

Educational Visits Policy

Queen's College, Taunton

March 2017 V4i

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1 Policy statement

- 1.1 This policy applies to employees and supervisors (as defined in clause 2 below) at Queen's College, Taunton.
- 1.2 This policy is provided to all employees and supervisors and is available on the School's website.
- 1.3 This policy can be made available in large print or other accessible format, if required.
- 1.4 The Governing Body recognise the value to pupils of educational visits.
- 1.5 Such visits should:
 - 1.5.1 enhance pupils' understanding of curricular activities;
 - 1.5.2 provide opportunities to practise skills;
 - 1.5.3 develop pupils' social skills.
- 1.6 The Governing Body also recognise and accept that such educational visits may present challenges to the health and welfare of pupils. The School adopts a sensible and proportionate approach to the risks posed by such visits. Educational visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside of the classroom.
- 1.7 This policy is drafted in accordance with the Education (Independent School Standards) Regulations 2014 (SI 2014/3283) and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. Any legislation referred to in this policy is as amended.
- 1.8 This policy has also been drafted in accordance with the updated Department for Education (DfE), *Health and safety: advice on legal duties and powers* (February 2014) and the Health and Safety Executive's (HSE) *School trips and outdoor learning activities* (June 2011).

2 Definitions

Adventure Activities: include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water and Cadet and other uniformed activities. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.

Early Years: covers pupils who are aged five or under as defined in the *Statutory framework for the Early Years Foundation stage*.

Educational Visit: includes but is not restricted to the following activities which are arranged or facilitated by the School at any time:

- (a) off-site visits
- (b) study and cultural visits

- (c) hazardous and adventure activities and expeditions
- (d) overseas trips and residential trips.

Educational Visits Co-ordinator (EVC): means the person to whom the Head delegates responsibility for the administration of Educational Visits.

Employee: means anyone who works under a contract of employment at the School.

External Provider: means any person or organisation other than the School or an Employee of the School who provides a service and or facilitates an activity under a contract during an Educational Visit.

First Aiders: are members of staff who have completed an approved First Aid training course and hold a valid certificate of competence in First Aid or Emergency First Aid.

Group Leader: means an Employee who has overall responsibility for the supervision and conduct of the Educational Visit.

Licensed Activities: means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.

Parent: means those having parental responsibility for a child.

Plan B: means an alternative activity in the event the planned activity on an Educational Visit cannot be undertaken safely.

Supervisor: means any competent adult, aged 18 or over, who has responsibilities and duties assigned to him / her during an Educational Visit by the School (to include but not restricted to Parents, host parents, and volunteers).

3 Legal requirements and responsibilities

- 3.1 **Employers:** Under the Health and Safety at Work etc Act 1974, employers are responsible for the health, safety and welfare at work of everyone involved in or affected by an Educational Visit (to include but not restricted to Employees, volunteers, helpers and pupils).
- 3.2 Employers retain their legal responsibilities under the health and safety legislation but they can delegate the statutory tasks to others.
- 3.3 **Employees:** Under the health and safety legislation, Employees must:
 - 3.3.1 take reasonable care of their own and others' health and safety;
 - 3.3.2 co-operate with their employers over safety matters;
 - 3.3.3 carry out activities in accordance with training and instructions;
 - 3.3.4 inform the employer of any serious risks.
- 3.4 Employees also have a common law duty to act towards pupils as any reasonably prudent Parent would do in the same circumstances. However, in some circumstances such as where Employees specialise in a particular activity or lead more hazardous or adventure activities there may be a higher duty of care.

- 3.5 **The Governing Body** will satisfy themselves that proportionate and sensible preparations have been carried out for Educational Visits, that appropriate safety measures are in place and that training needs have been addressed for Educational Visits.
- 3.6 The Governing Body will also:
- 3.6.1 ensure that the Head / Group Leader shows how their plans comply with legislation, regulations and guidance, including the School's health and safety policy;
 - 3.6.2 ensure that they are informed about and assess less routine Educational Visits well in advance, for example, Adventure Activities and those visits which involve an overnight stay or travel outside of the UK;
 - 3.6.3 ensure that, where appropriate, the Head reports back to them following trips particularly where there have been any major incidents or issues.
- 3.7 Decisions about Educational Visits are usually delegated to the Head and EVC who may then in turn delegate duties to others, such as the Group Leader.
- 3.8 **Head:** The Head Teacher will ensure that Educational Visits comply with legislation, regulations and guidance including that provided by the Governing Body and the School's own health and safety policy.
- 3.9 The Head will ensure that:
- 3.9.1 the EVC is competent to arrange, administer and monitor Educational Visit;
 - 3.9.2 the Group Leader is competent to plan, undertake and supervise activities and to monitor / assess the risks throughout the Educational Visit;
 - 3.9.3 Educational Visits do not take place unless specific approval has been given by the Head Teacher or EVC or another suitable member of the Senior Management Team in advance;
 - 3.9.4 appropriate risk assessment(s) for the planned Educational Visit and a Plan B (where appropriate) have been carried out and that adequate health and safety measures are in place;
 - 3.9.5 those who are conducting the risk assessments have the necessary qualifications, knowledge, skills and experience to do so;
 - 3.9.6 any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified and are up to date;
 - 3.9.7 Supervisors are properly assessed in accordance with the School's safeguarding and child protection policy and procedures;
 - 3.9.8 he / she has adequate contact details for the Group Leader and / or Supervisors on the Educational Visit;
 - 3.9.9 the Group Leader reports back after the visit and ensure that any appropriate follow up action is taken;
 - 3.9.10 adequate records are retained following the Educational visit.

- 3.10 **EVC:** is responsible for helping to arrange and administer Educational Visits and to manage risks posed by Educational Visits.
- 3.11 The EVC will:
- 3.11.1 consider applications for approval for an Educational Visit to take place or, where appropriate, refer the application for approval to the Head Teacher or Governing Body. (forms for approval are attached at Appendix 2);
 - 3.11.2 ensure that there is adequate insurance cover for Educational Visits;
 - 3.11.3 work with the Group Leader to provide details of Educational Visits beforehand to Parents, pupils and Supervisors (where required);
 - 3.11.4 ensure that adequate contact details for the Group Leader and / or Supervisors and the proposed venue are retained at the School;
 - 3.11.5 monitor risk assessments, systems and accident reports and general practice on Educational Visits on a regular basis.
- 3.12 **Group Leader:** is the Employee responsible for the planning, undertaking and supervision of Educational Visits delegated to him / her by the Head.
- 3.13 The Group leader must follow legislation, regulations, guidance and this policy and other applicable School policies relevant to Educational Visits.
- 3.14 Where necessary, the Group Leader should obtain specialist advice from the EVC or another appropriate source(s) to enable Educational Visits to be undertaken safely.
- 3.15 Where required the Group Leader will be appropriately qualified and will produce first hand evidence of such qualification e.g. original certificates.
- 3.16 The Group Leader has overall responsibility for:
- 3.16.1 the preparation and planning of the Educational Visit in consultation with the EVC including obtaining approval for the Educational Visit to take place (forms for approval are attached at Appendix 2);
 - 3.16.2 carrying out risk assessment(s) for the main activity and Plan B in case the primary activity is undeliverable (where appropriate) in accordance with the School's risk assessment procedures;
 - 3.16.3 the supervision and conduct of the Educational Visit;
 - 3.16.4 the health and safety of the group;
 - 3.16.5 the behaviour and discipline of pupils during the Educational Visit.
- 3.17 The Group Leader will also:
- 3.17.1 ensure that all those attending or involved in the Educational Visit know who is in charge at any time and that all Supervisors and External Providers are clear about their respective responsibilities;
 - 3.17.2 ensure that there is a plan for emergencies and that everyone on the Educational Visit is aware of emergency arrangements;

- 3.17.3 take immediate steps to terminate the Educational Visit if the health or safety of the pupils or anyone else on the Educational Visit is at risk;
 - 3.17.4 ensure that any insurance conditions are complied with;
 - 3.17.5 ensure that there is sufficient first aid provision for each Educational Visit from appropriately trained First Aiders, have a good working knowledge of first aid and be aware of and adhere to the School's policies on first aid and administration of medicine and obtain relevant medical information for pupils; If the trip includes EYFS pupils there will be at least one paediatric first aider;
 - 3.17.6 obtain and carry emergency telephone numbers and details of emergency points of contact. See Procedures - Appendix 3.
- 3.18 The Group Leader has the full authority of the Head and has the right to return any pupil home if, after consideration of all relevant matters, he or she is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the Parent.
- 3.19 **Supervisor(s):** are those people who have been approved by the School to assist with the Educational Visit.
- 3.20 Supervisor(s) will:
- 3.20.1 be properly checked and assessed in accordance with the School's safeguarding and child protection policies and procedures;
 - 3.20.2 do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent Parent would do in the same circumstances;
 - 3.20.3 follow the instructions of the Group Leader and help with control, behaviour and discipline of the group;
 - 3.20.4 speak to the Group Leader or a member of staff if concerned about the health or safety of anyone attending the Educational Visit;
 - 3.20.5 be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader;
 - 3.20.6 not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- 3.21 **Pupils** must:
- 3.21.1 follow the instructions of the Group Leader and Supervisor(s) during the Educational Visit and comply with the School rules, code of conduct / alcohol and drugs policy; See Appendix 2, Form 6.
 - 3.21.2 not behave in a way which put themselves or others at risk;
 - 3.21.3 dress and behave sensibly and responsibly, using safety equipment as instructed;
 - 3.21.4 if abroad, be sensitive to local codes and customs.
- 3.22 **Parents** must:
- 3.22.1 provide clear information and updates on their child's health and / or any special needs, including the need for medical attention or medication;

- 3.22.2 ensure that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable;
- 3.22.3 reinforce the standard of behaviour and conduct expected of their child on the Educational Visit.

4 **Procedure**

The specific procedure will depend on the category of the trip. See Appendix 3.

Category A - Sports fixtures/activities usually involving teams or small groups in minibuses or coaches for a few hours, returning to school later in the day.

Category B – Curriculum/Co-Curriculum day or part-day visits, such as tutor trips, theatre trips, Geography/ History/Biology fieldtrips.

Category C - Adventurous activities, such as climbing, canoeing, mountain biking and DofE, day, part-day and residential trips in the UK and abroad.

Category D - Residential curriculum-related visits, in the UK and abroad (eg. Alps trip, Berlin trip).

4.1 The Group Leader / EVC will:

- 4.1.1 undertake and complete the planning of and preparation for the Educational Visit;
- 4.1.2 where necessary undertake an exploratory visit to areas or in respect of activities involving significant hazard, or he /she should obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk;
- 4.1.3 obtain approval for the Educational Visit to take place (forms for approval are attached at Appendix 2).
- 4.1.4 undertake appropriate risk assessment(s) (see clause 7 and [Appendix 1](#));
- 4.1.5 ensure that appropriate parental consent has been obtained for the pupils to attend the Educational Visit (including specific written consent to the trip where required) (see clause 6);
- 4.1.6 brief Supervisors, group members and Parents (where appropriate) particularly in advance of an Adventure Activity, an overnight trip or visit outside the UK;
- 4.1.7 provide a list of attendees to the School Office and Academic Staff;
- 4.1.8 report back to the EVC after the Educational Visit;
- 4.1.9 retain appropriate records following the Educational Visit.

5 **Charging**

- 5.1 The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other associated costs. Such details will be provided to Parents prior to the Educational Visit.

- 5.2 If payment is not received in advance (or as required) or School fees are outstanding, the School reserves the right to exclude pupils from the Educational Visit.
- 5.3 Parents will also be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements should this be required for reasons of health and safety or breach of this policy. The School will not be obliged to refund the cost of the remainder of the Educational Visit.

6 **Consent**

- 6.1 Specific written parental consent is required for most Educational Visits which take place during the normal School day.
- 6.2 The School obtains specific written consent from at least one Parent in advance of the following types of Educational Visits (see Form 4):
- 6.2.1 any visit which involves an Early Years pupil;
 - 6.2.2 overnight and residential stays;
 - 6.2.3 activities during school holiday period or during weekends;
 - 6.2.4 visits outside the UK;
 - 6.2.5 Adventure Activities;
 - 6.2.6 all activities involving remote supervision and / or where supervision will be exercised by an External Provider;
 - 6.2.7 certain transport and travel arrangements (e.g. where private vehicles are being used or journeys which involve pupils using public transport);
 - 6.2.8 activities for which risk assessment has shown a high risk.;
 - 6.2.9 Activities where parental charge is greater than £25.00.
- 6.3 A copy of the consent form(s) can be found at Appendix 2 and should be lodged at the School Office or with the EVC.
- 6.4 If consent is refused by one or both Parents the School reserves the right to refuse to allow the pupil to take part in the Educational Visit.

7 **Risk assessment**

- 7.1 Sample risk assessments can be found at [Appendix 1](#).
- 7.2 The School adopts a common-sense and proportionate approach to health and safety on Educational Visits with a focus on real risks, not those which are trivial and fanciful.
- 7.3 An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Educational Visit.
- 7.4 If there is a generic risk assessment already in place for a specific type of trip or activity, (category A or B trips) the Group Leader should review the generic risk assessment and check that is still suitable / add any additional risk assessment.

- 7.5 If there is no generic risk assessment for the activity, or if the visit involves one of the following factors (listed below) the Group Leader must carry out an additional written risk assessment for the Educational Visit:
- 7.5.1 high risk or Adventure Activities;
 - 7.5.2 overnight and residential stays;
 - 7.5.3 visits outside the UK;
- 7.6 If any risk is considered to be unacceptable by the Group Leader and / or Head Teacher, Governing Body, Proprietors the Educational Visit shall not go ahead or shall be terminated if already in progress.
- 7.7 Where appropriate the Group Leader should also consider and assess a Plan B and / or contingency plan in addition to the main activity, in case the main activity is undeliverable.
- 7.8 Regardless of the type of the visit, the Group Leader must be prepared to re-evaluate and / or reassess the risks whilst the visit is taking place taking into account of any relevant changes in circumstances or factors such as fatigue or changes in the weather. If the risks become unacceptable the Educational Visit shall be terminated and / or a Plan B activity carried out instead.

8 Insurance

- 8.1 There shall be appropriate insurance cover in place for each Educational Visit.
- 8.2 Parents should be informed of the insurance arrangements made by the School in clear terms. They should be told which insurances are arranged by the School and which are arranged and payable by Parents. Parents should be told of any insurance that has not been verified, for example, host parents abroad.
- 8.3 The School cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

9 Supervision

- 9.1 Supervision of pupils can be close or remote but must always be 24 hours a day.
- 9.2 There must be an adequate ratio of adults to supervise pupils throughout Educational Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified.
- 9.3 Where a Supervisor is also a Parent of a pupil on the Educational Visit that Parent shall not usually count in the ratio for the group as a whole.
- 9.4 Where possible, there should be provision within the ratio for a different Supervisor, in the event of an emergency or incident, to:
- 9.4.1 deal with any emergency or incident;
 - 9.4.2 seek emergency and / or medical assistance;
 - 9.4.3 supervise the remainder of the party.

9.5 For local low risk visits in normal circumstances and subject to any special considerations the following ratios may be appropriate:

Nursery and Reception	1:4 (1:3 for under two's)
Years One to Three	1:6
Years Four to Six	1:10-15
Years Seven onward	1:15-20

9.6 The ratio should become closer the more complex or hazardous the activity.

9.7 For overnight stays, residential visits or visits outside of the UK, at least two of the adults will be employees.

9.8 Mixed gender groups should have at least one male and one female Supervisor. Any exceptions will require authorisation from EVC or Head Teacher and requires parental consent.

9.9 Where pupils are supervised remotely, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved. Pupils must however be able to contact a supervisor in the event of an emergency.

9.10 The Group Leader will ensure that each pupil who is not under visual supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

10 **Child protection**

10.1 The School's safeguarding and child protection policy and procedures will apply at all times during Educational Visits.

10.2 Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns which occur whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the School's Designated Person and / or to the Head in accordance with the safeguarding and child protection policy and procedures. The member of staff will then follow the instructions of the Designated Safeguarding Lead and/or Head.

11 **Adventure Activities and external providers**

11.1 Where the main activity is an Adventure Activity or any activity which is facilitated by an External Provider, the Group Leader will have regard to the appropriate legislation and guidance available at that time. The Group Leader may wish to refer to the guidance *Handbook for group leaders, Standards for adventure and Group safety at water margins*.

11.2 Anyone who leads an Adventure Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where no such body can be identified, the School will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations.

- 11.3 The Group Leader should check if External Providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) and, if so, that they hold a current licence at www.aals.org.uk and a record maintained.
- 11.4 If the Group Leader assigns the technical instruction of the group to an External Provider he / she should agree with the External Provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of Supervisors and External Providers.
- 11.5 The Group Leader and School staff retain responsibility for the moral and emotional well-being of pupils during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.
- 11.6 Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.
- 11.7 Prior to commencement of any Adventure Activity the Group Leader should be fully satisfied with arrangements for health and safety.
- 11.8 In the event that he / she is not satisfied he / she will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Plan B.

12 Transport

- 12.1 Pupils will be properly supervised at all times whilst on school-arranged transport.
- 12.2 The Group Leader, as part of the planning and risk assessment of an Educational Visit shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements, safety and supervision arrangements.
- 12.3 The Group Leader will ensure that the mode of transport is appropriate for the Educational Visit. Where required, the School will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users. See Minibus Policy.

13 Off-site accommodation and trips abroad

- 13.1 The School will ensure that all off-site accommodation provided for use by pupils on Educational Visits is satisfactory and, where practical, has been assessed by the School before use.
- 13.2 Where this is not possible, for example: for exchange visits in private households and / or on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as by seeking references from other schools.
- 13.3 The School will keep records of all assessments of lodgings arranged by the School or off-site accommodation used by the School.
- 13.4 Group Leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of External Providers, host families and others, including criminal background checks insofar as these are available and keep a record of checks which are made.

14 **First aid**

- 14.1 The Group Leader will have regard to the School's first aid and administration of medicine policies and procedures and will ensure that there is adequate first aid provision on each Educational Visit.
- 14.2 The minimum requirements for Educational Visits are:
- 14.2.1 a suitably stocked first aid container;
 - 14.2.2 at least one appointed person to take charge of first aid arrangements (in Early Years settings at least one person who has a current paediatric first aid certificate must attend the Educational Visit).

15 **Accidents and emergencies**

- 15.1 All members of the Educational Visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.
- 15.1.1 In the event of an emergency all members of the group should:
- (a) assess the nature and extent of the emergency;
 - (b) take immediate action to safeguard themselves and other members of the group;
 - (c) remain calm.
- 15.2 The Group Leader or Supervisor (in the event that the Group Leader is unable to carry out this role) should:
- 15.2.1 summon emergency assistance and / or medical assistance and / or inform the police, if appropriate;
 - 15.2.2 seek assistance from a First Aider, if appropriate;
 - 15.2.3 if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;
 - 15.2.4 seek assistance from the Head Teacher, Deputy Head/ EVC where appropriate;
 - 15.2.5 follow the procedures below.
- 15.3 The Group Leader should ensure that the incident is properly recorded and that the Head Teacher/Deputy Head is contacted as soon as reasonably practicable.
- 15.4 The Group Leader / Head Teacher / Deputy Head will make arrangements to inform parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable.
- 15.5 Consider whether the accident should be reported to any external agencies, including the Police or the HSE pursuant to RIDDOR 2013.
- 15.6 Under no circumstances should anyone make a statement to the press or any admission.

15.7 Where a claim might be brought following theft or other loss, the local police must be informed.

16 Incidents involving the Police

16.1 In the event of an incident occurring in which pupil(s) become involved with the police the Group Leader should:

16.1.1 inform the EVC/Head Teacher / Deputy Head immediately, or as soon as practicable and ask that the School's lawyers be notified so advice regarding the handling of the matter can be sought;

16.1.2 inform the parent(s) of the pupil(s) involved immediately, or as soon as practicable unless prevented from doing so by local police for legal reasons;

16.1.3 if local police have asked that the parents of the pupil(s) involved are not made aware of their child's involvement with the police, the Group Leader should do all that is reasonably required to satisfy himself/herself that the reason given is for legitimate legal reasons;

16.1.4 consult with parents as to whether they wish the pupil to have access to legal representation and should assist where appropriate with arranging of such representation if asked to do so by the parents, the cost of such legal representation to be funded entirely at the parents' expense;

16.1.5 instruct a senior member of staff of the Educational Visit to act as appropriate adult where necessary, unless the parents request otherwise.

Effective date of the policy	6 th January 2017
Responsible Member	Mark Neenan, EVC

Authorised by	Board of Governors
Signed	23rd March 2017
Date	

Appendix 1

Queen's College Generic Off site Risk Assessment Category B

Date of visit _____ Destination _____ Year group _____ Member of staff i/c _____

Please tick boxes to acknowledge all relevant and managed hazards then complete additional activity / trip risk assessment

HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING
Transport Minibuses <input type="checkbox"/> people carriers <input type="checkbox"/> coaches <input type="checkbox"/> Staff cars <input type="checkbox"/>	Collision – injury, death	Pupils, staff, other road users	<ul style="list-style-type: none"> Drivers to have passed D1 test within last 3 years or have completed internal training Vehicles regularly maintained Drivers and passengers to wear seatbelts at all times. Reputable Coach Company to be used. Appropriate supervision needed on coaches. Appropriate rest stops to be taken on longer journeys. Two drivers always required on journeys of over 3 hours. 	Internal training on for all driving staff on a 3 year rolling programme.	
Exposure to weather <input type="checkbox"/>	Cold injury, heat injury, over exposure to sun	Pupils, staff	<ul style="list-style-type: none"> Consider possible weather conditions and plan appropriate programme, clothing and equipment (warm and waterproof clothing and, in summer, sun protection) Plan for pupils who may/do not bring suitable kit–check before departure and/or bring spares as appropriate. Daily weather forecast obtained and plans adjusted accordingly (before & during trips) 	Provide clear information re suitable clothing and equipment to pupils and parents	Low
Pupil lost or separated from group, inadequate supervision <input type="checkbox"/>	Serious injury	Pupils	<ul style="list-style-type: none"> Ensure supervising staff competent and understand their roles Ratios in line with school policy & appropriate to level of risk. Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders etc) Discuss itinerary and arrangements with pupils Briefing to all on what to do if separated from group head counts by leaders particularly at arrival/departure points, and when separating and reforming groups Contact numbers to be carried by staff & staff contact cards. 	Plan supervision before visit and brief staff and pupils Seek advice from EVC on ratios if unsure.	Low
Pupil/staff ill-health / injury <input type="checkbox"/>	Further illness, injury	Pupils, staff	<ul style="list-style-type: none"> At least one Leader with each group first aid trained Leaders know how to call emergency services Pupils and parents are reminded to bring individual medication and this is kept securely First aid and travel sickness equipment carried Mobile phones carried 	EVC to check first aid certs current. For residential visits, obtain medical information on parental consent forms and keep these accessible.	Low

			<ul style="list-style-type: none"> Emergency contacts with school/headmaster and parents arranged 	Remind and check pupils bring medication.	
Animals, insects, poisonous plants etc <input type="checkbox"/>	Injury/illness	Pupils, staff	<ul style="list-style-type: none"> Avoid known high risk situations Take necessary avoidance action if encountered Ensure those with known allergies carry medication Brief pupils about contact with animals especially on country walks 	Seek advice from Medical Centre if necessary	Low
HAZARD	RISK	PERSONS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RESIDUAL RISK RATING
Special needs of specific pupils – medical, behavioural <input type="checkbox"/>	Illness, injury	Pupils	<ul style="list-style-type: none"> Obtain information from parents Take advice from L.D. dept. / Medical Centre if appropriate Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary Briefing, as necessary, of staff and any instructors on pupils' needs 	Use recommended parental consent form	Low
Return from visits, particularly after school hours <input type="checkbox"/>	Injury	Pupils	<ul style="list-style-type: none"> Return is pre-planned and parents are informed where to collect pupils from (or it is pre-agreed with parents that older pupils will walk home or be dropped off) Suitable arrangements are made for any pupils whose parents fail to collect them such as staff wait with pupils/clarify parents are on-route/wait in boarding house. 	Include in information to parents	Low
Safeguarding children – public, volunteer helpers <input type="checkbox"/>	Abduction, injury death	Pupils	<ul style="list-style-type: none"> Brief pupils on appropriate interaction with members of public Ensure volunteer helpers are never in charge of a group without direct supervision unless DBS checked. Volunteer adults involved in residential visits must be either DBS or List 99 checked as appropriate 	Obtain assurances. Comply with DBS/ ISI requirements.	Low
Indirect/remote supervision (includes; field work, souvenir shopping, <input type="checkbox"/>	Injury, death	Pupils	IF REMOTE SUPERVISION IS PROPOSED: <ul style="list-style-type: none"> Ensure location is suitable for this mode of supervision Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly 	Included in information to parents	Medium

<p>theme parks, historic sites etc)</p> <p><input type="checkbox"/></p>			<p>supervised)</p> <ul style="list-style-type: none"> • Clear guidelines and emergency procedures set and understood • Pupils remain in pairs or groups (e.g. buddy system - each responsible for named other) • Rendezvous points and times set • Pupils know how to contact staff • Staff understand they are still responsible for pupils at all times • Parents informed and consent given 		
<p>Incident/ Emergencies/ security alert</p> <p><input type="checkbox"/></p>	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • The school has an emergency plan for dealing with an incident on a educational visit • Contact details of parents, group leader, school and, if appropriate, head teacher/school contact's after-hours number are held or accessible by group leader and school contact • Leader and head/school contact has instructions as to what to do in an emergency – see checklist on emergency cards • For visits to cities or areas with high security alerts: Check available sources of reliable information e.g. Home/Foreign Office, police, BBC and transport providers. Complete specific risk assessment, inform and consult parents if necessary. 	Ensure all staff understand emergency plan and their role. Pupils briefed appropriately.	Low
<p>Drugs and alcohol</p> <p><input type="checkbox"/></p>	Injury, death	Pupils, staff	<ul style="list-style-type: none"> • No alcohol to be consumed on off-site visits by staff or pupils • Pupils and staff will be briefed. • Pupils do not bring alcohol nor illegal drugs with them on visits. • Sanctions implemented for breach of discipline. <p>(Any exemption to this rule will need prior approval per trip, directly from the Head Teacher and additional risk management strategies outlined below.)</p>		Low
Additional Activity / Trip specific Risk Assessment (Continue on additional sheets if necessary)					

Assessment completed by: _____ Signed: _____ Date: _____ Review date: _____

Checked by: _____ Signed: _____ Date: _____

Appendix 2 Model forms

The following Educational Visit forms are attached:

- 1 Application to the EVC / Head for approval of an Educational Visit
- 2 Overseas/residential trip authorisation form
- 3 Consent of Parent / Guardian for Category B Educational Visits
- 4 Residential Trips Consent form
- 5 Residential Overseas Trips Consent form
- 6 Trip Report

Form 1: Application to the EVC / Head for approval of an educational visit

Proposal for off-site visit

Department (or equivalent): Date of visit:

Destination: Teacher i/c:

Objectives of visit:

Age group: Number of pupils: Staff:

For a residential trip involving a mixed party there should be at least one member of staff from each sex. If you are planning a residential trip please initial to accept that you understand this:

Departure details: Return details:

Transport details (e.g. coach company):

Approximate costs: Transport:
 Entrance fees:
 Others:
 TOTAL:

Costs covered by department or parental charge?

Approved by HoD (or equivalent): _____ (signed) _____ (dated)

When completed, please pass this form together with a completed Risk Assessment and Participation Consent Form to MN who will then pass them to the Deputy Head, Business Director and LE for approval.

Approved by MN: _____(dated)

Approved by ASF: _____(dated)

Approved by Estates (PLE): _____(dated)

Approved by LE: _____(dated)

Form 2: Overseas/residential trip authorisation form

Queen's College, Taunton
Overseas Trips Authorisation

Trip Information	
Trip details/destination	<input type="text"/>
Name of Trip Leader	<input type="text"/>
Department	<input type="text"/>
Trip dates	<input type="text"/>
Estimated no. of pupils on trip	<input type="text"/>

Travel Company Details	
Travel Company Name	<input type="text"/>
ABTA Member ?	<input type="text" value="Y or N"/>
ABTA Number	<input type="text"/>
LOTC Certified?	<input type="text" value="Y"/>
Please circle	<input type="text" value="N"/>
Total cost of trip	<input type="text"/>

BILLING DETAILS		
<u>Deposit</u>		
	Term	Year
Deposit cheque		£
 <u>Instalments</u>		
	Term	Year
Pupil Billing	Autumn	
	Spring	
	Summer	
	Autumn	
	Spring	
	Summer	

Signature of Trip Leader
---------------------------------	-------

<u>Authorised by :</u>	<u>Date</u>
Educational Visits	
Co-ordinator
Business Director
Head Teacher

Finance Office Use:	
A308	
OT	
Purchase Order	

Form 3: Consent form for Category B educational visits where consent is required (See policy page 9 for information).

PARTICIPATION CONSENT FORM – Category B Trips

The purpose of this form is to give you details of a forthcoming school visit. Please complete the reply slip at the bottom of the form and return it by the date indicated. If you have any questions, please do not hesitate to contact us. Thank you.

Department:

Date:

Objectives of the visit:

Departure Time:

Method of Transport:

Estimated Time of Return:

Estimated Cost to Parent:

Accompanying Staff:

Emergency Contact Number at Venue:

Emergency Contact Number at Queen's:

01823 272559 (office hours) 01823 340889 (outside office hours)

Any Other Relevant Information (e.g. clothing, work materials required, etc):

✂-----

Trip details:

**I give permission for my son/daughter in
.....House, Year, to accompany the school party to
on, and for the cost of to be added to the end of term account.
Please be aware of the following educational/medical/ dietary considerations:**

.....

Signed: Date:

Please return this slip to at the school by

Form 4: Residential Trip Consent form.

**QUEEN'S COLLEGE – RESIDENTIAL TRIPS
INFORMATION SHEET AND CONSENT FORM**

<i>[Insert Details of Trip including Destination, Date, and activity/interest group]</i>	
PLEASE RETURN THIS FORM TO <i>[insert Leader's name]</i>	by <i>[date and time required]</i>
Pupil's Surname:	Pupil's First Name:
Boy/Girl: Date of Birth:	Year group:
Name of parents/guardians:	
Home telephone number (with area code):	
Daytime contact name and telephone number (with area code):	
Alternative emergency contact name and number (with area code):	
I agree to the pupil taking part in all of the activities taking place during the visit, except for the following:	
Is the pupil competent swimmer?	YES/NO
Medical details about your child. (If any answers are YES please give details.)	
Name and telephone number of GP:	
Has your child any condition requiring medication or medical treatment? Please include specific details of current medication	YES/NO
Does your child have any allergies or phobias?	YES/NO

Are there any special dietary requirements?	YES/NO
Has your child suffered or been in contact with any infectious diseases in the past 4 weeks?	
Any other information that you think would be useful:	

HEALTH

I certify that to the best of my knowledge and belief the pupil is in good health. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this trip.

ACCIDENT/ILLNESS

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

ALCOHOL AND SMOKING

I understand that pupils are not to buy or consume alcohol or cigarettes (including e-cigarettes) during this trip.

PERSONAL EFFECTS OF THE PUPILS

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

INDEMNITY

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

BEHAVIOUR AND SECURITY – (as appropriate for the particular trip)

- Pupils must take note of safety procedures, fire exits, etc. on the ferry/aeroplane and in the accommodation.
- Pupils must look after their property. Coats, bags, cameras, phones, etc. are easy to forget, and there may not be enough time to return to places we have visited to pick up things that have been left behind. In busy areas, especially in **[Insert as appropriate]**, pupils must be vigilant, and beware of pickpockets.
- The purchase and consumption of alcohol and the purchase and smoking of cigarettes is absolutely forbidden.
- Pupils must treat other with respect and consideration at all times. This includes their face

to face interaction as well as through the use of mobile phones and social media.

- We expect pupils to behave sensibly and politely at all times, and to obey instructions from staff. At all times pupils are representing the School and their family.
- The coach/vehicle and any accommodation must be kept clean, tidy and free from litter.
- Pupils must remember that other people are often using the accommodation too, and must keep noise levels down and behave appropriately in public areas.
- Bedtimes must be respected: pupils must not wander around the accommodation after being told to go to their rooms. Boys and girls must not go into each other's rooms.
- When we are away from base, particularly when we are travelling on **[Insert as necessary]**, it is vital that students stay in their groups, keep up, respect timings and meeting places, and pay attention to instructions. **Pupils must never wander off on their own.**
- **Any items purchased as 'souvenirs' must not include items of potential danger to others.**
- When we are visiting **[Insert as appropriate]**, pupils must remember that these are places of worship and will behave respectfully.
- All pupils will be given a card with staff contact numbers as well as the addresses and telephone numbers of our accommodation (where applicable), and they will be expected to carry this at all times.

SURNAME:	FIRST NAMES(S):
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DECLARATION OF PUPIL

I, the above named Pupil, promise to observe the rules governing behaviour, punctuality and dress on this trip, and also the School Rules, where applicable.

I will do my best to ensure the safety of myself and other members of the party.

I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

Signed:
(Name of pupil)

DECLARATION OF PARENTS

I, the undersigned, who have parental responsibility for the above-named pupil, have completed the information requested overleaf.

I have read and understood and I consent to the matters set out above.

I have discussed these matters with my child.

Signed: Date:

Relationship to pupil:

Signed: Date:

Relationship to pupil:

Form 5

**QUEEN'S COLLEGE – RESIDENTIAL OVERSEAS TRIPS
INFORMATION SHEET AND CONSENT FORM**

<i>[Insert Details of Trip including Destination, Date, and activity/interest group]</i>	
PLEASE RETURN THIS FORM TO <i>[insert Leader's name]</i>	by <i>[date and time required]</i>
Pupil's Surname:	Pupil's First Name:
Boy/Girl: Date of Birth:	Year group:
Pupil's Passport number:	Passport expiry date:
Name of parents/guardians:	
Home telephone number (with area code):	
Daytime contact name and telephone number (with area code):	
Alternative emergency contact name and number (with area code):	
I agree to the pupil taking part in all of the activities taking place during the visit, except for the following:	

Is the pupil competent swimmer?	YES/NO
Medical details about your child. (If any answers are YES please give details.)	
Name and telephone number of GP:	
Has your child any condition requiring medication or medical treatment? Please include specific details of current medication	YES/NO
Does your child have any allergies or phobias?	YES/NO
Are there any special dietary requirements?	YES/NO
Has your child suffered or been in contact with any infectious diseases in the past 4 weeks?	
Any other information that you think would be useful:	

HEALTH

I certify that to the best of my knowledge and belief the pupil is in good health. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this trip.

ACCIDENT/ILLNESS

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

ALCOHOL AND SMOKING

I understand that pupils are not to buy or consume alcohol or cigarettes (including e-cigarettes) during this trip.

PERSONAL EFFECTS OF THE PUPILS

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

INDEMNITY

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

BEHAVIOUR AND SECURITY – (as appropriate for the particular trip)

- Pupils must take note of safety procedures, fire exits, etc. on the ferry/aeroplane and in the accommodation.
- Pupils must look after their property. Coats, bags, cameras, phones, etc. are easy to forget, and there may not be enough time to return to places we have visited to pick up things that have been left behind. In busy areas, especially in **[Insert as appropriate]**, pupils must be vigilant, and beware of pickpockets.
- The purchase and consumption of alcohol and the purchase and smoking of cigarettes is absolutely forbidden.
- Pupils must treat other with respect and consideration at all times. This includes their face to face interaction as well as through the use of mobile phones and social media.
- We expect pupils to behave sensibly and politely at all times, and to obey instructions from staff. At all times pupils are representing the School and their family.

- The coach/vehicle and any accommodation must be kept clean, tidy and free from litter.
- Pupils must remember that other people are often using the accommodation too, and must keep noise levels down and behave appropriately in public areas.
- Bedtimes must be respected: pupils must not wander around the accommodation after being told to go to their rooms. Boys and girls must not go into each other's rooms.
- When we are away from base, particularly when we are travelling on ***[Insert as necessary]***, it is vital that students stay in their groups, keep up, respect timings and meeting places, and pay attention to instructions. **Pupils must never wander off on their own.**
- **Any items purchased as 'souvenirs' must not include items of potential danger to others.**
- When we are visiting ***[Insert as appropriate]***, pupils must remember that these are places of worship and will behave respectfully.
- All pupils will be given a card with staff contact numbers as well as the addresses and telephone numbers of our accommodation (where applicable), and they will be expected to carry this at all times.

SURNAME:	FIRST NAMES(S):
----------	-----------------

DECLARATION OF PUPIL

I, the above named Pupil, promise to observe the rules governing behaviour, punctuality and dress on this trip, and also the School Rules, where applicable.

I will do my best to ensure the safety of myself and other members of the party.

I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

Signed:

(Name of pupil)

DECLARATION OF PARENTS

I, the undersigned, who have parental responsibility for the above-named pupil, have completed the information requested overleaf.

I have read and understood and I consent to the matters set out above.

I have discussed these matters with my child.

Signed: Date:

Relationship to pupil:

Signed: Date:

Relationship to pupil:

Form 6

Queen's College Trip Report

Date of trip:	<input type="text"/>	Location of trip:	<input type="text"/>
Year Group/s:	<input type="text"/>	House/s (if applicable):	<input type="text"/>

Brief Summary for Head Teacher:

What were the educational objectives of the trip and were they met?

Identify any factors that may improve the trip, if repeated:

Details of any difficulties / problems / Safeguarding issues that occurred during the trip:

Was the conduct of pupils in line with school behavioural expectations? YES / NO (*delete as applicable*)

If NO, give details of incident and names of those involved:

Details of any incidents/accidents requiring medical attention and any action taken:

Details of any near misses:

Member of staff i/c: Signature: Date:.....

Please pass completed form to MN asap

Appendix 3 Procedures for off-site visits

Procedures for off-site visits

Category A (Sports fixtures)/activities usually involving teams or small groups in minibuses or coaches for a few hours, returning to school later in the day

1. Pupils should be aware, and make their parents/guardians aware of the fact that they are taking part in an activity; they should be told to give details of where the activity is taking place (e.g. Millfield School), how they are travelling and when they are due to return. This information should be posted on the appropriate noticeboard.
2. The Group Leader should ensure that the team sheet on the noticeboard is accurate at the time of leaving as it may need to be used by the School Office (or a contact person if outside normal school hour). Contact details (personal or school mobile phone number) must be given to the School Office or written on the team sheet (or CR noticeboard as appropriate). In the event of a serious incident, the Director of Sport's contact number will also be available on the team sheets.
3. The Group Leader should follow the appropriate procedures regarding travel arrangements (e.g. minibus driving), as outlined in this document and the Minibus policy.
4. The Group Leader should be aware of the generic risk assessment Appendix 1 for sports fixture but should amend it and submit the amended version to the School Office via the EVC, depending upon the event/activity concerned. Risk Assessments for sports teams will be the responsibility of the Director of Sport and will be reviewed annually by the EVC.
5. The Group Leader should carry the relevant Year group's contact and medical details (stored in the photocopying room, senior school) as well as their laminated emergency staff contact card and first aid kit.
6. On away fixtures, there should be sufficient staff cover to ensure a member of staff can accompany an injured pupil to hospital without compromising adequate staff ratios with the remaining pupils. The Director of Sport will identify fixtures termly where additional staffing is required.
7. In the event of an injury, staff priority is to the injured pupil until medical support, a more qualified first aider or a member of the Ambulance Service arrives. Staff priority is then with the rest of the team/group.
8. On return match reports will be completed for each team, this will include, results and comment as well as recording of any safeguarding issues/accidents/injuries/near misses.

- 9 Recording all accidents/incidents and near misses should be recorded by the Director of Sport and any actions to reduce risks should be applied to Risk Assessments (and training of new staff) at an annual review with the EVC.

- 10 On return to school, the School Office (or MOD if after 5pm) or Home Contact (if after 7pm) should be informed.

Category B Curriculum-associated/Co Curriculum day or part-day visits, such as theatre trips, Geography/History/Biology field trips, etc

1. The group leader should complete the forms '**Proposal for off-site visit**', (**Appendix 2 Form 1**) **Risk Assessment Appendix 1** and **Participation Consent Form (if required) (Appendix 2 Form 3)** and, in the Senior School, submit it to the EVC. These will then be passed to the Deputy Head and the Estates Department and then to the Head Teacher for final approval before being returned to the Group Leader. In the Junior School, forms should be passed Junior EVC/Estates department and Headmistress for approval. After approval, the forms will be returned to the Group Leader.
2. The proposal of offsite trips should be submitted at least 2 weeks prior to the date of the intended visit outside of school hours and 4 weeks if during the school day (lesson time).
3. Parental consent will depend on the nature of the trip ([see policy criteria for details](#)). Parents should be given the opportunity to alert us of any recent educational/medical considerations that post-date the completion of the general school consent form at the start of the year. Participation Consent Form reply slips must be returned to the Group Leader by all pupils prior to a trip.
4. Pupils should be made aware of the academic objectives of the trip and informed about clothing requirements, safety issues, standards of behaviour, etc.
5. The group leader should follow the appropriate procedures as outlined in this policy.
6. The group leader (Junior or Senior) should leave with the School Office and on the Common Room Offsite Visits noticeboard.
 - Copy of the approved 'Proposal for off-site visit' (which may contain minor amendments, for example, to the return time or emergency telephone number)
 - List of names of the party (staff and pupils)
 - Emergency telephone number (usually mobile phone, which should be switched 'on')
7. The Group Leader should take a contact and medical list for the relevant Year group from the shelves in the photocopying room (black in Junior; yellow in Pre-Prep), which contains specific information about pupils (and should take a few moments to become acquainted with any details regarding the pupils in the party) They should also carry a staff emergency contact card (currently green) and a first aid kit.
8. On return to school, the School Office, MOD or Home Contact should be informed.
9. A Trip Report (**Appendix 2 Form 6**) form should be completed and passed to the EVC who will then pass it on to the Head Teacher if relevant.

10. An evaluation should be carried out to assess the success of the trip. Were the academic objectives achieved? How could the trip be improved next time? Does the risk assessment need amending? Were there any accidents/incidents/near misses?

Category C Adventurous activities (such as but not exclusively, climbing, DofE, canoeing, mountain biking, diving, ropes courses, etc)

1. Before a trip is planned, the EVC should be consulted. Information regarding staff qualifications, risk assessments, AALS licensing and LOTC Accreditation should be requested from any Centres being used. If not LOTC and AALs licenced/accredited. The provider must complete a provider assurance form. **Appendix 4**. This form will also be completed when the proposed activity falls outside the remit of the AALS scheme. Documentation should be checked by the EVC before authorisation will be given. Where possible a visit to the trip centre should be made before the trip.
2. The group leader should complete the form '**Proposal for off-site visit**' (Appendix 2 **Form 1**) and submit it together with a completed **Risk Assessment Appendix 1** and **Participation Consent Form (Appendix 2 Form 4)** to the EVC in the Senior School (who will pass them to the Deputy Head, Estates Department and Head Teacher for approval). In the Junior School the forms should be passed to the Junior EVC, Estates Department and then Headmistress for approval. Risk assessments must be completed for all adventurous activities.
3. Parental consent will be required for all adventurous activities (**see policy criteria for details**). Parents should be given the opportunity to alert us of any recent educational/medical considerations that post-date the general school consent forms, which were completed at the start of the year. Parents need to be made aware of exactly what the activity involves and what qualifications the staff have gained. Participation Consent Form reply slips must be returned by all pupils prior to a trip. It is acceptable for a single Form to cover multiple visits where the activity is the same.
4. Pupils should be informed about clothing requirements, safety issues, standards of behaviour, etc.
5. The group leader should follow the appropriate procedures as outlined in this Policy.
6. The group leader should leave with the School Office (and a contact person if outside normal school hours)
 - Copy of the approved 'Proposal for off-site visit' (which may contain minor amendments, for example, to the return time or emergency telephone number)
 - List of names of the party
 - Emergency telephone number (usually mobile phone, which should be switched 'on' if possible)
7. The Group Leader should take a list of contact numbers and medical details for the relevant Year groups (black in Junior; yellow in Pre-Prep), which contains specific information about pupils (and should take a few moments to become acquainted with

any details regarding the pupils in the party), a list of names and a mobile telephone (the number should be left with the School Office – Senior or Junior – and for Pre-Prep trips the number should be left with Pre-Prep and Junior). A staff emergency contact card (currently green) and a first aid kit.

8. On return to school, the School Office or Home Contact should be informed.
9. A Trip Report form should be completed and passed to the EVC.
10. An evaluation should be carried out to assess the success of the trip. Were the objectives achieved? Were there any 'near misses'? How could the trip be improved next time? Does the risk assessment need amending?

Remember:

For a residential trip involving a mixed party there should be at least one member of staff from each sex.

Category D Residential curriculum-related visits, such as trips abroad (e.g. Alps trip, Berlin trip, etc)

The EVC will assist, as required, group leaders in all aspects of the planning of a residential trip.

As with other off-site visits, group leaders should follow the procedure outlined below:

1. A trip authorisation needs to be completed prior to the trip being advertised to pupils and submitted to the EVC/Business Director and Head Teacher for approval and can be found in Desktop-off site Visits/forms.
2. The group leader should complete the form '**Proposal for off-site visit**' ([Appendix 2 Form 1](#)) and submit it together with a completed **Risk Assessment** and **Participation Consent Form** ([Appendix 2 Form 5](#)) to the EVC in the Senior School (who will pass them to the Deputy Head, Estates Department and Head Teacher for approval). In the Junior School the forms should be passed to the Junior EVC, Estates Department and Headmistress for authorisation.
3. Parents need to give their consent and should be given the opportunity to alert us of any recent educational/medical considerations that post-date the completion of the consent for. [See Appendix 2 form 4](#) for residential trips and [Appendix 2 form 5](#) for overseas residential trips. Participation Consent Form reply slips should be returned by all pupils prior to a trip.
4. Pupils should be made aware of the academic objectives of the trip and informed about clothing requirements, safety issues, standards of behaviour, etc.

5. The group leader should follow the appropriate procedures as outlined in this document and in the Staff Handbook (e.g. regarding travel arrangements, supervision, emergency procedures, etc)
6. Group leaders should ensure that appropriate insurance cover has been taken out (see the Business Director) and that relevant documents and contact telephone numbers are included in his/her administrative file. If visiting EU countries, EU Health Cards (EHIC) should be taken on the trip.
7. The group leader should put together a comprehensive file containing the following:
 - Copy of the approved 'Proposal for off-site visit' (which may contain minor amendments, for example, to the return time or emergency telephone number)
 - Pupil list, with details of contact numbers/medical conditions etc. and copies of the completed Participation Consent Forms)
 - Comprehensive details and emergency contact numbers relating to all aspects of the trip including transport, accommodation, itinerary, travel company, etc.

The group leader should leave copies of the following information with the School Office and a senior member of staff manning the emergency contact phone.

8. The Group leaders should carry a staff emergency contact card (currently green) a first aid kit plus any appropriate group equipment, and a mobile phone should be taken (an international mobile is available from the IT Department).
9. On return to school, the School Office or Home Contact should be informed.
10. A Trip Report form should be completed and passed to the EVC who will then pass it on to the Head Teacher.
11. An evaluation should be carried out to assess the success of the trip. Were the academic objectives achieved? How could the trip be improved next time? Does the risk assessment need amending?

Appendix 4 Provider assurance form

PROVIDER ASSURANCE

Required if the proposed provider DOES NOT hold an LOfC quality badge
<http://lotcqualitybadge.org.uk/search> or is not a member of the School Travel Forum
www.schooltravelforum.com or does not hold an AALS licence
http://www.aals.org.uk/aals/provider_search.php

or will be providing activities not covered by the AALS scheme (www.aals.org)

**FOR COMPLETION BY PROVIDERS AND TOUR OPERATORS OF EDUCATIONAL VISITS AND
ACTIVITIES TO QUEEN'S COLLEGE, TAUNTON**

When considering using an outside provider or tour operator for an educational visit, Queen's College must seek assurances that the provision complies with Queen's College Educational Visits policy and current best practice.

Visit leader:

Contact details:

Date(s) of visit:

Name of provider:

Nature of visit/activities:

The provider or tour operator providing services to Queen's College, Taunton is asked to give careful consideration to the statements below and sign in the appropriate space that the standard of service provided will meet the conditions listed.

Please tick all specifications you can meet. Indicate by a cross any you cannot meet. Write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and written risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability for work with young people.
5. There are adequate and regular opportunities for liaison between school staff and the provider's staff and there is sufficient flexibility to make radical changes to the programme if necessary and the reasons for such changes will be made known to school staff.

Insurance

6. The provider has public liability insurance for at least £5 million with a clause giving "indemnity to principal".

Accommodation (if residential accommodation is provided)

7. The accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented and a fire risk assessment has been completed.
8. If abroad, the accommodation complies with the fire and health and safety regulations which apply in the country concerned.
9. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
10. Separate male and female sleeping accommodation and washing facilities are provided and staff accommodation is close to pupils' accommodation.

SECTION B – ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

Adventure Activities Licensing Authority (AALS) Licence

11. Do you hold an AALS License? Yes: No: Not applicable

12. AALS reference No: _____

For AALS licensable activities in the UK, the specifications in this section are checked as part of an AALS inspection. However, providers registered with AALS are asked to consider these specifications with respect to any activities or aspects of their provision to the school not covered by the licence.

Activity Management

13. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.

14. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.

15. Staff competences are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competences confirmed by an appropriately experienced and qualified technical adviser.

16. Where there is no National Governing Body for an activity, operating procedures and staff training and assessment requirements are explained in the provider's code of practice.

17. Participants will have access to a person with a current first aid qualification. Staff are practiced and competent in accident and emergency procedures.

18. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.

19. All equipment used in activities is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C – TOUR OPERATORS

Where a tour operator provides services for schools using other providers e.g. ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

20. Sections A and B of the form, as appropriate, have been completed to show that checks have been made, records of which are available for inspection.

21. The Tour Operator complies with package Travel Regulations, including bonding to safeguard customers' monies.

22. ATOL, ABTA or other bonding body name and numbers:

SECTION D – EXPEDITIONS

The provider has completed sections A and B of this form and agrees to provide additional assurances which are specific to the expedition being proposed and which will be made clear to the provider by the Head Teacher and/or Governing Body

DECLARATION

If any of the above specifications cannot be met or are not applicable, please give details:

Details of any other accreditation with national governing bodies, tourist boards etc:

Signed:

Date:

Name in capitals:

Position in organisation:

Name and address of provider or tour operator:

Telephone number:

Fax:

Email:

Thank you for completing this form. Please return it to the named visit leader at the address below:

Queen's College

Trull Road

Taunton

Somerset

TA1 4QS