various floors/rooms of the relevant buildings.

Costing

In addition to accommodation, transport and insurance, include any extra trips, entrance fees, possible surcharges, food and reasonable staff costs.

Some free staff places will be offered but these vary.

It is useful to overestimate costs by up to about £10 per student to finance an Emergency Fund - it is better to be able to refund money at the end of the trip rather than having to ask for more.

Ensure that you advertise equally the visit to pupils in the eligible year groups.

Give as much information as is possible at this stage, (e.g. Passport requirements, EHIC cards, airport security/prescribed medication in hand baggage information)

On the sheet set a deadline for the return of the form showing that the parents accept your offer to take the pupil on the trip.

N.B. Ask for a substantial deposit e.g. 10% of the final sum to ensure a firm commitment and state that it is non-returnable. Deposits will be refunded if there is insufficient interest in the trip but not if the first payment has been made to the tour operator and the amount cannot be recovered. Consideration of the arrangements will be given to another pupil taking the place of a pupil unable to attend but this may still necessitate some loss of paid monies and is not guaranteed.

Make it clear that students will not be taken if their behaviour is unacceptable or unsafe in the interval before the trip takes place.

Parents/Guardians should be advised of how and when payments should be made, e.g. instalments or a lump sum. Staff should avoid late payments as this can lead to last minute difficulties. Jenny Butterworth will collect all monies and keep a record of payments outstanding.

When the deposits and acceptance forms have been collected in, consult accompanying staff about the final composition of the party. Staff do not have to take all who apply - anyone who may be considered too great a responsibility may be excluded but only by the Principal. Ensure that a list of girls is shown to HOYs and any problems discussed with the Assistant Head. At this point a list of girls (and any reserves) who are included in the party should be displayed on the Staff notice board. Trip details and a pupil list should also go to Jenny Butterworth so that payment can be collected.

Booking with Tour Operator

Make a firm booking and forward the first payment/deposit to the tour operator. (Circumstances may mean that this has already been done at this stage.)

Prepare a checklist of all important dates and ensure that all payments to the tour operator are made promptly.

Keep photocopies of all correspondence. N.B. Keep all the original documents, especially the payment of the final balance as Insurers do not accept copies if a claim has to be made.

Inform parents concerned of their daughter's inclusion in the party.

Repeat the instructions on the method and dates of payment.

Documentation

Passports

- The group leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning for the trip.
- The entry requirements for the country you are visiting should be checked carefully. Usually members of the party should hold UK passports that are endorsed British Citizen or possibly some other endorsement which is acceptable to the country you are visiting. Other UK passport holders may require a visa and a passport valid at least six months beyond the visa expiry date. It is important to check the inside of each British passport as they all look the same from the outside!
- For long haul trips the passports must include at least the required number of months remaining before the expiry date.
- At least one photocopy of each passport should be taken for emergency use.
- ID may well be required by the students in a foreign country to obtain reduced entry into sites/museums etc. (e.g. in Italy this is required by law). If this is the case two photocopies should be obtained so that the students can carry one with them for ID purposes.

EHIC cards for travel in Europe

- The group leader should ensure that all members of the group have a valid EHIC card if travelling in Europe. Give guidance to parents who may not know what these are or how they are obtained. Warn parents that they must apply for them as soon as possible to avoid a last minute panic. Ask for these to be handed in for photocopying. At the group leader's discretion the students may be allowed to carry their own card on their person whilst abroad; in this instance the photocopies would be retained by the group leader. Otherwise the student carries the photocopy with the group leader holding the original card.
- Children not born in the UK or other EU country may not be entitled to reciprocal health care in the EU countries. In this instance the parents must obtain additional medical insurance. Is a visa waiver required from the British Council? Do you need to complete a listoftravellers.britishcouncil.org?
- The group leader should ensure that he/she has sufficient travellers cheques/cash to use as an emergency fund.

Hand baggage restrictions and prescribed medicines

Increased security at airports has meant that there are restrictions in place as to what can be carried in hand baggage; these may well change. The group leader should check the latest information and pass this on to the parents and students at the earliest opportunity.

In particular at the time of writing all prescribed medication (e.g. Epipens, liquid medication) needs authentication; in practice this means that the student must obtain a signed letter from her doctor as to what the medicines are. In the group leader's original communication it should be made clear that it is the parents' responsibility to obtain the necessary documentation.

Collect other information required

Particular information e.g. shoe size for hire of ski boots
Passport photograph

Meeting date with parents

Arrange meetings prior to the visit for parents and pupils to be informed of the organisational details showing slides/videos from previous visits if available. It is important that parents are able to meet the staff who will be accompanying their daughters on the visit. In addition give information regarding time differences, weather predictions, electrical equipment, local customs, dress codes, historical information, how to use telephones abroad, postage, luggage restrictions, what to do if there is a problem. Point out any potential hazards. Valuable personal items should not be taken. The situation regarding First Aid and medical treatment should be explained to parents. Either ask each pupil to prepare her own identity card (using a standard blank card) or produce an identity card for each student giving her:

- Name
- Home address and telephone number
- School telephone number
- Name, address and telephone number of hotel / destination.
- Name, address and contact of most local emergency services and police in the area they are visiting
- Group leader's name and duty contact's phone number(s)

First Aid Kit

Inform the School Nurse of your destination and dates so that appropriate First Aid kits can be prepared for your visit. Check with the School Nurse what items should / should not be included in the kit and submit names of pupils going on the trip so appropriate kit can be taken for their needs.

Money

All party members will require some local currency and travellers' cheques and should make arrangements accordingly.

Pay the final balance according to the contract with the tour operator. You may be required to give full names, ages, sex and passport details of each member of the party.

Convert any remaining money in the account into travellers' cheques or cash for use as the emergency fund. Give the Assistant Bursar plenty of warning (3 weeks) that you require foreign currency, cheques or cash.

Parent letter and consent

Nearer to the actual departure date you will need to send out a letter which gives detailed information as shown below along with the Parental Consent Form.

All letters sent to parents must be approved by the Principal. The letter must not go out until the Risk Assessment has been approved!

Parents should be given details of the trip including:

- Dates of the visit;
- Visit's objectives;
- Times of departure and return - parents must have agreed to meet their child on return;
- The location where the pupils will be collected and returned;
- Modes of travel including the name of the travel company, the address and telephone number (including flight/sailing times, specific departure point information e.g. the airport and terminal, the flight number if known);
- The size of the group and the level of supervision, including any times when remote supervision may take place e.g. shopping;
- Details of accommodation with security and supervisory arrangements on site;
- Details of provision for special educational or medical needs;
- Procedures for pupils who become ill;
- Names of leader, of other staff and of other accompanying adults;
- Details of the activities planned and of how the assessed risks will be managed;
- Standards of behaviour expected in respect of, for example, no alcohol, no smoking and all school codes stay in force:
- What pupils should not take on the visit or bring back;
- Details of insurance taken out for the group as a whole, and whether parents need to arrange additional cover - provide a copy of the insurance;
- Clothing and equipment to be taken;
- Money to be taken;
- Consent form;
- On exchange visits, the details of the host families;
- Details on the cost of the visit including methods and deadlines for payments;
- Itinerary giving details of what the students will be doing;
- Contact Information;
- Telephone line for return;
- Emergency procedures.

Parental Consent Form

Without this form the pupil should not be taken on the visit. These should be held by the Data Manager. Single parents will be presumed to have obtained the consent of either the absent parent or the court. NB A child who is subject to a Court Order may not be removed from the jurisdiction of the Court e.g. taken out of the country.

The consent forms request:

- medical information including allergies
- emergency contact telephone numbers
- GP name address and telephone number
- Details of any required medication and parental consent for staff to administer
- Special dietary requirements
- a declaration to be signed by the parent(s) giving consent for their daughter to take part in the trip as described
- authorization in advance by parents for emergency treatment of their daughter
- agreement that misbehavior could result in pupil being sent home at parents' expense

It is KEHS policy that no pupil under the age of 18 or aged 18 is allowed to buy or consume alcohol at all on any school trip or visit.

In signing the consent form, parents are giving permission for their daughter to take part in the trip as described in the information sheet/letter.

The group leader should use the signed form to discuss any special medical needs with the School Nurse.

The consent forms should be taken on the trip by the group leader and the additional supervisory staff should be aware of them.

All trip documentation should be left with the School office and also the Assistant Head prior to departure.

Briefing meeting for parents

At the briefing meeting inform parents of the final arrangements; much of the following may be confirmation of information already given:

- Name, address and telephone number of the travel company
- Travel details
- date of departure
- time of arrival at school or meeting point on day of departure
- time of departure from school or other meeting point
- method(s) of transport
- flight / sailing times and departure points
- flight number
- date of arrival back at school / collection point
- time of arrival back at school / meeting point. Parents must have agreed to meet their daughter on return.
- The size of the group and the level of supervision including any times when remote supervision may take place e.g. for shopping.

- Itinerary giving details of what their daughter will be doing. Details of the activities planned and how the assessed risks will be managed.
- Accommodation address and contact telephone number (of the Group Leader/staff on the trip not the School/Home Contact numbers). Details of accommodation and security arrangements on site.
- Names of leader, of other staff and of other accompanying adults
- Emergency contact telephone number for school prior to and during the trip; these will be the School Office, the Hotel and if applicable, the School mobile phone numbers). Group leader may like to contact school upon arrival and ask for a note to go on the school website confirming safe arrival.
- Staff should not publish their personal mobile phone numbers to parents and MUST take the school mobile phone on all trips
- Procedures for pupils who become ill
- Insurance details for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover
- Clothing and equipment to be taken
- Luggage restrictions
- Guide to pocket money requirements
- Extra food advice
- Standards of behaviour expected in respect of, for example alcohol, sexual behaviour, smoking and general group discipline including prohibited items
- What pupils should not take on the visit or bring back
- First Aid facilities - staff will only have a simple First Aid kit provided by school
- The information to be given by parents and what they will/have consent(ed) to.

Pupil checklist

Give pupils a check list of things to take eg.:

- passport,
- camera,
- night clothes,
- sensible footwear,
- travel plug,
- hair dryer,
- appropriate clothing,
- toiletries and towel,
- money,
- guide books,
- travel pills (if permission has been given by parents),
- medication (if appropriate to a specific medical need e.g. EpiPen)
- sun protection - sun cream and sunglasses,
- books,
- packed meals,
- route and map if required,
- spare glasses/contact lenses.

Advise pupils of:

- Basic foreign words where appropriate
- What not to bring back to the UK
- Reminder of appropriate personal and social conduct

Documentation

A KEHS School/Home Contact Information' sheet is provided in the pack (**Appendix 6**) for the purpose of leaving trip information in school.

Copies, giving full details of the visit, should be left as follows:

- one copy in the School office and
- one copy with the staff/home contact who will be the Assistant Head. Check that she is able to act as the contact person. Should the Assistant Head be unable to act as the staff/home contact for the whole period (she may be away for all or part of the duration of the trip) then another school/home contact (usually a senior member of staff) should agree to cover the relevant time slot(s) while the visit is in progress. In this instance a further copy of the documentation should be left with him/her as well.

All group leaders should use this form to ensure that all the relevant information is provided for the School and for the school/home contact(s).

In addition to the sheet the Group Leader should leave:

- Copies of the Parental Consent Forms (giving contact names, addresses and telephone numbers) from all members of the party
- The itinerary
- A list of group members
- Copies of travel documents, insurance documents, medical papers
- Copy of the contract with the hotel/centre if appropriate

If the trip is a joint venture with the Boys' School, the Assistant Head should have details of the boys involved as should Chris Boardman (KES).

If the visit overlaps with school term(s) display the Residential Trip (Staff Board) checklist (giving details of the girls/dates/times) on the notice board and give the Dining Hall information about the number of girls (and their year groups) who will be absent from lunch on the dates concerned.

Risk assessment

The risk assessment should be part of the planning and should be in place before full details of the trip are sent out on the formal sheet/letter so that the information given reflects the control measures that will be in place.

It is advisable for the visit or site specific risk assessment to have a pre-assessed 'Plan B' for contingencies.

Plan B should be risk assessed as part of the original planning process. For example, what is Plan B if the flight is delayed or cancelled or the weather is too bad for the planned skiing, swimming or walking to take place?

Plan B should be in place to ensure that alternative activities do not take place on a whim without parental permission.

Ensure that the final risk assessment, showing the control measures and arrangements for the trip, are gone through with all relevant staff.

Ongoing risk assessment involves the group leader or other responsible adult reassessing risks while the visit is taking place and as the need arises. Risks may need to be reassessed in the light of changing weather, tiredness, illness or emergency for example.

The group leader should review the location risk assessment and amend it if the original expectations and predicted controls and facilities are not accurate or do not reflect fully the requirements of everyone.

Ultimately the group leader must be satisfied that additional controls are not needed in order to maintain an acceptable risk level; if not, then additional controls should be added.

Staff checklist

- List of names of party members (copies to each accompanying member of staff)
- Personal money
- Cash/Travellers cheques.
(Well in advance you should discuss finance requirements e.g. emergency cash, cash for activities not already paid with the Assistant Bursar and then make the arrangements accordingly)
- Passport and tickets
- KEHS School/Home Contact Information' which includes:
Hotel address and telephone number
Emergency addresses and telephone numbers (copies to each of accompanying staff)
Emergency contacts' telephone number
Tour operator's telephone number
- Copies of correspondence with tour company and other organizations
- Copies of all literature sent to parents
- Pupil passport details
- Passport photographs
- Identity cards
- The original Parental Consent forms
- First Aid kits
- EHIC cards
- Tour brochure
- Booking conditions
- Insurance details
- Maps
- Guide books
- Any necessary equipment

Before Departure

- Check that the list of Staff and pupils is accurate. Amend it if necessary correcting the final list of members of the party and leave with the Assistant Head and the school office.
- Check that pupils have brought current passports if applicable
- Check that the group is complete before setting off.
- At the air or seaport the party is usually given individual tickets or boarding cards. Pupils should stay together until the members of staff agree that sufficient safety guards are in force to make it safe for the girls to be in small groups. The pupils should always know where members of staff are available.
- When the party has to go through any official check the party leader should go through first to count through the pupils and at least one colleague should go through last to collect any stragglers.
- Ensure that the behaviour of each member of the group cannot cause offence to any other traveller.
- If at all possible rooms should be allocated before departure; if not they must not be given in a public place such as a hotel lobby, a private area must be used to avoid room details being made known to any members of the public.

On arrival

- When the rooms have been allocated, keep a list for checking in at night, and so that you and other staff know which pupils are occupying the various rooms.
- Ensure that students know which rooms the staff are occupying.
- Inform students of fire regulations and familiarize all with fire escape routes and procedure. Ideally a layout plan showing the fire escape routes will have been obtained before arrival at the accommodation site. All students and staff must know what to do in the event of a fire (accident, security issue, theft, personal attack, power failure - including emergency lighting such as torches etc). Safety arrangements for anyone with a special medical need e.g. mobility problems or certain disabilities must be considered.
- The group leader should satisfy him/herself that members of the group know what the fire alarm sounds like, the fire exit route applicable to them and the muster point where a roll call would be taken.
- Ideally carry out a staged fire drill by walking the route to the muster point.
- Ensure that several roll call lists are available and readily accessible.
- Ask everyone to check their rooms for damage/missing items.
- Staff and students should be alert to dangerous electrical issues e.g. cut wires, scorched plugs/sockets etc as well as other obvious hazards such as tripping and slipping (cables/carpets), precariously positioned items (at ground level or at height), jammed, broken or cracked windows, unstable balconies (if applicable), signs of water damage etc.
- If applicable, check the guests' kitchen area for electrical health and safety issues.
- A complete list - including missing items/damage - should be given to the Hotel Manager immediately.
- Inform pupils of any specific rules or dangers e.g. smoking, alcohol, drugs, 'red light' district etc.
- Remind pupils to carry their identification cards at all times. It is sensible to ask students to carry a prepared note in the relevant foreign language, if applicable, for use if they get lost asking the reader to help them find the meeting point/hotel or to direct them to the nearest police station. The name, address and telephone number of the hotel/hostel should be recorded together with the group leader's name.

- Emphasize the need to stay in groups of at least four when out unsupervised. (In the event of an emergency one should stay with the casualty and two to seek help). Correct change should be taken in case an emergency telephone call has to be made. A member of staff must be available all evening in the hotel/hostel to deal with any emergency. Students should sign out and in on return as well as reporting to the designated member of staff, if the reason for leaving was on the parents' consent letter and has been fully risk assessed.
- Attendance at meals should be compulsory. Meals are often the only occasions when information and instructions can be given.
- Encourage students to keep to their rooms as tidy as possible and not leave valuables lying around. Any broken appliances or accidental damage should be reported immediately to the leader of the party.
- Spare cash/valuables can usually be stored in the hotel safe if necessary especially if a safe is not in the room.

During the trip

- Each member of staff should carry a list of students' names throughout the expedition. Regular counts must be made throughout the visit at appropriate times, especially before or continuing the journey. The group leader must ensure that all members of the group know what to do if there is a problem. The group leader and supervisors should know where the nearest British Embassy or Consulate is located and the telephone number.
- Staff should have in their possession the emergency contact slips for all members of the group and the School's emergency contact numbers.
- Staff leaders must give clear guidelines to all pupils about appropriate behaviour on the expedition. All accompanying staff must be aware of these guidelines and ensure that all pupils follow them.
- All members of staff must issue clear and frequent verbal warnings about potential hazards during the visit / trip.
- On coaches, staff should sit at the front and midway. The person sitting next to an emergency exit must be strong enough to open it.
- One First Aid kit should be left on the coach and one taken into the hotel.
- Reminders should be given about the use of sun protection cream, sun hats and sunglasses if appropriate. In warm climates it might also be necessary to check that no member of the group is in danger of becoming dehydrated.
- Referring to the risk assessment, staff should ensure that the control measures are in place and adhered to. Ongoing risk assessments should be made if necessary.

On return

- Return passports and EHIC cards to students.
- Wait until pupils have been collected by their parents if outside school hours.
- Telephone the home contact to confirm the group's safe arrival.
- Report to the Assistant Head and HOY mentioning any necessary matters e.g. accident / misbehaviour.
- Return First Aid kits to Medical Room.
- Write thank you letters as appropriate.
- Gain feedback from students / parents.
- Write to the tour operator thanking them and stating any pertinent matters.
- Submit any insurance claims.
- Write notes for use by yourself / others on future trips and give a copy to the Assistant Head

- Distribute any refunds to parents (obtain signed receipts) and prepare a written financial statement for the Assistant Bursar
- A reunion for students and their parents - if appropriate - is appreciated.
- The Group Leader should carry out an evaluation as soon as possible after returning. This should be written and retained for future reference. Risk assessments should be similarly amended for future use, if necessary. Include any issues which arose that were not originally considered, even if such issues did not result in any problems at the time (but they may do so on the next occasion).

Exchange visits abroad

- These exchanges differ from other visits abroad as pupils spend most of their time with host families and are, therefore, not always under the direct supervision of our staff. Parents must be made aware of the fact that host families might not be aware of or subject to English law and may not uphold the same standards of care.
- The group leader should have a good personal knowledge of the host school and counterpart.
- In the original communication it should be made clear that the School does not undertake to vet host parents or obtain the equivalent of a DBS check. Make it clear that whilst the School will take reasonable measures to ensure that the homes the students will be staying in are safe and secure, no visits are carried out to check them. State that "parents should therefore be aware that there will be the potential for unknown risks."
- The group leader should follow the detailed guidelines for foreign visits.
- Parents, pupils and the host school should be clear about the arrangements for collecting and distributing pupils to families, and for transporting pupils throughout the visit.
- Pupils living with host families should have easy access to their teachers, usually by telephone.
- At least ONE female member of staff needs to accompany an overseas exchange visit
- Parents should be aware that their children living with host families will not always be under direct teacher-supervision.
- During any period of attendance at school abroad responsibility for supervision of foreign exchange partners will be with the host Language Department, and with the accompanying staff from the partner country.
- The Assistant Head should retain a list of all the pupils involved and their host family names and addresses.

Final Checklist for all Visits

Refer to **Appendix 8** to ensure you have covered all the requirements of the visit planning.

Adventure training, Duke of Edinburgh Award trips, Camping and other trips requiring expertise

Residential or non-residential trips that require particular expertise and special consideration.

Additional procedures to those already outlined.

For all activities in this category EXPERIENCED AND FULLY QUALIFIED SUPERVISION IS ESSENTIAL; BUY IN EXPERTISE IF NECESSARY; the supervisor may have to hand over the leader's role to a fully qualified person who oversees the activity. If using commercial or Local Authority outdoor activity centres, ascertain beforehand (in writing) that all instructors to be used by school are fully qualified in the activity they are leading. Has centre been approved for activities it is leading?

Caving

1. Caving within the limits of the Local Cave Leader Level One Award, ie principally horizontal caves with occasional use of safety ropes but no abseiling: 1 qualified instructor plus one assisting adult to 10 pupils.
2. Caving within the limits of the Local Cave Leader Level Two Award, ie climbing and abseiling on pitches less than 18m: 1 qualified instructor to 6 pupils, plus an additional adult with the group.
3. Caving within the limits of the Cave Instructor Award, ie pitches of variable height depending on student experience/ability:
1 qualified instructor to 6 pupils, plus either an additional adult with the group,
or 1 qualified instructor to 3 pupils and another KEHS party caving nearby

Canoeing – FULLY QUALIFIED STAFF ESSENTIAL – BCU, SCA or CANI appropriately qualified coaches. Radio; 1:8 for flat water canoeing, 1:6 on rivers, 1:4 on the sea. Participants should be able to swim (50 yards min.)

Climbing - FULLY QUALIFIED STAFF ESSENTIAL for climbing out of school.

Single Pitch climbing – ratio 1:6, instructor to hold the Single Pitch Award for climbers leading or supervising groups.

Multi Pitch climbing – ratio 1:2, instructor to hold the Mountain Instructor Award.

Winter climbing – ratio 1:2, instructor to hold the Mountain Instructor Certificate

Duke of Edinburgh's Award – The DofE leader has detailed guidance on specific Duke of Edinburgh regulations that apply where appropriate.

Horse Riding/Pony Trekking – Ratio of 1:10 but use should only be made of establishments licensed by the Local Authority and approved by the British Horse Society.

Hats to BSI standard should be worn, together with suitable footwear.

Skiing – 1:10 pupils should not ski without qualified instructors for lessons. Outside ski school lessons, pupils may only ski with members of staff experienced in skiing if parental consent has been obtained beforehand.

Swimming

The appropriate consent must have been obtained in advance of the visit. No swimming is allowed unless:

- There is constant supervision by qualified lifeguards or
- Where the group leader or another adult member of the party has a relevant lifesaving award and is accompanied by an appropriate number of other supervisors - NO PUPIL SHOULD EVER SWIM UNSUPERVISED.

Thirds and above 1 adult to 20 pupils

The group leader should assess the risks and consider a safe supervision level before the activity takes place. One adult should always stay out of the water to supervise from the shore/side of the pool.

If there is a lifeguard/qualified adult, the group leader should:

- Consider local conditions - currents, shelving etc.
- Designate a safe area of water for use by the group
- Realize the dangerous effects of sudden immersions in cold water
- Consider the dangers of paddling, especially for young pupils
- Explain the distress signals
- Supervisors should be able to swim and effect a rescue.

All water activities – Supervisors must be able to swim and effect a rescue. During activities on water, life jackets must always be worn. Participants should be able to swim (50 yards min.)

Walking – A minimum of TWO staff are required to supervise any walking group – one in front and one at the back of the group.

Ratios:

Low level routes and coastal walks 1:10

High level routes 1:10 but ONE member of staff must have the MOUNTAIN WALKING LEADERSHIP CERTIFICATE

Mountains/difficult/isolated terrain 1:6 ONE STAFF WITH MOUNTAIN WALKING LEADERSHIP CERTIFICATE

For winter mountain walks the SCOTTISH WINTER MOUNTAIN LEADERSHIP CERTIFICATE IS NECESSARY (or equivalent).

At the planning stage, the Leader should ensure, by discussion with the Assistant Head whether the trip is classified as high or low level, and is a summer or winter expedition.

Multi activity trips – where a group may be involved in a variety of activities during a trip e.g. skiing etc. then the staff organising the trip must ensure that these guidelines are adhered to:

- Where the instruction is done by a hired-in guide, or ski personnel, staff in charge must hand over the group of girls personally, and not just assume that it will happen.
- Wherever possible, staff should accompany the group throughout the period of instruction, and must be available to deal with any problem or emergency and to take back the group on completion.

- Staff must be satisfied that the organisation or individuals instructing the girls are fully qualified and have a written code of practice, which should include operating procedures for each adventurous activity and which conforms to the relevant national governing body's guidelines.
- The centre should clearly specify when their staff will be responsible for pupil supervision and when the party leader is responsible.

Other potential adventurous activities need approval, and organisers should ensure that such activities are not undertaken without approval or parental consent. This is most likely to occur when an opportunity arises unexpectedly e.g. water skiing.

Games Fixtures

The PE Department have their own detailed guidance on games fixtures.

Details of fixtures are published termly in the School Calendar and will have been covered by the parents giving their consent at the beginning of the academic year for their daughter to participate in fixtures away from school (**See Appendix 2**). If fixtures are arranged subsequently that require special arrangements such as overnight stops additional guidance will apply relating to residential trips. Staff must be insured if transporting pupils to/from fixtures and consent gained from parents. Should a girl be using her own vehicle, separate permission must be attained (**Appendix 7**).

Additional Information

Accurate team lists should be available, both on the south corridor notice boards and duplicate copies lodged in the school office, so that those involved can be identified. Taking girls out of lessons during the week is not common policy, but if necessary the Assistant Head's permission must be obtained in advance, and a list of players must be placed on the staff room noticeboard.

Complete risk assessments for fixtures.

Reviewed June 2017 (to be reviewed June 2018)

The Assistant Head is responsible for the monitoring and review of the Trips and Visits Policy and reports to the Principal.

The implantation and review of the school's Trips and Visits Policy is presented to the Education Committee of the ISGB.

APPENDIX 1

BACKGROUND – The legal position:

- a. **The Principal** is responsible for the internal organisation, management and discipline of the school. In carrying out this duty the Principal must have a code of rules. These must be known must be reasonable and not be beyond the powers of the staff. They must not contravene the existing law of the land, but they can apply outside the school to visits. Parents sign an agreement to abide by the school rules, and staff are legally bound to carry out the directions of the Principal i.e. apply rules.
- b. **Staff have a DUTY OF CARE** to avoid acts or omissions which may have as their probable consequence injury to others. We act, therefore, in accordance with the School Rules and PROFESSIONAL STANDARDS.
- c. **The law of TORT** imposes a duty not to cause or permit harm; there is also a legal duty to shift the loss from the person suffering it to the person responsible for it or allowing it to happen. This means if, as a result of a breach of a legal duty, harm results there is a legal duty to compensate the victim. Tort may be constituted by act or omission – it does not matter if the act was conscious or deliberate – thus it is immaterial whether it would constitute a criminal offence.
- d. **In negligence claims** four main questions are considered:
 - a. was there a duty of care owed to the injured party?
 - b. was there a breach of that duty?
 - c. did the plaintiff suffer loss?
 - d. was that loss a direct and natural consequence of the breach?subsequently:
 - e. did the victim recover?
 - f. did you try to investigate the loss/damage will influence the decision
- e. **THE STANDARD OF CARE** – the key case of Donoghue v Stephenson established the “Neighbour Principle” – “You must take reasonable care to avoid acts or omissions which you can reasonably foresee would be likely to injure your neighbour.” **The general test of one of “reasonable foreseeability”**. A “reasonable member of staff” has a higher degree of care than the ordinary person. You are only liable if a PROBABLE consequence occurs, but it is not necessary to foresee the precise chain of events leading up to an accident. Liability extends to nervous shock – fright.
- f. **“IN LOCO PARENTIS”** describes the extent of the duty of care of staff. Some of the rights and duties of the natural parent have been transferred to the staff to carry out their obligations. Parents delegate their own authority to the staff so far as is necessary for the child’s welfare, and so far as it is reasonable to maintain discipline, both in the interests of the school and (above all) of the individual pupil. A member of staff who takes a party away remains **in loco parentis** throughout the trip; however, staff are only expected to take **appropriate** care – obviously the more demanding or hazardous the trip, and the younger and less able the pupils, the greater the level of care needed.

Case Law – “The duty of school staff is to take such care of his pupils as a careful parent would take of his children.”

APPENDIX 2



**KING EDWARD VI
HIGH SCHOOL FOR GIRLS**

PARENTAL CONSENT FORM FOR DAY OFF SITE ACTIVITIES

Trips taking place during academic year 2017 - 2018

Name of pupil:	Current Form:
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I consent to my daughter being allowed to participate in activities (including travel) organised or supported by the school that are held off the school site.

For activities not involving an overnight stay, no further parental permission will be requested. For other activities, I understand that I will get a letter containing details about the arrangements regarding the activity and will be asked to complete a consent form.

I understand that, while the KEHS staff in charge of a group will take all reasonable care of my daughter, they cannot necessarily be held responsible for any loss or damage of personal property or injury suffered by my daughter arising during the school activity. I further understand that girls will not necessarily be under the continuous and direct supervision and control of KEHS staff for the whole of the time and this includes travel arrangements. For some externally organised events such as lectures, there may be no staff supervision and your daughters will need to organise their own travel.

I acknowledge the need for her to behave responsibly and to follow instructions. Should she fail to do so, I accept responsibility for any costs or expenses (such as returning her to school) which may be incurred as a result.

I agree to my daughter receiving any emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present. I understand that in the event of any emergency, every effort will be made to contact me, and I authorise the school to take whatever measures seem necessary in the best interests of my daughter. I undertake to reimburse the school for any costs or expenses incurred by the school as a result.

I understand that any monies paid for activities may not be refundable if my daughter withdraws from the activity, unless covered by insurance.

Please note that if your daughter is on any medication, up to date medication must be kept in school. When on a visit, it is your daughter's responsibility to carry the correct medication. Staff will not take your daughter on a visit if she does not have the correct medication with her prior to the visit departure.

Signature of Parent/Guardian

Name of Parent/Guardian (in CAPITAL LETTERS)

Date

Single parents will be presumed to have obtained the consent of either the absent parent or the court

*appropriate, any special training, qualifications, First Aid trained staff required
Inform Cover Supervisor ASAP via the green slip - at least 2 weeks' notice is required)*

Mode of transport

Air/coach/train/minibus/taxi/car (staff, girls, parents) <i>If any transport being used involves school pick-up and drop-off, please inform the Porters</i>	
Name of company/travel agent (if known)	
If minibus – number of drivers per vehicle	

Activities

Are there any special hazards involved e.g. skiing, scuba diving, hill walking, canoeing	
Activity ratio staff : pupils	
Qualifications of supervising staff	
Is additional insurance provided and by whom. Check with Pete Wiseman at the Foundation Office	

Authorisation:

Have you read through the Trips and Visits Policy? Signed by staff in charge: Date:
Signed by Assistant Head: Date:
Once preliminary authorisation has been obtained, it is essential that a Risk Assessment be completed and verified by KS. Final details and a letter with full details of the trip, and any Code of Conduct required of the girls can only go to parents if the Risk Assessment has first been approved by KS. The Principal must check any letter before it goes out. The Assistant Bursar will need to amend the letter if monies are to be collected. The letter can then go to parents. Mr Smith will send out the letter so it can also be put on the website.
Confirmation by the Principal: Date:

The Assistant Head to keep one copy and another to be held by the Trip Leader

APPENDIX 4

Risk Assessment and Checklist for Trips and Visits. (Sample Risk Assessments available on the Shared Area).

Aspect

List only hazards which may cause significant harm.

- Consider the phases of the visit in chronological order and what happens in each phase – e.g. assembling, journey, arrival, activities, breaks, re-assembly, return journey, dispersal etc.
- Think about the location, the competence, experience, ratio and relevant qualifications of the supervisory staff, as well as the group's ages, competence, abilities and temperament.
- Think about the quality, suitability and availability of equipment, seasonal conditions, weather and timing.

Is Further Action Necessary?

- What should be reasonably done to minimise/eliminate risk?
- Give priority to risks, which could result in serious harm?
- Bear in mind how to remove the risk completely, try a less risky option or prevent access to the hazard.
- Think about how to reduce exposure to the hazard, either by providing particular clothing or equipment. Organisation of groups or improved staff ratios may help.

NB Plans may not have to be altered – this system is to ensure thorough planning and forethought.

Some General Considerations

- Levels of responsibility according to the age of the pupils.
- Assistant Head aware of what the event involves.
- Accurate lists of girls are provided to the Assistant Head and School Office.

Medical Considerations

- Individual needs.
- Knowledge of medical background.
- Expertise of adults.
- Medical information/contact forms collected.

Assembly/Dispersal

- Registration of group/safe assembly point.
- Check essentials are brought – equipment, clothing, and documentation.
- Clear arrangements for dispersal.

Journey

- Small sub-groups for monitoring.
- Organisation for embarking/disembarking.
- Organisation where modes of transport change.
- Procedures at stations, airports etc.
- Sufficient seating.
- Driver regulations/legislation.
- Use of seatbelts/pupils remain in seats.
- Organisation of large groups crossing roads.

- Teacher/adult responsibilities.
- Pupils well aware of procedures and acceptable behaviour.
- Pupils/staff warned of potential hazards.

Working Areas

- Limits defined.
- Potential hazards identified and pupils forewarned.
- Potential hazards minimised.
- Sufficient space.
- Staff familiarity with area.
- Accommodation is appropriate and has fire certification.

Activity Organisation

- Large groups organised into smaller groups.
- Responsible adults identified for pupils.
- Pupils involved with/informed of potential hazards.
- First aid kit.
- Necessary details left with a responsible adult.
- Medical information/contact numbers carried by staff.
- Suitability of activities for age/experience.
- Progression of activities.
- Procedure in case of injury/emergency procedures known.
- Free time carefully thought through.

Seasonal Considerations

- Equipment/clothing.
- Weather forecasts.
- Duration of event.
- Journey details left with another person.
- Preparation and training of the group.
- Any amendments needed to staffing ratio, programme, back-up plans.

Equipment

- Checked.
- Spare/emergency equipment checked.
- Equipment used for the purpose it was designed.
- Suitability of equipment for activity.
- Maintenance of equipment.
- Handling, carrying, siting.
- Procedures for use.

Staffing

- Confidence and expertise.
- Necessary qualifications.
- Ratios.
- Non-teacher support and DBS checks made

Checklist when preparing a risk assessment for accommodation

Please don't clip this to your trip paperwork – instead, read through it and delete or re-write sections, depending on where you are staying and the age of the pupils. If you have visited the hotel before, or can arrange a visit in advance of the trip, the assessment can be changed accordingly. If a site visit is not possible, go through this list as soon as possible after arrival in order to manage any risks, and inform your staff team.

Fire escapes	Party leader needs to investigate the fire routes which would be appropriate for the different rooms occupied by our group, together with alternative routes. Note particularly if any escape routes are locked, and be aware that some hotels lock some fire escapes late at night. If this does happen, raise the issue with hotel management as a matter of priority.
Fire hazard	Investigate whether there are any undue fire hazards in the hotel, for example: Lighting using candles or lanterns Pupils hanging damp clothes over an electric heater If hazards do present themselves, take action to minimise the risk.
Catering – dietary requirements	Determine whether any of your party has a dietary need such as vegetarian. If so, <ul style="list-style-type: none"> Notify the hotel well in advance, and check that they have received your message, understand it, and are acting upon it. On arrival, check with reception or hotel management that they know about the dietary requirements of your group and are preparing meals accordingly.
Catering - allergies	Determine whether any of your party has a food allergy. If so, <ul style="list-style-type: none"> Notify the hotel well in advance, and check that they have received your message, understand it, and are acting upon it. Ask parents to send the pupil with their own epipen, if used, together with a spare for teachers to carry. Ensure teachers are aware of the allergy Ensure enough teachers are up-to-date with their training in the use of epipens. On arrival, check with reception or hotel management that they know about the allergy and are preparing meals accordingly. For the first meal, accompany the pupil to the serving area. Verify two things: <ul style="list-style-type: none"> ❖ Is the hotel providing a meal which is safe and appropriate for the pupil's needs ❖ Is the pupil able to make safe and effective decisions about their choices of food.
Catering - general	Keep an eye on the overall quality of the catering: <ul style="list-style-type: none"> Is hot food sufficiently hot Is chilled food sufficiently chilled Is food protected from insects in hot climates Is food appropriate for the needs of the party Have girls with dietary needs, for example vegetarians etc, been catered for adequately If problems arise, approach the catering team or hotel management to resolve them.
Kitchens – burns / scalds	Pupils are not to be allowed to use kettles or any (hot) kitchen facilities in their rooms unless a member of staff is supervising.
Room keys and access	Explain to girls how the room keys operate, for example <ul style="list-style-type: none"> whether doors lock automatically as you leave a room, so you need to remember to bring the key, or if doors need to be locked on departure, if which case remember to do so. Decide where keys should be kept during the day if the group is off-site – perhaps at reception, or in a teacher's room Find out if there is a code to enter the building(s) during the day, or after-hours. Communicate this to the staff team, and if necessary, pupils also.

King Edward VI High School for Girls
KEHS Trips and Visits Policy

Rooms - visitors	<p>Explain that anyone not in the KEHS group must not enter any of our bedrooms.</p> <p>Decide on a rule regarding pupils visiting each others' rooms, for example this will not be allowed after 'lights out'.</p>
Supervision - rooms	<p>Allocate a named member of staff for each pupils' room. The staff member should visit the room in the evening and check:</p> <ul style="list-style-type: none"> • All pupils are present at bed-time • Any wet clothes are hanging to dry • Give the pupils a chance for a chat – how did their day go, are there any problems, is anyone unwell, has anything been lost <p>On departure, the staff member needs to check the room is tidy and nothing has been left behind.</p>
Supervision – leisure facilities	<p>Determine what the leisure facilities are, for example games rooms, common room, TV room, sports facilities indoor or outdoor, swimming pool.</p> <p>Explain clearly to pupils what the rules for use of these facilities are</p> <p>Decide which facilities need constant supervision when in use by pupils, such as swimming pools</p> <p>For facilities not needing constant supervision, decide how KEHS staff should arrange to keep an eye on pupil use of the facilities remaining safe and appropriate.</p>
Site limits	<p>Explain clearly what the limits of the site are. Decide whether pupils may leave the hotel complex, based upon their age, the location (quiet village, town, city), and perceived local risks, notably traffic. If pupils may go out, establish and explain clear rules: the number of pupils needed in a party, the need to seek a teacher's permission, the time allowed off site, the limits of where they may go.</p>
Alcohol	<p>Consider the possibility of pupils obtaining or bringing alcohol, depending on local facilities and the age of the pupils. Depending on the level of risk, brief pupils that consumption of alcohol will have severe consequences upon our return to school.</p>
Balconies	<p>If rooms have balconies, warn pupils of the extreme danger of climbing on the balconies – UK citizens die every year on holiday as a result of this, and this has happened to UK school parties.</p>
Animals	<p>If any animals are kept within the hotel complex – deer, horses, chickens etc - explain appropriate rules, effectively telling pupils to keep clear of animals and to avoid petting, unless under staff supervision. Remind pupils to wash hands if they do pet animals.</p>
Water features, eg ponds	<p>If there is a pond / lake on or near the hotel complex, establish rules</p> <p>Either, no paddling or swimming or horseplay,</p> <p>Or, if paddling is allowed, that staff must be present. In this event, determine what footwear may be needed.</p>
Swimming	<p>If there is an on-site swimming pool:</p> <ul style="list-style-type: none"> • Decide how many pupils will be allowed to swim at once. • A member of staff from our party must be pool-side. • If the pool is lifeguarded, one member of staff may be sufficient. Depending on the quality of the lifeguarding, active supervision may not be needed; rather, a staff member must be there in case of any problems. • If the pool is not lifeguarded, two or more members of staff will be needed, unless the number of pupils swimming is very few. Supervision must be active, and each member of staff must be confident that they would be able to effect a rescue should this be necessary.
Traffic on site	<p>Determine what risks traffic within the hotel complex may present. Where necessary, establish appropriate controls / rules for pupils.</p>
Site-specific	<p>Encourage staff and pupils to take note of any un-anticipated hazards and share these.</p>
Telephones	<p>Warn pupils that phones are very expensive – if they use the phone in their room, the school will get the bill with the room number. So don't use any hotel room phones.</p>

King Edward VI High School for Girls
KEHS Trips and Visits Policy

Mini bar	Warn pupils that if there is a mini-bar with snacks in their room, this is expensive. If they use the mini-bar in their room, the school will get the bill with the room number. So don't use any hotel room mini-bar.
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APPENDIX 5

SUMMARY OF BESPOKE TRAVEL INSURANCE

1 September 2016 to 31 August 2017

Insurers AonProtect – ACE European

Policy Number 16-PAT-0000000259

Insured Persons All Employees, Adult Helpers and Students of the following school:-

King Edward VI High School for Girls

Operative Time Any trip authorised and organised by the school involving travel outside the designated school boundaries

Geographical Limits Worldwide

Cover Providing Compensation in respect of the following sustained by the Insured Person occurring within the operative time and geographical limits:-

Accidental Death or Bodily Injury sustained by the Insured Person(s) during the operative Time

Medical Expenses – all reasonable medical treatment prescribed by a qualified medical practitioner

Cancellation or Curtailment Expenses – Cost of unused travel and accommodation should the journey be cancelled or curtailed.

Loss of or Damage to any Personal Baggage

Loss of Money

Legal Liability to Third Parties for Accidental Personal Injury or Property Damage

Hijack – compensation for inconvenience caused and reimbursement for additional travel and accommodation costs incurred

Personal Accident Benefits

Employees

Death occurring within 12 months of Accident) 5 x Annual
Loss of One or more Limbs or Eyes) Salary (subject
Permanent Total Disablement from Usual) to a minimum
Occupation) of £50,000)

Adult Helpers/Students

Death occurring within 12 months of Accident £ 50,000
Loss of One or more Limbs or Eyes £ 50,000
Permanent Total Disablement from Any
Occupation £ 50,000
Permanent Partial Disablement £ 50,000

Percentage payable for specific Permanent

Disabling Injuries: -

Loss of or total loss of use of one or more limbs	100%
Loss of sight in one or both eyes	100%
Loss of speech	100%
Loss of hearing in both ears	100%
Loss of intellectual capacity	100%
Loss of hearing in one ear	25%
Post Traumatic Stress Disorder (subject to a maximum payment of £15,000)	20%

Total loss of use of:

i) the back or spine below the neck with no damage to the spinal cord	40%
ii) the neck or cervical spine with no damage to the spinal cord	30%
iii) a shoulder, elbow or wrist, a hip, knee or ankle	25%

Loss of or total loss of use of:

i) a thumb	30%
ii) a forefinger	20%
iii) any other finger	10%
iv) a big toe	15%

Travel Benefits

Medical Expenses	Unlimited	
Cancellation, Curtailment, Rearrangement and Replacement Expenses		£ 10,000
Personal Belongings	£ 10,000	
Business Equipment	£ 3,000	
Money	£ 10,000	
Personal Liability	£5,000,000	
Legal Expenses	£ 50,000	
Hijack	£ 25,000	
Travel Delay	£ 750	

In respect of Students the following reduced benefits apply:

Death £20,000

In respect of Insured Persons over 80 years of age the maximum death benefit is £150,000

Principal Exclusions Travelling against the advice of a qualified medical practitioner
Travelling against the advice of the Foreign and Commonwealth Office
Flying other than as a passenger
Financial collapse of an airline or travel operator *

NB The policy extends to cover activities organised and supervised by the school e.g. white water rafting, quad biking, rock climbing, pot-holing, skiing etc - The activity/activities must be correctly supervised at all times and all appropriate Health & Safety measures undertaken.
Details to be provided to Insurers prior to the commencement of the trip.

All cover is subject to the main policy terms and conditions

AonProtect Assistance: +44 (0)20 7173 7797

Country Information: www.aonprotectassistance.com

Security Advice: www.aonprotectassistance.com

* Losses incurred as a result of the financial collapse of an airline or travel operator are not covered by this policy. However it may be possible for you to recover such losses through schemes administered by or on behalf of ABTA or ATOL. Your trip organiser should have further details.

Appendix 6

TRIPS AND VISITS OUT OF SCHOOL – FINAL INFORMATION SHEET (one completed sheet to be left at school and one to be taken on the visit)

Location of visit:	
Accommodation address and telephone number:	
Trip leader:	Trip leader mobile: 07720737468/ 07720740224 Other:
Brief Itinerary:	
Date (s)/ Times:	
Staff contacts at home: KEHS: 01214721834 Andy Duncombe (Acting Assistant Head) 07967830668/01212477705 Kam Sangha (Assistant Head): 07863331529/01214299739 Ann Clark (Principial): 07837518816/01527 880772 Neelam Varma (Vice Principal Pastoral): 07930 382 699 Susan Pallister (Vice Principal Curriculum): 07702880690 Martin Lea (Vice Principal Assessment): 07981 815806/0121 293 7625	
Insurance details: AonProtect – ACE Europe +44 (0) 20 7173 7797 Policy no: 09-PAT-0000000259	School Doctor: 0121 426 4900/ 0121687 3005

NB Also leave a pupil list and further detailed trip information with the Assistant Head prior to the visit

PUPIL LIST

ONE COPY TO BE LEFT AT SCHOOL WITH THE ASSISTANT HEAD. HEAD OF LOWER/UPPER SCHOOL MUST RECEIVE THESE NAMES IN ADVANCE OF THE VISIT TO CHECK FOR PASTORAL CONCERNS. ATTACH A FORM LIST IF NECESSARY.

PUPIL NAME	FORM
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
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16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	

APPENDIX 7

KING EDWARD VI HIGH SCHOOL FOR GIRLS

In special circumstances (e.g. illness or Friday afternoon Community Service) some girls in the Sixth Form, having passed their driving test, are granted permission to drive a car on to school property to attend classes. Naturally, they often wish to offer lifts to and from school to their friends. The school has a responsibility for the safety of all pupils on school property and, therefore, has to ensure that the parents of such girls are willing to let them travel in cars driven by other pupils. If you wish the school to allow your daughter to travel with another girl who already has the school's permission to drive on to school property, please complete Section 1 of the form below. Please note that KEHS does not inspect car insurance details; parents should satisfy themselves that any person giving their daughter a lift is adequately insured.

If you wish to request permission for your daughter to drive to school and park her car in the school car park on Fridays for Community Service, please complete Section 2 of the form below. If you wish to request permission for your daughter to drive to school and park her car in the school car park, please write to Mrs Whitehead (Head of Sixth Form).

.....

SECTION 1

Mr/Mrs wishes to inform KEHS that my daughter
..... has my permission to travel in a car driven by:

1. Any girl who has the school's permission to drive a car on to school property.
2. The following girls who already have the school's permission to drive a car on to school property:
.....
.....
.....
3. A member of staff
4. Another parent

PLEASE DELETE ABOVE AS APPROPRIATE

.....

SECTION 2

Mr/Mrsrequest permission for my daughter
..... to drive to school and park her car in the school car park on Fridays for Community Service.

CAR REGISTRATION NUMBER

CAR MODEL AND COLOUR

.....

Signed

Date

APPENDIX 8

FINAL CHECKLIST FOR TRIPS & VISITS

	N/A	YES
1. Have you completed a School Visits Request Form so that the visit can be approved i.e. purpose and aims of the visit, staff names going on the visit, dates, transport.		
2. Have dates been approved taking into account dates when particular year groups/pupils should not be out?		
3. Has a Risk Assessment been completed (considering staff: pupil ratios, DBS checks, need for First Aiders, need for staff with special expertise and qualifications, pupil medical considerations, journey or activity risks)? This MUST be done prior to any Trip Letter going out to parents/girls)? You MUST also check staff supervision arrangements and ratios.		
4. Has the Trip Letter been approved by AC taking into account the aims of the visit, itinerary, costings, risks, transport, remote supervision?		
5. Has the Assistant Bursar been given details of the trip and the Trip Letter? (Applies if any pupils are going to be charged for the visit so that payment can be set up via the Payment Portal system)		
6. Has Mr Smith been given a copy of the Trip Letter to send out? If Mr Smith has not been the one who has sent out the Trip Letter (as it may be the Assistant Bursar) he MUST have a copy of it so that he can put it on the website?		
7. Have you given Cover Slips to the Cover Supervisor (at least 2 weeks prior to the visit)?		
8. Have you organised staff/pupil packed lunches (at least 2 weeks prior to the visit) if not involving the whole year group?		
9. Have you adjusted costings for those who usually have a school lunch if you are taking out a whole year group or on a residential trip? See the Assistant Bursar about this.		
10. Have you obtained a school mobile as personal mobile numbers should NOT be given to girls?		
11. Have you organised to use a department camera or school memory card as personal cameras should NOT be used to take photographs?		
12. Does a parent meeting need to take place (MUST occur if the visit is a residential)? Has this been put in the calendar?		
13. Have you prepared a detailed Trip Information Pack which includes details of pupils going on the trip, detailed itinerary including transport and emergency contacts?		
14. Have you checked that the visit is insured with Pete Wiseman at the Foundation Office Tel: 0121 472 1147? Do check pre-existing medical conditions.		
15. Have you got the Trip Consent Forms ? The Data Manager will have copies of these for all day off-site visits. The forms also include medical details, emergency contact details? Any pupil for whom consent for the trip has not been given is NOT allowed on the visit. The forms MUST be taken on the trip.		

16. Have you seen Matron and gone over the list of pupils going on the trip and prepared adequately e.g. appropriate First Aid kits, Epipens, inhalers etc.? Will a medical note from the GP be needed to carry medication on a flight? Also, the Head of Lower/Upper School MUST check names for safeguarding/pastoral concerns.		
17. Have you completed the Trips and Visits Final Information Sheet to leave in school which summarises the visit and has emergency phone numbers of the Leadership Team?		
18. Have you seen the Porters if the visit involves the school grounds out of school hours OR if transport such as a minibus or coach is coming onto the school grounds so they can prepare the car park?		
19. Have you put details of the trip and pupils involved on the Staff Noticeboard ?		
20. Has Mr Moore been given the cover work for classes?		
21. If travelling abroad, has all relevant documentation been obtained e.g. passports, visas, EHIC cards? Is a visa waiver required from the British Council? Do you need to complete a listoftravellers.britishcouncil.org?		
22. Have you got copies of all passports, visas, EHIC cards?		
23. Does the visit conform to school guidelines?		
24. Have you visited the location? Is there a need for an exploratory visit ?		
25. If pupils are staying with families e.g. exchange have DBS checks been made ? If there is no DBS equivalent in the country you are visiting, have steps been taken to safeguard pupils and are parents aware of this?		
26. With any residential visit, is there AT LEAST one female member of staff?		
27. Is the level of staff sufficient for adequate supervision throughout? This will be determined by the type, level and duration of the activity, the requirements of the group, the experience and competence of the staff, the venue, time of year and prevailing conditions?		
28. Is any further training needed for staff assisting on the visit?		
29. Are you aware of any staff or helper medical conditions?		
30. If using an external agency and staff, are they approved in line with school guidelines and have they been vetted?		
31. Have adult helpers (non-teachers) been vetted? It takes at least 3 months.		
32. As Trip leader, are you comfortable with your role? Have you appointed a Deputy Trip Leader?		
33. Do you and other staff know the pupils that you are taking away?		
34. Have you advised pupils in advance of the visit your expectations of their behaviour ? Are pupils aware of the rules e.g. customs of the country, no alcohol etc?		
35. Are pupils and parents made fully aware of the nature and purpose of the visit and has written consent been obtained from parents?		
36. Have disaster arrangements/emergency procedures been considered with the Assistant Head?		
37. If travelling abroad, have you got the details of all the local emergency services ?		
38. Will you get mobile reception in the area of the visit and have you considered the risks in this situation?		

39. Are you aware of the appropriate action to be taken in the event of a major accident or incident which might invite media attention? Are you aware of the response to emergencies?		
40. Is there flexibility within the programme e.g. do you have contingency plans/Pan B for bad weather, staff illness etc.?		
41. Will you need special information such as tide times and do you know where to obtain this information from?		
42. Has it been made clear to parents whether the trip is organised by the school, an external organisation or both?		
43. Have you issued other relevant details such as kit lists, identity cards if on a residential, itinerary etc.?		
44. Will your group need waterproof clothing, boots or other equipment? Who will provide these? Does specialist equipment conform to expected standards?		
45. Are you or any staff member on the visit able to administer First Aid ? If not, has this been taken into account in the Risk Assessment and have alternative provisions been made?		
46. Have you considered the suitability and safety of the transport to be used? Is there an appropriate balance between time spent travelling and time on site?		
47. Have all financial matters been appropriately dealt with?		
48. Have arrangements been made to wait with pupils until they are safely collected upon return from a visit (if it is out of school hours?)		

APPENDIX 9

Packed Lunch/Tea Order Form

Name..... School.....KEHS

Dept..... Date.....

Circle day required:

Monday	Tuesday	Wednesday	Thursday	Friday
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Select a sandwich from the list below and tick either

Sandwich	White	W/meal
Chicken mayonnaise		
Chicken breast salad		
Chicken tikka mayonnaise		
Chicken tikka salad		
Chicken bacon and tomato		
Prawn mayonnaise		
Ham salad		
Tuna mayonnaise		
Tuna mayonnaise salad		
Tuna mayo & sweetcorn		
Bacon lettuce and tomato		
Cheese salad		
Cheese and pickle		
Cheese and tomato		
Egg and cress		
Plain Salad		

Circle one from each row

Fruit	Apple	Orange	Banana
Cake		Homemade flap jack	
Snacks			

Any special requirements?
