



POLICY STATEMENT

Health & Safety Policy Guidelines for Educational Visits



See also:

- Guidelines for Educational Visits: Guidance Notes for the meeting between party organiser and EVC (Annex A)
- Guidelines for Educational Visits: Advice to Leaders of school visits about procedures to be followed in particular circumstances (Annex B)
- Guidelines for Educational Visits: Practical Guide for Visits (Annex C)
- KJS Educational Visits Trip & Activity document (Annex D)
- KJS PE Department Extra Curricular Visits Policy (Annex E)
- KJS Parental consent for a rolling programme or series of local visits (Annex F)

1 RATIONALE

- 1.1 Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of King James's as a successful school. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

2 PURPOSE

- 2.1 The purpose of this policy is:
- To ensure that every pupil has the opportunity to benefit from education visits.
 - To ensure all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part.
 - To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all Governors, Heads, staff, helpers, pupils and providers involved in education visits.
 - To comply with LEA 'Guidelines for Educational Off-Site Visits and Activities for the Children and Young People's Service (Interim Revision January 2008) and keep up to date with further advice.
 - To ensure where appropriate further advice is sought from LEA and other technically competent personnel.

3 BROAD GUIDELINES

- 3.1 **Key point** – these guidelines can be captured simply in four words:

PLAN → DO → REVIEW → RECORD

4 APPROVAL

- 4.1 All visits are linked to the school aims and where possible planned and approved well in advance in accordance with visits planning procedures.

- 4.2 Governors will be informed of all visits but delegate approval of low risk and routine visits and occasional opportunities to the Headteacher/EVC.
- 4.3 After Headteacher's approval all higher risk visits including adventurous activities, residential experience and foreign travel will be submitted for Governors' approval.
- 4.4 Where appropriate, LEA approval and further technical advice will be sought.
- 4.5 The EVC will identify and record with the minimum paperwork, qualifications, training, development, induction and apprenticeship arrangements for all group leaders.
- 4.6 The EVC will approve group leadership, planning checklist, risk assessment, management and evaluation of all visits.
- 4.7 There will be a named Group Leader (and where appropriate, deputy) on all visits.
- 4.8 The Group leader will ensure sufficient staff and helpers of the right experience are checked (CRB if appropriate) and briefed throughout the visit.
- 4.9 The Group leader will ensure risk assessment and management including generic, site specific and ongoing are undertaken and recorded.
- 4.10 The Group leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.
- 4.11 Group leaders will ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents.
- 4.12 Group leaders will, where possible, undertake exploratory visits or seek references from other schools if using new venues.

5 PARENTS

- 5.1 Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details.
- 5.2 Where appropriate for high risk, residential and foreign visits meetings with parents will be arranged.
- 5.3 Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.

6 PUPILS

- 6.1 Pupils should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- 6.2 Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

7 CONCLUSION

- 7.1 Although part of Health and Safety Policy, educational visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development.

HEALTH & SAFETY POLICY

GUIDELINES FOR EDUCATIONAL VISITS

Guidance Notes for the meeting between Party Organiser and EVC

The following topics are a framework for discussion between the EVC and a party leader as part of the management planning for a proposed visit (as referred to in the Educational Visits Trip and Activity document):

1. Purpose of Visit
 - Will the visit support the curriculum?
 - How will the arrangements ensure a memorable and pleasant experience?
 - Will the arrangements give value for money?

2. Overall arrangements
 - Will the party use the services of a travel company?
 - If so, how will the party ensure quality of service?
 - What modes of transport will be involved?
 - Will the accommodation on offer meet the needs of the group?
 - Will the accommodation allow adequate staff supervision?
 - What arrangements are being made to ensure appropriate behaviour?
 - What arrangements are being made to ensure feedback after the visit, including any mis-behaviour that needs recording in order to avoid problems with future visits?
 - Has the party considered what personal belongings are appropriate for the visit?
 - How will arrangements be made to keep in contact with the emergency contact person?

3. Staffing
 - What is the proposed adult : student ratio?
 - What is the staff profile in relation to experience of previous visits?
 - Will any non-KJS staff be included in the party?
 - Have the appropriate permissions and checks been carried out?

4. Supervision of students
 - How will the supervision of individuals be determined?
 - Will there be an arrangement of 'duty' staff?
 - How will supervision be managed during travel?
 - How will supervision be managed during travel stops?
 - How will supervision be managed at the accommodation?
 - How will supervision be managed at night time?
 - How will supervision be managed during free time?
 - How will supervision be managed in an emergency, e.g. a student in hospital?

5. Free time
 - What is appropriate free time for the age group of the party?
 - What guidance is appropriate for students before they begin free time including:
 - Size of groups
 - Boundaries of access
 - Where to shop and what to buy
 - What not to buy
 - Avoiding confrontation and compromise
 - Time-keeping?
 - How will students remain aware of how to locate staff during free time?

- 6. Smoking**
 - How will the party ensure it complies with school's smoking practice?
 - How will the party avoid the problems of passive smoking?
 - How will the party ensure that students observe purchase laws, both at home and abroad?

- 7. Alcohol**
 - How will the party develop an alcohol policy:
 - To ensure that main school students do not buy or consume alcohol?
 - What will be the policy regarding Sixth Form students?
 - What will be the arrangements for 'duty' staff?
 - How will the party ensure that students observe purchase laws, both at home and abroad?

- 8. Child Protection**
 - How will students be briefed to avoid potential hazards?
 - How will the party encourage students to report incidents or concerns?

- 9. Insurance and medical arrangements**
 - What insurance arrangements will be in place?
 - If insurance is to be arranged through a tour company, how will the party evaluate its cover?
 - What arrangements are in place for repatriation?
 - What provision will be made to leave all necessary information with school and the emergency contact person ?
 - How will the party ensure that they have sufficient medical knowledge of all members of the group?
 - What is an appropriate "First Aid" Kit to meet the needs of the visit?

- 10. Risk Assessments**
 - How will risk assessments of the various activities be completed?
 - Are the party leaders aware of where support can be gained if there are risks/doubts?

KING JAMES'S SCHOOL, KNARESBOROUGH

HEALTH & SAFETY POLICY **GUIDELINES FOR EDUCATIONAL VISITS**

Advice to Leaders of school visits about procedures to be followed in particular circumstances

1. Breakdown of coach, minibus or road accident

- The safety of students is the most important consideration. Unless for safety reasons the driver(s) of the vehicle(s) advise against it, students should always remain on the coach. They should never be allowed to wander about at the roadside.
- If the breakdown occurs during school hours, if practicable, the party leader should telephone the school. The school mobile phone is available for visits.

2. Illness/accidental injury of a student

- The treatment of an individual and prompt medical attention, if it is though necessary by the party leader (who should always err on the side of caution), should always take precedence over the continuation of a particular activity for the majority. Temporary unpopularity is preferable to answering an accusation of professional negligence.
- On visits where students may sustain injuries, eg. sporting fixtures, field visits, etc and on all visits abroad, party leaders should take a First Aid Kit obtainable from and returnable to the school Nurse.
- If a visit to a GP or hospital is necessary, a member of staff should always accompany the student(s). Where appropriate, again erring on the side of caution, parents should be informed in a calm manner. If unwell or injured, students **should never** be left on their own on coaches or elsewhere.
- On return to school, the Party Leader should meet the parent(s) of the sick or injured student(s) and give a full account of what has happened and the steps taken to deal with the situation. Parents will appreciate a telephone enquiry about the child's condition later that same evening or the following day. Please do not fail to do this.
- An accident/incident report should always be completed.

3. Serious misbehaviour

- Party Leaders are responsible for the conduct of students who are representing all visits and journeys. Thought should be given in advance to seating arrangements for staff and students, especially where several coaches are involved.
- If individuals behave unacceptably they should be isolated from their friends and be required to sit where staff can control their behaviour. In the case of serious misbehaviour, as soon as is practicable on their return to school, colleagues should follow the same procedures with regard to referral as would be the case with classroom incidents.
- At the end of a visit by coach, Part Leaders should always ensure that students have not left anything on any coach and that coaches are not strewn with litter. The Party leader should never leave for home until every student has been picked up.

KING JAMES'S SCHOOL, KNARESBOROUGH

HEALTH & SAFETY POLICY **GUIDELINES FOR EDUCATIONAL VISITS**

Practical Guide for Visits

This is a working practical document and should be read in conjunction with the rest of the KJS Health & Safety Policy Guidelines for Educational Visits document, the Code of Practice for Off-Site Visits and Activities for Children and Young People's Service booklet by NYCC and also the DfES publication "Health and Safety of Pupils on Educational Visits".

1. The **Headteacher** is responsible for both staff and students, and also for any accompanying adults on school visits. It is important for everyone involved that the Headteacher is satisfied with the arrangements and that there is a record that these have been approved.
2. The **Party Leader** is responsible for the planning and organisation of the visit and for taking **day-to-day decisions, once the visit is in progress**. They should ensure that they have prepared Risk Assessments and arrangements which will include consideration of matters such as hazardous activities, fire precautions and fire procedure, student supervision, transport, student free time, etc. There must always be a designated Party Leader, who is a member of the teaching staff. The accompanying staff are in loco parentis (ie. responsible for taking immediate and appropriate decisions) of the student in their charge at any given time.

Considerations

3. It is important that sufficient time is allocated for the preparation and planning of a visit to ensure its success and safety. Where practicable, a reconnaissance is usually advisable to enable the Party Leader to identify any potential hazards. Information should be sought on such things as:
 - travel time
 - access and permission
 - facilities and equipment
 - staff support
 - guides or programmes of work
 - potential Health and Safety issues
 - shelter
 - toilets
 - cost
 - accommodation
 - contingency arrangements

Plan

4. The Party Leader will prepare a detailed plan of the visit and a written Risk Assessment which should reflect the age and experience of the students and the qualifications and experience of accompanying staff and, if appropriate, field centre staff, so that he/she knows what the students will be doing and what the responsibility of each member of staff will be from leaving school to their return. Built into this plan should be some off-duty time for individual members of staff and regular briefings for students and adults.

What could go wrong?

5. Having decided the plan for the visit, the Party Leader should then anticipate what might go wrong at each stage of the visit, and have thought out measures in advance for dealing with potential problems, for example:
 - What happens if transport plans fail and what alternative arrangements are possible?

- If planned activities fail (eg. closure, weather conditions, etc) what alternative arrangements can be put in place?
- If a student is taken ill, what arrangements need to be made to notify parents and send the student home?
- If, despite a prior visit, accommodation gives cause for concern, what steps should be taken?
- If a student misbehaves or is ill and has to be returned home, how can this be arranged and who could accompany them?
- If students are allowed to have unsupervised time, are arrangements in place for staff to be on duty at a fixed place in the locality? Students should ideally be in groups of 4 so that if one has an accident, one can remain with the injured person and the other two can go for help.
- If a member of staff is taken ill or has to return home, what back up measures are in place?
- Is the communication chain in place for accurate information to be disseminated quickly to parents (particularly if a late return is anticipated)?
- What arrangements have been made to ensure students (and staff) are physically fit and equipped for planned activities?

Ratios

6. In mixed groups, it is advisable to have a male and female member of staff in attendance.
7. The staff/student ratio should be in accordance with the guidelines in the DfES publication.

Regular Briefings for students/staff/adult helpers

8. These should include for students:
 - Rendezvous procedure for lost group members
 - Groupings for study or supervisory purposes
 - A system of recall and action in emergencies
 - Relevance to prior and future activities
9. These should include for staff and other adult helpers:
 - Careful supervision to cover the whole time away
 - Anticipation of hazards
 - Standards of student behaviour expected
 - Regular roll call of students
 - How much help to give students in their task

Information to and from parents

10. Parents must be fully informed in writing about the visit, well in advance, in order for them to be able to decide whether the student should participate in the visit.
11. In most cases, a meeting should be held with parents in advance of the visit taking place in order to:
 - Give a detailed briefing of the visit
 - Check medical advice has been understood and any vaccinations, E111 Health Cards, etc obtained
 - Agree pocket money
 - Advise on clothing, equipment, etc needed
 - Go through behaviour code
 - Explain arrangements if students are to be unaccompanied at any time
 - Explain insurance cover (parents should be given a copy of the policy)
 - Explain the importance of emergency contact numbers
 - Go through the emergency procedure
 - Check passports/visas obtained
12. Parents should also be advised that the Headteacher reserves the right to exclude a student from a visit on behavioural or medical grounds.

Consent Form

13. A student may not be allowed to participate in a school visit unless an appropriate Consent Form has been signed by the parent/guardian and returned to school.

Transporting students

14. It is recommended that, where possible, students should be transported in a coach, minibus or by public transport, and that the use of private cars should be discouraged. Only those school employees who have attended, and passed, a formal minibus training course, are allowed to drive the school minibus.

First Aid and mobile phone

15. A First Aid Kit and mobile phone should be carried, and ideally, there should be a trained first-aider in every group involving travel, but if this is not possible, an appropriate First Aid Kit should be readily available for use at all times.

Evaluation

16. On return, a written follow-up report, highlighting successes and problems can often be useful for training and planning for others. For overnight visits, the Party Leader should complete a Evaluation of Overnight Visits form and return it to the EVC.

Risk Assessment

17. A Risk Assessment is nothing more than a careful examination of what, on your school visit, could cause possible harm to students.
18. You should assess whether you have taken adequate precautions or need to do more to prevent the risk of an accident.
19. The important things you need to decide are whether a hazard is significant and whether you have it covered by satisfactory precautions so that any risk is small. A hazard means anything that can cause harm. Risk is the chance (high or low) that somebody will be harmed by the hazard.
20. It is the responsibility of the member of staff in charge of any visit to evaluate the risks and decide whether existing precautions are adequate or whether more should be done.
21. A written Risk Assessment will be useful to show you have taken adequate precautions and that you have considered any health and safety measures that are **“reasonably practicable”**.



EDUCATIONAL VISITS TRIP & ACTIVITY DOCUMENT

Before completing this document, please consult the Notes & Guidance section

TRIP DETAILS							See Note	
Member of staff in charge of trip:							1	
Contact Number for above (mobile phone to be on at all times):							2	
Trip Name:								
TRIP ACTIVITIES (specify all types)								
Adventure eg. Hill walking	Sporting eg. Basketball	Cultural eg. Theatre	Curriculum eg. Geography				3	
Departure Date:					Departure Time:			
Return Date:					Return Time:			
Mode of Transport (✓):								
Coach <input type="checkbox"/> Minibus <input type="checkbox"/> Car <input type="checkbox"/> Sea <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Foot <input type="checkbox"/>								
Destination Address(es) (in full with Post Code):								4
Destination Contact Name & Tel No (incl STD):								5
NUMBER OF STUDENTS ON TRIP								
Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13		
							6	
Staff/Pupil ratio required (✓):						Number of staff required:		7
Named First Aider(s):								8
Governing Body approval required (✓)?			Yes <input type="checkbox"/>		No <input type="checkbox"/>		9	

SIGNATURES			
EVC approval in principle (SMI):		Date:	
Accounting & Insurance requirements met (Finance Officer) :		Date:	

STAFF						10
Members of staff on trip:						

DUTY LEADERSHIP TEAM MEMBER(S)				11
In case of a serious incident, the Member of Staff in charge of the trip MUST contact the LT Member immediately				
Date(s)	LT Member	Contact Number(s)		
	Sue Midgley	01423 866061	07789 916676	

IMPACT ON TEACHING				12
Total number of teaching periods missed (including 6 th Form):				
Total cost to be charged to the Trip:				
Signature Cover Approved:		Date:		

ACCOUNTING & INSURANCE		13
Trip/Activity Paying Account:		
Member of staff in charge of account:		

School insurance sufficient for trip/activity (✓):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details of additional insurance cover if No above		
Name of Insurer	Policy Number	Details of Insurance cover
Total cost of Insurance to be charged to trip/activity:		
Account to be debited:		

CATEGORY OF ACTIVITY			
Standard	Winter Sports	Non-Hazardous Sporting	Hazardous Sporting

APPROVALS			
EVC	Governing Body approval required?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	LEA approval required?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Signature:		Date:
Head	Signature:		Date:
Governing Body	Name:		
	Signature:		Date:
LEA	Approval Received Date:		
	EVC Signature:		Date:

RISK ASSESSMENT

1.	Think through your trip/activity from beginning to end using this document and the prompt considerations.
2.	Each aspect of your trip/activity, from departure to return, should be analysed with regards to its hazardousness - <i>what is the hazard?, how likely is it? (level of likely occurrence) and if it did occur how serious would it be? (severity of outcome).</i> HAZARD LIKELIHOOD x HAZARD SEVERITY = <u>RISK</u> (use the risk calculator below as a guide)
3.	The risks associated with your trip/activity should constantly be under review and assessment eg. changing weather conditions, fatigue of group.
4.	Use the risk calculator below to complete the risk assessment tables to calculate the risk involved in each aspect of your trip/activity.
5.	If the risk is too high, what actions will you take to mitigate (reduce) it?
6.	If mitigation is impossible, then that aspect of the trip/activity should not go ahead.
7.	It is required that you read the relevant sections of the DfES/LEA Guidelines for Educational Off-site Visits and Activities.

RISK CALCULATOR

HAZARD LIKELIHOOD (Likelihood of occurrence)	
1	Very unlikely
2	Unlikely
3	Possible
4	Probable
5	Inevitable

X

HAZARD SEVERITY (Severity of Outcome)	
1	Slight inconvenience
2	Minor injury requiring first aid
3	Medical attention required
4	Major injury leading to hospitalisation
5	Fatality or serious injury leading to disability

RISK = HAZARD LIKELIHOOD x HAZARD SEVERITY

If RISK > 10	Mitigate
If RISK > 8	Bring to the attention of all involved

It is recommended that residential trips insert a separate & more detailed Risk Assessment

TRANSPORT		
Considerations	HAZARD (what could go wrong?)	ACTION (what will you do to reduce the risk?)
<ul style="list-style-type: none"> ● How many people are you taking?minibus/ coach? (SEATBELTS MUST BE FITTED AND WORN) ● Has KJS used the company before? ● Do the transport company have a Risk Assessment? ● Is the company efficient/reliable/safe? ● Will you need more than one vehicle? ● Who will drive? ● How qualified/ experienced is the driver? ● Will the vehicle be able to reach the location? ● Do you need to use the vehicle while you are there? ● Where will you get dropped off/picked up? ● Where will the vehicle stay? ● How many staff will be in each vehicle? (coach, staff/student ratio in line with trip/activity – 2 staff minimum) ● Remember to reassess the risk if any circumstances change 		

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ACTIVITIES - DAY		
Considerations	HAZARD (what could go wrong?)	ACTION (what will you do to reduce the risk?)
<ul style="list-style-type: none"> ● What activities will you do when you are there? ● Think through all aspects of the activities ● How many staff will be with each group? ● Will your groups be separated? ● How will they keep in touch? ● What happens if a member of your group is injured? ● How do you get help? ● How do you notify the other group? ● Are you using an outside provider? ● Do they have a good reputation? How do you know? ● Have KJS used them before? ● Do they have a Risk Assessment for their activities/sites? If so get a copy. If not, why not? ● Remember to reassess the risk if any circumstances change 		

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ACTIVITIES - EVENING			16
Considerations	HAZARD (what could go wrong?)	ACTION (what will you do to reduce the risk?)	
<ul style="list-style-type: none"> Who supervises the students in the evening? What activities are there? Think through all aspects of the activities How many staff will be with each group? Will your groups be separated? How will they keep in touch? What happens if a member of your group is injured? How do you get help? How do you notify the other groups? Remember to reassess the risk if any circumstances change 			



NIGHT TIME ARRANGEMENTS			17
Considerations	HAZARD (what could go wrong?)	ACTION (what will you do to reduce the risk?)	
<ul style="list-style-type: none"> Does your accommodation provider have a Risk Assessment? If so, get a copy. If not, why not. Who will supervise the students overnight? Will a member of staff be on duty? Who? When? Where? Will the students need to leave their room at all in the night? What do students do in an emergency? What do students do in an emergency? Where are you staying? What about its fire alarm/escapes? What is the alarm? Where are the evacuation routes? Where do students meet? Are all students together? Is there an annex building? Could the students get out of the building(s) unsupervised? Are there any balconies? Staff Drug Use – Alcohol How will supervisory responsibilities be organised? Establish a rota, so that staff members have a clear understanding of when they are on and off duty. Ensure that at all times, there is appropriate supervision by alcohol free staff. Remember to reassess the risk if any circumstances change 			

DAY RISK ASSESSMENT

Venue:

HAZARDS

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CONTROL MEASURES

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NOTES

NOTES & GUIDANCE

GENERAL

- All staff i/c trips must follow the Planning flowchart and checklist.
- All staff i/c trips must complete page 1 including signatures, before applying for Head approval.

Head approval

- **The Head/EVC is required to approve all trips**; applications for Head approval are required 7 days before departure.
- Trips that only require Head/EVC approval & are required to sign a commercial contract for services must have completed a *Form for Completion of providers and Tour Operators of Educational Visits to north Yorkshire Establishments*, and received Head approval prior to the signing of any contract or payment of any deposit.

Governing Body approval

- **The Governing Body is required to approve all residential trips, overseas trips and any UK-based trips with an Adventure activity outside the LEA Adventure Activity matrix**; applications for Governing Body approval are required a full half-term before departure.
- Trips that require Governing Body approval & are required to sign a commercial contract for services must have completed a *Form for Completion of providers and Tour Operators of Educational Visits to North Yorkshire Establishments*, and received Head approval prior to the signing of any contract or payment of any deposit.

LEA approval

- **The LEA is required to approve all overseas trips and any UK-based trips with an Adventure activity outside the LEA Adventure Activity matrix**; applications for LEA approval are required a minimum of 8 weeks before departure.
- Trips that require LEA approval and are required to sign a commercial contract for services must have completed a *Form for Completion of providers and Tour Operators of Educational Visits to North Yorkshire Establishments*, and received initial LEA approval prior to the signing of any contract or payment of any deposit.

SPECIFIC (referred to from See Note columns)

1. Members of staff in charge of trips/activities should be appropriately experienced and have organised and run similar trips/activities before, or be closely supervised (mentored) by a member of staff who has sufficient appropriate experience.
2. Mobile phone to be turned on and carried at all times by the member of staff i/c trip/activity, as a first point of contact.
3. Specify the activities to be carried out at any time on the trip, under the headings: Adventure, Sporting, Cultural, Curriculum.
4. If a multiple site trip/activity include all addresses.
5. If a multiple site trip/activity include contact phone numbers for each site where possible.
6. Provide a breakdown of students on the trip (anticipated initially and confirmed before receiving Head final approval).
7. Staff:Pupil ratio refers to the total numbers going on the trip/activity. Certain aspects of a trip/activity may require a higher, or a lower, ratio. Staff:Pupil ratios are:

NOTES & GUIDANCE continued

SPECIFIC continued (referred to from See Note columns)

1:8 – 1:15	Rural/outdoor activities. Depends on the activity and age of students.
1:15 – 1:20	Urban/indoor activities. Depends on the activity and age of students.
1:10	Trips/activities with a residential element.

8. At least one member of staff on the trip/activity must have received some first aid instruction. *In addition, it is strongly advised that any member of staff in direct supervision of pupils has received some first aid instruction.*
9. Trips can only apply for Governing Body approval, in any form, on full completion of Sections 1-5.
10. Staff must be from KJS in the first instance. All staff who will/may have unsupervised contact with pupils must be Criminal Records Bureau (CRB) checked (contact EVC for details/explanation).
11. If a residential trip/activity is covered by a number of Leadership Team members, indicate their names and when they are the school contact. The member of staff i/c trip/activity must contact the member of the Leadership Team on duty immediately in the case of a serious incident and on arrival back at KJS. Overseas trips should contact the member of the Leadership Team on duty on arrival.
12. Trips/activities may be liable for cover costs.
13. The member of staff i/c trip/activity should make contact with the Finance Officer with regards to the accounting and insurance requirements of the trip/activity.
14. The most hazardous aspect of most trips/activities is the **travel**. Read the 'considerations' and think through all of the travel aspects of your trip. Contact the EVC for advice and help. Trips using private cars (staff or otherwise), must complete the LEA *Validation for Voluntary Vehicle Use* form.
15. What day time activities are you taking part in? Where will they take place (site)? Think through the itinerary for the day, including breaks, and any free time. Read the 'considerations' and think through all of the day activities of our trip. Contact the EVC for advice and help.
16. What evening activities are you taking part in? Think through the itinerary for the evenings (where applicable), including breaks, and any free time. Read the 'considerations' and think through all the evening activities of your trip. Contact the EVC for advice and help.
17. Residential trips must examine the night-time arrangements for their groups and collect information from the accommodation provider. Read the 'considerations' and think through all night-time arrangements of your trip. Contact the EVC for advice and help. Staff alcohol consumption is an issue to be discussed and agreed in the planning stage of a residential visit. It is not possible for guidance to be given on what may be a "sensible" limit for the consumption of alcohol. Zero alcohol consumption is the best recommended practice. This said, the key points are:
 - The effect of alcohol on health & safety of self & others & the capacity of all staff to be able to respond to any emergency at any time, which could include driving
 - The effect of alcohol on decision making ability
 - The potential for inappropriate behaviour or unprofessional conduct (eg. Sexual Offences Act)
 - What constitutes being 'off duty'
 - Staff members being fit to resume duty
18. Available from the EVC/Head of Department.
19. Residential trips must hold a Parents' Evening at least 4 weeks prior to departure.
20. Ensure that all pupils and staff are clear on the school's policy on the consumption of alcohol.
21. A summary copy of the staff and pupil medical/contact/dietary details and KJS late returns contacts list must be carried by all staff at all times.

PLANNING FLOWCHART & CHECKLIST

Stage		Action
Outline proposals	✓	<ul style="list-style-type: none"> Collect Trip & Activity Document (TAD) from EVC
		<ul style="list-style-type: none"> Read Notes & Guidance contained in Trip & Activity Document
		<ul style="list-style-type: none"> Read the LEA Guidelines for Educational Off-site Visits and Activities
Planning & Formal Approval		<ul style="list-style-type: none"> Complete TAD Trip Details section
		<ul style="list-style-type: none"> Receive EVC approval in principle
		<ul style="list-style-type: none"> Complete TAD Staff and Impact of Teaching sections
		<ul style="list-style-type: none"> Receive cover approval
		<ul style="list-style-type: none"> Complete TAD Accounting & Insurance section (Finance Officer)
		<ul style="list-style-type: none"> Receive Accounting & Insurance approval (Finance Officer)
		<ul style="list-style-type: none"> Read TAD Risk Assessment section
		<ul style="list-style-type: none"> Consult EVC for information and advice
		<ul style="list-style-type: none"> Complete TAD Risk Assessment
		<ul style="list-style-type: none"> LEA Notification Database completed (overseas trips/activities outside the LEA Adventure Matrix)
		<ul style="list-style-type: none"> Receive EVC recommendation for Head approval
		<ul style="list-style-type: none"> Receive Head approval (7 days before departure minimum)
		<ul style="list-style-type: none"> Receive Governing Body approval (if required) (half term before minimum)
	<ul style="list-style-type: none"> Apply for and receive LEA approval via LEA Notification Database (if required) 	
Details to students & Parents/ Guardians		<ul style="list-style-type: none"> Target students
		<ul style="list-style-type: none"> Contact parents/guardians regarding acceptance/non-acceptance
		<ul style="list-style-type: none"> Obtain fully informed written parental consent (TAD Appendix A, B & C)
		<ul style="list-style-type: none"> Obtain deposit/payment (where applicable)
		<ul style="list-style-type: none"> Book transport/accommodation/activities (as applicable)
		<ul style="list-style-type: none"> Full details of trip/activity published
		<ul style="list-style-type: none"> Meeting for Parents at least 4 weeks before departure (residential trips)
		<ul style="list-style-type: none"> Obtain student contact information and medical details (TAD section)
		<ul style="list-style-type: none"> Collate contact/medical/dietary details summary
		<ul style="list-style-type: none"> Give completed copy of TAD to EVC (and other Leadership Team on duty)
		<ul style="list-style-type: none"> Leave list of pupils and details of trip/activity with KJS Reception
	On the trip	
		<ul style="list-style-type: none"> Report to Leadership Team on arrival at activity destination (overseas trips)
On return to KJS		<ul style="list-style-type: none"> Report to Leadership Team member on duty on return to KJS (all trips)
		<ul style="list-style-type: none"> Complete Trip and activity Review document (provided by EVC)

CONTACT/MEDICAL/DIETARY DETAILS SUMMARY

EMERGENCY/INCIDENTS CONTACT DETAILS

Duty Leadership Team	Contact Telephone Numbers		
	Day	Evening	Mobile
Sue Midgley	01423 866061		07980 655963

STAFF DETAILS

No	Staff Name	Contact Name	Contact Telephone Numbers		Medical/Dietary Information
			Day	Evening	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

STUDENT DETAILS

No	Surname	First Name	Contact Telephone Numbers		Medical/Dietary Information
			Day	Evening	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

STUDENT DETAILS continued

No	Surname	First Name	Contact Telephone Numbers		Medical/Dietary Information
			Day	Evening	
21					
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26					
27					
28					
29					
30					
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Student Detail continuation sheets available if required

Continuation sheet used? (tick box if applicable & attached)

FINAL CHECKLIST

Where no indication is made, **YES** is assumed to be the response

Check No.	Action	Yes	No	n/a	See Note
1.	I have read and complied with the TAD Notes and Guidance				
2.	I have completed the TAD Trip Details section and received EVC approval in principle (signature on Page 1)				
3.	I have read the LEA Guidelines for Educational Off-site Visits and Activities				18
4.	I have completed the TAD Impact on Teaching section and received Cover Officer approval (signature on Page 2)				
5.	I have completed the TAD Accounting & Insurance section and received Finance Officer approval (signature on Page 1)				
6.	I have completed the TAD Category of Activity section				
7.	I have received Head approval (signature on Page 2)				
8.	I have received Governing Body approval				
9.	I have received LEA approval				
10.	I have booked the transport required at all stages				
11.	I have booked the activities				
12.	All staff/students have completed consent/medical/contact forms				
13.	I have completed a Contact/Medical/Dietary Details Summary				
14.	Staff, students and parents have been briefed on the itinerary, financial planning and emergency contact information				19
15.	Staff, students and parents have been briefed on KJS expectations of students whilst on the trip/activity				20
16.	All staff on the trip/activity have a copy of the Staff and Student Contact/Medical/Dietary Details Summary and Late Returns Contacts List				21
17.	The member of staff i/c trip/activity has a mobile phone with them on the trip/activity (to be carried at all times)				

MEMBER OF STAFF i/c TRIP/ACTIVITY FINAL CONFIRMATION

I have read and am fully aware of the contents of the Trip and Activity Document

Name:			
Signature:		Date:	

- i. A copy of the completed TAD should be given, at least 48 hours before departure to:
 - Leadership Team member(s) on duty for the duration of the trip/activity
 - KJS Reception
- ii. The original completed TAD should be passed to the EVC after the trip/activity for retention

CONSENT AND MEDICAL FITNESS FORM FOR OFF-SITE ACTIVITIES

INFORMATION FOR PARENTS/GUARDIANS
Please complete the questions below and sign the consent. The personal and medical information requested is to ensure that a proper duty of care is possible during off-site visits.

Details of Visit:		Date:	
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PERSONAL DETAILS				
PUPIL INFORMATION		PARENT/GUARDIAN INFORMATION		
Surname		Name		
First Name		Address		
Address			Post Code	
			Telephone Day	
Post Code		Telephone Evening		
Date of Birth		Mobile		
Doctor		ADDITIONAL EMERGENCY CONTACT		
Surgery Address		Name		
		Relationship		
		Address		
Surgery Telephone		Telephone		

MEDICAL INFORMATION			
If your son/daughter has a medical condition of any sort, please discuss it with your family doctor before completing the form. Medical conditions would not normally exclude your son/daughter from participating in activities. It is important that your son/daughter is accompanied by any medication necessary and that we are made aware of this. Please make sure that they have enough medication with them.			Please ✓ as appropriate
			Yes
			No
Has your son/daughter had any serious illness in the last 2 months?			
Is your son/daughter recovering from an accident, injury or fractured bone?			
Does your son/daughter have:	Epilepsy or convulsions		
	Diabetes mellitus		
	Asthma		
	Heart Disease		
	Any allergies		
Is your son/daughter on any medication? (If Yes, give details below)			
If the answer to any of the above questions is Yes , please give details here (detailing dosage and frequency of any medication)			
Do you consider your son/daughter to be medically fit now?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If NO, give details here
Has your son/daughter been inoculated against TETANUS? ✓	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of last injection if known

MEDICAL TREATMENT DURING VISITS		
<p>Young people sometimes need minor medical treatment for conditions such as headaches, rashes, pulled muscles, coughs & colds, insect bites, etc. With your permission, the Centre staff will treat these ailments with "off the shelf" products from a chemist. For example, the following items are available: paracetamol, muscle relaxant cream/spray, witch hazel, throat lozenges, petroleum jelly, cough mixture, antiseptic cream, calamine lotion, adhesive plasters, insect bite antihistamine.</p>	Please ✓ as appropriate	
	Yes	No
<p>Are you willing for your son/daughter to be treated with "off the shelf" medication?</p> <p>Professional help would be sought for any more serious conditions and we will contact you by telephone.</p>		
<p>Are you willing for your son/daughter to undergo emergency treatment from a doctor or hospital should this be necessary?</p>		
<p>Consents for procedures to take in an emergency ✓ as appropriate</p>	<input type="checkbox"/> I give my consent <input type="checkbox"/> I do not give my consent	
	<p>For a member of staff to administer the above medication which I will deliver to the Group Leader before the visit, together with clear labels and instructions. I understand that the staff leading the visit are not qualified medical practitioners but that they will take reasonable care in the administration of the medication and will endeavour to respond appropriately should emergency treatment be required.</p>	
	<input type="checkbox"/> I give my consent <input type="checkbox"/> I do not give my consent	
	<p>For my son/daughter to self-administer the above medication.</p>	

DIETARY INFORMATION
<p>Does your son/daughter have any individual dietary needs (including vegetarian foods)? Please give details:</p>

SWIMMING ABILITY		
<p>Some water sports activities are suitable for non-swimmers. Participation will often increase the confidence of a non-swimmer and his/her willingness to learn to swim.</p>		
<p>Please indicate your son/daughter's ability in swimming pool conditions (✓ as appropriate)</p>	Non-swimmer	
	25 metres	
	50 metres +	
<p>Are you willing for staff to make decisions related to your son/daughter's participation in water sports?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PHOTOGRAPHS	
<p>Photographs are often taken on school trips for use within school and for event reports on the school website, Chaloner magazine, etc.</p>	
<p>I give consent for the use of photographs from this trip which include my child for the reasons detailed above (✓ as appropriate)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

PARENT/GUARDIAN DECLARATION			
<p>I have listed any medical or other conditions concerning my son/daughter that might affect the duty of care expected during the off-site visit.</p> <p>I undertake to inform the Group leader/Headteacher of any changes in the medical or other circumstances of my son/daughter before the date of departure.</p> <p>I have received information about the programme and agree to his/her taking part in all the activities unless otherwise stated.</p>			
Signature of parent/carer		Date	
Print Name		Relationship to participant	

KING JAMES'S SCHOOL, KNARESBOROUGH

HEALTH & SAFETY POLICY **GUIDELINES FOR EDUCATIONAL VISITS**

PE Department: Extra Curricular Visits

This is a working practical document and should be read in conjunction with the rest of the KJS Health & Safety Policy Guidelines for Educational Visits document, the Code of Practice for Off-Site Visits and Activities for Children and Young People's Service booklet by NYCC and also the DfES publication "Health and Safety of Pupils on Educational Visits".

PRINCIPLES

The Department is committed to incorporating educational visits, extra curricular fixtures and visitors into its scheme of work, providing that they will enhance pupils' relevant understanding and experiences, and that their inclusion is practicable, considering the constraints of staffing, cost and time.

A major consideration in the organisation of any visit must be the safety of the participants, and in this, as in all other respects, both the LEA. guidelines and the School policy must be complied with. The minimum adult-to-pupil ratio is dependent on the nature of the visit and the age of the pupils - staff must therefore check that they comply with all school and LEA requirements and regulations.

There are no specific rules from County to stipulate the teacher/students ratio, only guidelines. Therefore please follow the guideline below, but check with the HOD if you are unsure:

- 1 teacher per team/ minibus (Approx 20 participants)
- If you are travelling to a fixture which is further than the Harrogate District ie; Whitby/ Skipton 2 teachers or 1 teacher and an accompanying adult must travel with the team.

The organiser and HOD must be satisfied that the venue is a suitable one, with all that this entails, and, where applicable, that any officials from the venue who will be involved in the visit, are qualified and dependable.

A) SCHOOL FIXTURES

i) Before the fixture

The member of staff must follow the guidelines given out to parents in the permission letter:

- ✓ 2 days before, where possible
- ✓ Venue given
- ✓ Time of departure and return to school or pick up time at venue
- ✓ A list of any kit / equipment needed.
- ✓ Check with HOD if you need an additional adult to supervise.
- ✓ Take 1st Aid kit
- ✓ Take emergency contact numbers file.
- ✓ Leadership team emergency contact numbers
- ✓ Encourage students to write information in their planner. It is outlined in the permission letter that it is the students responsibility to give information to their parents.
- ✓ If driving Mini bus LEA and school policy is followed.

ii) During the Fixture

- ✓ If pick up time changes significantly, parents are to be informed by the student via their mobile phone or teacher i/c phone.
- ✓ If incident occurs:
 - 1) Contact parents using contact number and get parents to pick up injured child

- 2) If parents unavailable contact school reception, who will then try to contact parents for you so you can continue to look after other students
- 3) If incident occurs outside school hours contact a member of the Leadership team to ask for advice. (This is only for an emergency when you are in a vulnerable situation.)

iii) After the fixture

- ✓ Inform HOD of any behaviour problems or injuries
- ✓ Publish result in assembly and update results programme.

B) EDUCATIONAL VISITS

- In the case of any outdoor activity, except for fixtures a member of staff should have made a preliminary visit to the venue - preferably at the same time of year as the planned visit. This preliminary visit is essential for safety reasons but also for reasons of sound educational planning.
- Prior to any detailed organisation, permission for the visit to take place must be obtained from the School's Senior Management Team (EVC) and permission for the pupils to participate in whatever the visit involves must be obtained in writing from their parents or guardians. The parents or guardians must be fully informed about the visit in a letter from the organising teacher (named), which should explain:
 - its nature and purpose
 - outline the programme/itinerary making reference to issues such as working near rivers or roads
 - how and when pupils will be supervised - making special reference to any work not directly supervised. See Schools Policy.
- Pertinent details of the visit will need to be given to all of those variously involved; to the participating pupils, to any accompanying teachers and any non-teacher supervisors, and, where applicable, to any officials who will receive and perhaps work with the School party.
- Accompanying teachers and any non-teacher supervisors will need to be carefully advised about their roles and responsibilities;
- The organising teacher must also ensure that everyone involved is aware of any contingency plans for inclement weather or unforeseen circumstances, aware of the first-aid facilities, and aware of any emergency telephone numbers.
- If transport by coach or minibus is to be involved, the organiser must be satisfied that the vehicle(s) and the operators comply with the statutory requirements, and with any other requirements laid down by the LEA or the School.
- Members of the School Office staff should be notified, in writing, of the dates and times of all visits, and of the pupils and teachers involved and staff should be informed via the school bulletin of pupil absence.

Compiled by; Lisa Woodward

PARENTAL CONSENT FOR A ROLLING PROGRAMME OR SERIES OF LOCAL VISITS

ANNEX F

INFORMATION FOR PARENTS/GUARDIANS

Please complete the questions below and sign the consent. This form should be completed annually (one copy will be held by school and Out of Hours contact. One copy to be taken by group leader on visit). If a request is made subsequently for the withdrawal of the form, a note or letter to that effect will be placed on the file and the copy of the form will be crossed through stating that the form has been withdrawn and the date on which such withdrawal takes effect.

Academic Year:

PUPIL DETAILS

Student Name:		Tutor Group:	
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I understand that my child may leave the school premises for local visits and hereby give my consent for my child to participate in such visits.

I also understand that should my child need to leave the school premises at other times, I will be informed separately by letter and further parental consent will be sought.

I undertake to inform the Group Leader/Headteacher in writing as soon as possible of any change in the student's medical or other circumstances which may occur after the date shown below.

PARENT/ CARER	Name: (PLEASE PRINT)	
	Signed:	
	Date:	

EMERGENCY CONTACT INFORMATION

I may be contacted by telephoning the following numbers:

	Please annotate tel nos in call order (eg. 1,2,3)
Work Tel:	
Home Tel:	
Mobile Tel:	
Home Address:	

If you are not able to contact me, please contact:

	Please annotate tel nos in call order (eg. 1,2,3)
Name: (PLEASE PRINT)	
Work Tel:	
Home Tel:	
Mobile Tel:	
Home Address:	

DIETARY INFORMATION

Does your son/daughter have any individual dietary needs (including vegetarian foods)? Please give details:

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PHOTOGRAPHS

Photographs are often taken on school trips for use within school and for event reports on the school website, Chaloner magazine, etc.

I give consent for the use of photographs from rolling programme/local visit trip which include my child for the reasons detailed above (✓ as appropriate)

Yes No