



PART 1: GENERAL INFORMATION

a. INTRODUCTION

At The Chorister School we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend the pupils' knowledge of the world. The common factor is that they all make an essential contribution to your son's or daughter's development and education in the broadest sense of the word. The Chorister School is committed to ensuring that the utmost care is taken to protect the health and safety of children and staff involved in Educational Visits and activities out of school.

b. OUR TRIPS AND VISITS

A wide variety of trips and activities is undertaken by the school, including day trips, residential and non-residential trips in the UK and abroad. Specific advice relevant to individual trips is provided to staff and parents by the trip organiser. Some special additional precautions are necessary for trips abroad. Full details of trips abroad are provided well in advance of the departure date.

Examples of regular trips that take place include:

Choristers tour in the UK and abroad, in 2014 we had cultural visits to Rome, Paris and Ypres, Year 7 pupils take part in World Challenge outdoor activities, Year 8 pupils spend a weekend at Low Mill Outdoor Activity, plus a wide range of day and half day trips for all classes right through to Pre School.

c. INFORMATION ON PLANNED TRIPS AND ACTIVITIES

Parents will always be notified in advance:

- If your child has been selected for a sports team, through publication of team sheets on the Games noticeboard. We very much welcome family and friends at all our matches, both home and away.
- If your child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site. We will advise you if the visit involves an extra charge, supplying a packed lunch, late return to school, or collection from another place, such as a theatre.
- If there a requirement for any extra safety measures on the planned trip or activity.
- We send details of planned trips and activities well in advance to all parents of pupils of the relevant year group. Parents who opt for these trips may be invited into

the school for an additional briefing before their son or daughter departs on a trip or visit that involves an overnight stay, either in the UK or overseas.

- Parents of children in the Early Years Foundation Stage may be required to help with supervision on a trip, being mainly responsible for their own child but not included within the calculation of the minimum number of staff required to supervise the group.

d. CONSENT

The School uses an Annual Parental Consent Form for school visits and other off-site activities. A pupil may not be allowed to participate in an Educational School Visit unless the appropriate consent/indemnity form has been signed by a parent/guardian and returned to school in good time. Parents are required to advise the School if there has been a change to the medical information provided in the Annual Parental Consent Form. This form also gives permission for emergency medical treatment if the parents/guardians cannot be contacted.

The School require a separate specific consent form if pupils are to be taken on a trip or visit that involves an overnight stay or an overseas visit.

Copies of the relevant consent forms are included with this policy.

e. SAFETY

Safety is a priority. We expect parents' support in ensuring their son or daughter follows the instructions given either by a member of staff or by a qualified instructor, and uses the proper equipment. We reserve the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or if they do not adhere to the group leader's instructions for acceptable behaviour.

PART 2: GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS

a. INTRODUCTION

We have a large number of trips, out of school activities and visits that take place during the school year. All our staff see the educational value of activities outside the classroom. The Chorister School welcomes suggestions from staff for new trips. Additionally there is an annual Field Day where trips are arranged for all pupils from Form 1 to Form 6.

b. ROLE OF THE GROUP LEADER

Every trip or visit is planned in advance by the member of staff who is in charge. We try to ensure a qualified first-aider is on every trip. An appropriate first-aid kit is taken on every trip.

c. PERSONAL LIABILITY AND INSURANCE

The law places the Group Leader "in loco parentis." The Department of Education "Health and Safety: advice on legal duties and powers" and Health and Safety Executive "School trips and outdoor learning activities" should be read by all Group Leaders. The former document explains that "employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so."

Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that The Chorister School, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

Any member of staff organizing an adventurous or hazardous activity should check, via the Bursar, whether or not the activity is covered by the school's policy. An extension can usually be arranged. Where unusual or hazardous activities are involved it is important that those supervising the activities are appropriately qualified and competent and that all equipment used is to the required safety standards and properly maintained. These activities will be undertaken at a licensed, specialist centre where appropriate and properly maintained equipment and qualified, competent staff are available. The provider will hold a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). Vehicles in which children are being transported and the driver of those vehicles, must be adequately insured. For any minibus journey that involves Pre School or Reception children, there should always be a second member of staff.

d. THE RISK ASSESSMENT

Identifying the potential hazards of the place being visited.

- Listing the groups of people that are especially at risk from the significant hazards.
- Listing existing controls or notifying where the information may be found.
- Considering how he/she would cope with the hazards which are not currently identified or fully controlled.
- Carrying out continual monitoring of hazards throughout the visit.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that he/she is satisfied, it will meet the requirements of The

Chorister School, for the activity part of the visit. Additional risk assessments may be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances. At The Chorister School, there is a file in the staff room containing risk assessments that cover most of our regular visits. The risk assessments will be approved by the Headmistress as appropriate before the trip takes place. Sufficient time will be allocated to the preparation and planning of a visit in order to ensure its success and safety. For residential trips and where applicable, day trips, a pre-visit will normally be undertaken to enable the Group Leader to identify any potential hazards.

e. STAFF/PUPIL RATIOS

Wherever possible, all members of staff accompanying the visit should include qualified teachers employed by the school. Trip organizers are responsible for ensuring that accompanying staff and adults are properly prepared and briefed and fully aware of their responsibility for the children. The Headmistress is responsible for ensuring that a group is adequately staffed.

The Chorister School’s recommended staff to pupil ratios for visits and off-site activities is:

Ratio	Pupils’ Year Group
When taking EYFS children on outings, consideration will be given to providing the most suitable adult:child ratio as appropriate to the type of visit. This ratio will be between 1:2 and 1:5	EYFS Pre-School and Reception
1:6	Years 1- 2
1:10/15	Years 3 – 6
1:15/20	Years 7 upwards (with a larger ratio permitted for over 16s)
1:10	All visits abroad

f. PREPARATORY ARRANGEMENTS

The amount of advance preparatory work needed will obviously vary considerably with the type of activity. With the exception of EYFS children very little preparation may be needed for walking with a group of pupils to a local museum, spending an hour there and walking back in time for school lunch. By contrast, a visit lasting a week or more to a country outside the UK, requires considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for school holidays and half-terms. Group Leaders may draw upon the school’s stock of existing background material when planning regular, repeat visits to familiar destinations.

Parents may be used as a supplement to the staff but will not be taken into consideration in the calculation of the minimum number of staff required to supervise the group (as set out in this document.) Parents or other responsible adults will only be allowed to accompany an overnight stay if enhanced DBS checks have been made and clearance been received.

Trip organisers will ensure that all pupils involved in the visits have been properly prepared and briefed. Pupils will be given clear safety instructions based upon the risks associated with the particular form of transport to be used. When travelling by mini-bus or coach seat belts must be worn at all times. Where possible, children will be transported in a coach, mini-bus or by public transport. Whilst the use of private cars is discouraged it may be appropriate to use this form of transport from time to time. It is the responsibility of the teacher in charge of the trip to ensure that the parent has a valid driving licence and is appropriately insured. Normally another adult should accompany any children in a private car.

A member of staff will remain on duty at the end of the trip until all pupils have been collected.

g. ILLNESS OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill, the Group leader, or another member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. At The Chorister School we expect the Group Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

h. EMERGENCY PROCEDURES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Headmistress or on-call member of the SMT of what had happened would be the next tasks for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Headmistress are maintained. She would also need to arrange (perhaps using another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken.

When reporting accidents it is recommended to follow the RIDDOR requirements. (See First Aid Policy for detail)

At The Chorister School, depending on the nature of the incident, we may implement our own communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the

parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web, local radio) for communicating with those whose children are not affected.

Where possible, all communication with the media should be left to the Headmistress. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

i. PLANNING A VISIT OF LONGER DURATION

The list that follows is designed to cover all the planning that a Group leader needs to undertake for a longer-type visit. It is designed to be as comprehensive as possible. *Text in italics applies particularly to longer and residential trips and the action may not be required (or the timescale may be shortened) for: trips within the school day, theatre and museum visits, sports fixtures, or day visits using school transport.*

AT LEAST TWELVE MONTHS IN ADVANCE

- Obtain advice from the Headmistress on suitable dates, precedents etc
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number & age of participants with the Headmistress.
- Calculate the staff to pupil ratio, according to the guidance above.
- Prepare a draft itinerary
- Decide mode of transport for all legs of the journey.
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included).
- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority.
- Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments
- Prepare the risk assessment(s), (see below),
- Check the school's insurance cover, (see above) if the visit involves hazardous activities.
- Find other members of staff who are willing to participate in the trip, bearing in mind the need to have both male and female teaching staff when both sexes participate in a visit involving an overnight stay or an extended day trip. It is desirable to have at least one member of staff who speaks the language of the country to be visited. [If parent volunteers participate: arrange for any volunteers participating in the trip to obtain an enhanced DBS disclosure. (The Bursar's office will make the necessary arrangements)].
- [If a legal requirement for families hosting overseas students is introduced – Arrange for host families to obtain enhanced DBS disclosures. . (The Bursar's office will make the necessary arrangements)].
- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.
- Carry out a reconnaissance visit if the location is not one that the school has visited before. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice).
- Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)
- Ascertain the medical and visa requirements

- Establish when the deposits are required by tour operators/airlines/activity centre etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)
- Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office.
- Prepare a written case, seeking the Headmistress's approval.
- If necessary, attend a First Aid and/or minibus driving course beforehand.

AFTER PERMISSION IS GRANTED (AT LEAST SIX MONTHS IN ADVANCE)

- Write a preliminary letter to send to parents and guardians of the target age group, outlining the purpose of the trip, the programme and the expected maximum cost. Ask for acceptance, together with a deposit by a specific date. Mention that parents will be invited to a briefing meeting within six weeks of departure. Explain any restrictions on numbers.
- Brief the pupils about the visit, its dates and purpose
- Check names of all pupils wishing to participate with regard to medical requirements. Discuss concerns about special arrangements that may be required for handling any specific medical or SEN issues.
- Collect deposits and arrange with the Bursar to set up a unique cost centre in the school accounts for the trip.
- Arrange for the Bursar to pay deposits on hotels, flights, activity centre, tickets etc.
- On exchanges: assign pupils to host families. Encourage an exchange of letters/emails/photographs etc.

AT LEAST THREE MONTHS IN ADVANCE

- Finalise the costs with travel company etc.
- Insist that all coaches are fitted with seat belts.(This may not be possible in every country).
- Work out the final cost for parents (including contingency to cover delays etc).
- Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.
- Arrange for the Bursar to bill parents for the balance of the cost of the trip or collect the balance directly from the pupils and give to Bursar to credit to the trip account
- Arrange for the payment of the balance to the airline, hotel, travel company etc.
- Arrange for any currency requirements, and a mobile phone with pre-paid SIM card valid for the country to be visited, to be available if required.
- Brief and prepare the pupils in advance.
- Ensure that they are given plenty of advance notice if they need special equipment (e.g. for skiing).

SIX WEEKS IN ADVANCE

- Give the Bursar details of any currency requirements
- Arrange meeting with parents to brief them on all aspects of the trip, including:
 - The itinerary, including the meeting and collection points.
 - Contact details for the hotels/hostels/ names and addresses of the host families.
 - The number of the school mobile phone issued to the Group Leader.
 - The money, kit and equipment that the pupils need. The dress code of the country.
 - The medical and visa requirements.
 - The expected standards of behaviour, and the potential risks of irresponsible behaviour and the ground rules for behaviour in host families' houses.
 - The ground rules on consumption of alcohol, tobacco and illegal substances.
 - Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.
 - Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.
 - Arrangements for communicating with parents in the event that the return is delayed.
 - The need to notify the school in the event of contact with an infectious disease within four weeks of travelling.
 - The reasons why a completed consent form is essential.
 - The need for a copy of each pupil's passport.
- Send all parents a copy of the consent form with specified return date
- (If appropriate,) book picnic lunch from kitchen staff. Brief pupils on expectations of standards of behaviour and cultural differences.
- Book travelling first aid kit from the Boarding House mothers.

TWO WEEKS IN ADVANCE

- Chase parents who have not returned their consent forms. Remind them that their child cannot participate unless the form is received prior to departure.
- Obtain photocopies of each pupil's passport
- Check all tickets for accuracy. Store them in the school office until collection
- Collect any currency requirements/credit cards. Store in safe place
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.
- Prepare packs for the School Office, and for each member of staff, that contain the following information:
 - The itinerary (including address, phone numbers etc of all locations where the party is staying).
 - The Group Leader's mobile number,
 - Mobile numbers of all participating staff,

- A list of pupils, together with copies of their parental contact forms (which includes reference, but not details of, each pupils' medical conditions),
- Copies of all passports and travel documents,
- Emergency contact numbers for the Headmistress and any member of the SMT designated to be on-call.
- Out of hours contact details for the School.
- The address and contact details of the nearest British Consul.
- On exchanges, the names and contact details of the exchange school and the host families that are accommodating each pupil.
- A copy of the tickets, travel insurance document (including emergency contact details).
- A copy of the risk assessment.
- Location of local hospital.

THE DAY PRIOR TO DEPARTURE / THE DAY OF DEPARTURE

- Collect tickets, organise any currency required
- Give trip information packs to designated school recipients and to other staff participants
- Give each pupil the names, addresses and phone numbers of their accommodation
- Remind pupils about the rendez-vous, dress code, standards of behaviour etc.
- Remind pupils of the potential risks of irresponsible behaviour
- Remind pupils to bring passports. Ask to see each passport.
- Collect travelling first aid kit(s). Check contents.
- Collect packed lunches

DURING THE VISIT OR ACTIVITY

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. He or she will liaise with the school in the event of difficulties between a pupil and their host family. S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff.

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups.

- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Looking after – or reminding pupils to look after – passports and valuables
- Storing cash, tickets, passports and any other valuable items in the hotel safe.
- Keeping an account of all expenditure.
- Recording all accidents and near misses.

DELAYED RETURN

If a visit is delayed, the Group Leader should phone the school office, or the member of the SLT who is on call, who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

ON RETURN

Each Group Leader is asked to provide the Headmistress with a report on the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The trip should be evaluated within the relevant department and decisions made regarding whether it would be repeated, how valuable it was, and what changes should be made to arrangements next time. The Group leader should return all school property, together with a report of any lost or damaged property. He or she should also:

- Instruct all pupils to delete their records of the school mobile and of any staff mobiles.
- Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit.

EXPENDITURE

The Group Leader is responsible for returning any unused cash or school credit card and telephone to the Bursar. The Group Leader is also responsible for producing a schedule of all expenditure on the trip. Unused balances may be returned to the parents by way of credits shown on the next school bill.

REPORT FOR GOVERNORS

The Headmistress's termly report to the Governors may contain a synopsis of the school trips and visits that have taken place since the last meeting.

Reports will be given to the school secretary for the newsletter. This Policy should be read in conjunction with the following Chorister School Policies:

Safeguarding

Children Missing Education

Acceptable Use of ICT, Internet and Mobile Phones

Interaction with pupils; Code of Conduct for Staff

Rewards, Discipline and Sanctions Policy.

REVIEW

This policy will be reviewed in January 2018.

Annual Parental Consent Form for School Visits and other off-site activities - 2017/18

I agree to (name) Form

- a) to take part in school trips and sporting activities that take place off school premises; and
- b) to be given first aid or urgent medical treatment during any school trip or activity.

The trips and activities covered by this consent include:

- All School organised off-site activities before, during and after the school day.
- All visits which take place during the school term, including weekends
- Off-site sporting fixtures including those outside of school hours

Further written parental consent will not be requested from you for the majority of school trips or activities that take place during

Medical information:

Name and address of Doctor:

 _____ Telephone: _____

Does your child have any conditions requiring medical treatment and/or medication: **YES / NO**

If so, please give details:

Does your child have any allergies: **YES / NO**

If so, please give details:

Please outline any special dietary requirements of your child (if any)

When did your child last have a Tetanus injection? _____

I will inform the School of any changes in medication that is relevant to educational visits and off-site activities.

Emergency Contact Details:

Name: _____

Mobile Tel No: _____

Work Tel No: _____

Home Tel No: _____

Alternative Contact: Name _____

Tel No. _____

Declaration

I agree to my son/daughter receiving medication as instructed and (if required) any emergency treatments as considered necessary by the medical authorities present.

Signed _____ Relationship _____

PARENTAL CONSENT FOR A SCHOOL VISIT
not covered by the Annual Parental Consent (Day)

Child's name		Form	
Date of Visit		Places to be Visited	
Leave at am/pm		Return at am/pm	

I agree to:(name) taking part in this visit, and acknowledge the need for **HIM / HER** to behave responsibly.

Medical information about your child: Any conditions requiring medical treatment, including medication: **YES / NO**

If **YES**, please give details:

.....
.....
.....

Name and address of Doctor:

.....
.....
.....

Please outline any special dietary requirements of your child (if any)

.....

When did your child last receive a tetanus injection?

Declaration

I agree to my son/daughter receiving medication as instructed and (if required) any emergency treatment as considered necessary by the medical authorities present.

Contact telephone numbers:

Work: Home:.....

Home address

.....

Alternative emergency contact:

Name: Tel.No.:.....

Signed:.....(parent/ guardian)

PARENTAL CONSENT FOR A SCHOOL VISIT INVOLVING OVERNIGHT STAY

Child's name		Form	
Date of Visit		Location of Visit	
Purpose of visit		Places to be visited	
Maximum No of Pupils		Group Leader	
Number of other adults assisting with supervisory duties			
Date/time/place of departure		Date/time/place of return	
Accommodation – hotel or hostel and how many nights		Number of beds per room, single sex	
Transport arrangements from meeting place		Details of flights, trains and coaches	

Where a proposed visit is over-subscribed, places will be offered on a first-come basis.

Please note that although it is school policy always to book coaches fitted with seat belts, this is not always possible outside the UK.

Medical Information

Any allergies or sensitivities to food, medication, pets or to insect stings?	
Any chronic or recurring medical conditions needing regular or occasional medication or treatment?	
Does he/she suffer from travel sickness? If so, may we have your permission to give him/her a travel sickness tablet?	
Do we have your permission to give him/her a pain reliever, such as paracetamol?	
Do we have your permission to administer prescription medication that your child is currently taking as directed by their doctor?	
Does he/she suffer from any phobia which might make it unsafe for for him/her to participate in any of the planned activities?	



CONSENT TO EMERGENCY TREATMENT

I/ We authorise the Group Leader, or an authorised deputy acting on his/her behalf to consent on the advice of an appropriately qualified medical specialist to my/our child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure [under the NHS]/[under the school’s travel insurance cover] if he/she is unable to contact me/us time.

Signature of both parents

.....
or Guardian:

Contact Details for the period covered by the trip:

NAME:.....Tel.No:.....Mobile:.....

Email:.....Work No:.....

NAME:.....Tel.no:.....Mobile:

Email:.....Work No.:.....

FAMILY DOCTOR:.....Tel.no:.....

Address:.....

.....Post Code:

Behaviour code:

I understand that my son/daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given either by a member of staff [or by an Instructor at the Activity centre] at all times. I accept that where his or her disregard for the code of behaviour either causes danger to him/herself and to others, or offence to the local customs of wherever visited, or is a serious breach of school discipline, such as (but not confined to) smoking, drinking alcohol, using illegal drugs or sexual misconduct, that he/she may be sent home forthwith at our expense.

Signed: Signed:.....

Name: Name:.....

Date: Date:

Please note that your son/daughter will not be allowed to participate in this visit unless this form is completed and returned to (name)The Chorister School.

**APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISIT BY HEADMISTRESS
OR GOVERNING BODY**

Date of Visit		Location of Visit	
Purpose of visit		Places to be visited	
No of Pupils		Party Leaders	
Other adults assisting with supervisory duties			
Date/time/place of departure		Date/time/place of return	

Teacher Pupil Ratio *(please highlight the relevant figures)*

Ratio	Pupils' Year Group
When taking EYFS children on outings, consideration will be given to providing the most suitable adult:child ratio as appropriate to the type of visit. This ratio will be between 1:2 and 1:5	EYFS Pre-School and Reception (
1:6	Years 1- 2
1:10/15	Years 3 – 6
1:15/20	Years 7 upwards (with a larger ratio permitted for over 16s)
1:10	All visits abroad

Trips involving an overnight stay, an extended day trip, and abroad, should have a male and a female member of staff if the group is mixed.

Transport

Type of transport being used/confirmed *(Please circle relevant details)*

None	School Bus Vehicle reg	External Coach Company	Buses,Trains Details	Other
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Approximate cost per pupil:	
Has the Bursar been informed?	
Has Housemother completed information on any conditions or allergies affecting any of the pupils?	
Has the Deputy Head been informed for lesson cover?	
Has catering manager been informed of meal arrangements?	

Is First Aid cover available and adequate?	
Name the First Aiders on the trip:	
Have the children been briefed regarding responsibilities and dangers?	
Have all the adults been briefed on their duties?	
Do you have the necessary DBS coverage from the adults?	
Please provide contact number for use in an emergency.	
Organising company/agency – does the activity fall under Adventure Activities Licensing Regulations? If so include Licence reference number.	
Insurance arrangements for all members of the proposed party. Include name of insurance company, address and policy number.	
Accommodation to be used. Name, address and telephone number; name of Head of centre.	
Details of programme of activities.	
Details of any hazardous activity and the associated planning, organisation and staffing.	
Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party – checked DBS coverage?	
Name, address and telephone number of contact person in school who holds all information about the visit or journey in case of emergency:	

Is First Aid cover available adequate? Give names of all First Aid trained adults on trip:	
Is First Aid kit being taken?	
Existing knowledge of places to be visited and whether an exploratory visit is intended	
<p>Size and composition of the group</p> <p>Age range:</p> <p>Number of boys:..... Number of girls:</p> <p>Adult to pupil ratio:</p> <p>Leader/participant ratio:</p>	
Information on parental consent, Group leader to check that Annual Parental Consent form is sufficient. If it is not sufficient additional consent should be obtained.	
Attach list of names of all pupils attending the trip, highlighting special educational or medical needs.	

Signed:.....

Date:.....

Group leader full name:

When approval is given one copy of this should be retained by the Headmistress and another by the Group Leader. The Headmistress should be informed of any subsequent changes in planning, organising or staffing. If required the Headmistress should seek approval from the Governors.



CONFIRMATION FROM HEADMISTRESS FOR VIST TO GO AHEAD
To be completed by the Headmistress and returned to the Group Leader

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

Please ensure that I have all relevant information including a final list of group members, with the special educational and medical needs, and a detailed itinerary at least 7 days before the party is due to leave.

I require confirmation that annual parental consent is in place and appropriate for this visit, or individual parental consent has been obtained, before departure.

Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed:.....Date:.....

Headmistress's full name:

ACTION IN THE EVENT OF AN EMERGENCY ON A SCHOOL TRIP

A copy of the following guidelines must be taken by all party leaders and their deputies, and the school contact. This plan is included in the Educational Visits Policy.

Emergency contact information for Educational Visit to:

.....

Name of group Leader.....

Home Tel.No:.....Mobile No:.....

Visit departure date:.....

Return time and location

Group details:-

Total number children..... Total number of adults

Do you have consent for each child? Yes/ No

Attach copies of annual consent forms or specific consent forms for this trip

Emergency contact for school:

School No.:..... Headmistress's No.:.....

Travel Company: *Name/Address/ Telephone number/ Fax number*

.....

.....

.....

Insurance/Emergency Assistance: *Name/Address/Telephone number/Fax number*

.....

.....

.....

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all party leaders and their deputies.

- Establish nature and extent of the emergency
- Make sure that all other members of the party are accounted for and safe
- If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable – but be aware of consequences that might follow were you to give incorrect treatment)
- Establish the names of the injured and call relevant emergency services
- Advise other party staff of the incident and that emergency procedures are in operation
- Ensure that an adult from the party accompanies casualties to hospital or if on your own you go with the injured pupil(s); the Emergency Services will look after the rest of the party until another member of staff arrives
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all the children are accounted for
- Control access to telephones until contact is made with the Headmistress or on-call member of the SLT and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far)
- The school's insurers should be contacted as quickly as possible, together with the British Consul, if the accident happens overseas.
- Telephone numbers for future communications; identify alternate telephone numbers in case telephone lines become jammed
- The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed

Should parents be non-contactable

All parents should have filled out a 'Parental Consent for a School Visit' form on which various permissions have been granted and the passage below is a quote:-

'I agree to my son/daughter receiving medication as instructed and (if required) any emergency treatment as considered necessary by the medical authorities present'

We may implement our own communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that it may not be possible for us to be the first to break the news. Nevertheless we firmly believe we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods for communicating with those whose children are not affected.

Media: Where possible communication with the media should be left to the Headmistress. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

Check List for Educational Visits

Not all items on list will be relevant to every proposed visit.

Copy of Educational Visits Policy

Information letters sent to parents, Annual Parental Consent Forms completed or separate consent form for this visit sent out and returned completed.

Copy of Information and Consent forms in Leader's file.

Copy of Information and Consent forms left at Reception Desk.

List of pupils, with contact phone numbers and any necessary medical information.

Confirm transport arrangements e.g. check with bus company, **check mini-bus is free.**

List of pupils travelling in mini-bus.

List of pupils travelling in parents' cars.

First Aid kit. Check those who require inhalers have them with them.

Rubbish bags, sick bags, towels, paper towels, wipes

Packed lunches.

Suitable clothing and footwear.

Wellington boots, walking boots, waterproof footwear, waterproof jackets.

Games, music, activities for journey. Suitable DVDs for coach.

Pocket money.

Maps, information sheets for parent helpers.

Money, cheque book, cheque for payment at site.

Permit and booking confirmation for site to be visited.

Whistle.

Mobile phone, camera – check school rules on use of cameras and internet

Mini bus check – diesel etc.

Thank you letters to guides or parent helpers afterwards.

Report for Newsletter.

Reminders to Pupils – Talk prior to Visit.

Dangers – obvious and potential.

Ensure pupils are aware what jackets or tops adult leaders are wearing, in case they need to look for them in an emergency.

Obedience. What to do if the whistle blows.

We don't do "death by worksheet" but there will be lots of follow-up work, so make the most of every learning situation. Listen carefully when guides are talking.

Do not climb where it says not to.

Do not touch where it says not to.

Other people, schools in museums – do not push or run.

Noise – be polite and considerate.

We always win the "manners" competition – say thank you to each guide.

Souvenir shopping – choose carefully.

Look after your money – keep it in a secure pocket or purse.