

WOODBIDGE SCHOOL

OFF-SITE EDUCATIONAL VISITS POLICY DOCUMENT

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1. Objectives

The objectives of this policy document are to:

- ensure that all off-site visits are educationally valid
- outline the legal requirements and responsibilities
- provide a mechanism for the approval of all off-site visits
- provide a planning outline for all off-site visits and assistance to organisers
- cover issues of Health and Safety that might arise with off-site visits
- cover the different types of off-site visits by the School
- provide a means of recording all off-site visits

This is a working document.

Definitions:

Off-site: any visit made by a pupil beyond the confines of the Senior School, The Abbey, Queen's sites and Seckford office.

Visit: any School activity by one or more pupil off-site.

Supervisor: any adult authorised by the Headmaster

ALL VISITS MUST TAKE INTO ACCOUNT PUPILS' DISABILITIES AND SPECIAL EDUCATIONAL NEEDS. PUPILS MUST NOT BE DISCRIMINATED AGAINST WHEN PLANNING THE VISIT. PROVISION MUST BE MADE TO INCLUDE ALL PUPILS WHENEVER POSSIBLE.

2. Responsibilities

Governors

As employers they are legally responsible for the health and safety of participants on off site visits. The Governors should

- ensure that there is in place a written procedure for off-site visits which participants should follow;
- provide for the assessment of the risk of activities and the introduction of measures to control those risks;
- ensure that mechanisms are in place to inform employees about these measures;
- satisfy themselves that systems are in place to confirm in the case of each off-site visit that the risk assessment has been carried out, that appropriate safety measures are in place and that training needs have been addressed;
- procure that systems are in place to ensure that the off-site visit has an educational purpose and that the off-site visit procedures are being complied with;
- require that they are informed about less routine off-site visits well in advance.

Headmaster

The Headmaster should ensure that the visit leader is competent and that the off-site visit policy is complied with. If the Headmaster is taking part in the visit then he should follow the instructions of the visit leader. This applies to anyone in the SMT.

Teachers

Teachers should take care of their own and others' health and safety, co-operate with their employers over safety matters, carry out activities in accordance with training and instructions, and inform the employer of any serious risk. Teachers and other staff (all visit supervisors) have a common law duty to act as any reasonable prudent parent would do in the same circumstance. Teachers who have children on the visit cease to be supervisors.

Visit Leader

One adult should have overall responsibility for the visit which includes the health and safety of the participants. The visit leader is appointed by the Headmaster.

The visit leader should:

1. Obtain the Headmaster's, or his nominated deputy's, prior agreement before any off-site visit takes place.
2. Follow the School's Off-site Visit Policy.
3. Appoint a deputy
4. Ensure that all supervisors are vetted.
5. Define each additional supervisor's role and tasks and ensure they are fully aware of what the visit involves.
6. Be able to control and lead pupils of the relevant age range.
7. Be competent to instruct / supervise pupils in the activities.
8. Be familiar with the location where the visit is taking place
9. Be aware of child protection issues.
10. Ensure adequate first aid provision
11. Undertake and complete the planning and preparation of the visit including the briefing of participants and parents.
12. Provide adequate information about the visit to allow parents to decide whether to send their child on the visit
13. Assess the suitability of the pupils for the visit.
14. Ensure that the supervision ratio is appropriate.

15. Ensure that off-site proformas are complete.
16. Ensure that nominal rolls are accurate.
17. Ensure that risk assessments are complete.
18. Ensure that all supervisors are aware of risk assessments and emergency procedures.
19. Ensure that all supervisors have details of all participants' special educational and medical needs.
20. Brief parents and pupils on their responsibilities.
21. Ensure that there is appropriate insurance for the visit
22. Be able to stop any activity or visit if deemed unsafe.

Visit Supervisors

Visit supervisors should:

1. Be clear about their roles and responsibilities during the visit.
2. Be aware and follow School Off-site visit policy.
3. Follow the instruction of the visit leader.
4. Speak to the visit leader if they are concerned about Health and Safety at any time during the visit.

Pupils

The visit leader must make it clear to pupils that they must:

1. Not take unnecessary risks
2. Follow the instructions of the leader and other supervisors at all times during the visit.
3. Dress appropriately for the activity and behave according to School Rules
4. Be sensitive to local codes and customs especially when abroad
5. Be aware of Health and Safety and tell the leader or supervisor of any concerns.

Parents

Parents should be able to make an informed decision on whether their child should go on the visit. They should read all the written information and be invited to appropriate briefing sessions. Parents must sign the parental consent forms, provide up to date information about their child's emotional, psychological and physical health, and provide emergency contact numbers for the duration of the trip.

Parents must agree the arrangements for sending a pupil home early and covering the associated costs.

Educational Visits Coordinator (EVC)

The role of the EVC is to:

1. Support and advise the visit leader
2. Support and advise the Headmaster and Governors in their responsibilities re Off-site visits.
3. Check and confirm the off-site visit forms with the visit leader and in conjunction with the Headmaster / Deputy Head / nominated deputy.
4. Check and confirm off-site visit risk assessments with the visit leader.
5. Assess the competence of the leader and other supervisors in conjunction with the Headmaster.
6. Confirm the emergency contact procedures with the visit leader.
7. Assist in induction and training for off-site visit leaders and supervisors.
8. Keep records, monitor and review the School's Off-Site Visit policy and off-site visits.

3. Planning Outline

STAGES

OUTLINE APPROVAL

This approval must be gained before any contact with pupils and parents

1. Read Off-site visit Policy Document.
2. Consult Headmaster, Deputy Head, Calendar organiser, and EVC. This consultation must include the visit's objectives, dates, staffing, duration, venue and activities, likely number, age, gender of the pupils involved, equipment/resources, and an outline budget. (For many one-day visits this will be achieved through the calendar meeting.)

DETAILED PLANNING

This must include:

1. Venue suitability for group / activity
2. Leaders and supervisors
3. Pre visit where necessary
4. Risk assessments: Generic, Specific, and Ongoing
5. Formulation of a plan B with appropriate risk assessments
6. First Aid
7. Transport
8. Finance
9. Emergency procedures
10. Insurance
11. Contact with venue and/or activity provider

For residential visits this must include submitting a provisional off-site visit proforma

FURTHER PLANNING

1. Advertising the visit
2. Obtaining Parental consent
3. Briefing all participants and parents
4. Arranging supervision appropriate to the visit
5. Finance

SUBSTANTIVE APPROVAL

This involves the submission of a final off-site visit proforma to the EVC.

POST-VISIT EVALUATION REPORT

In its simplest form this may be announcing the sports results but for more significant visits then a more detail critique is required, including reporting any incidents and accidents to be sent to the EVC.

4. Issues to be raised

Competence of the Visit Leaders and Supervisors

The Headmaster should ensure that the Leader is competent to lead the visit by assessing the Leader's experience, knowledge and appropriate qualifications relating to the visit. There has to be documentary evidence of this process.

Duty of Care

Negligence arises through failure to conform to the School's Off-site Visit Policy and not following best practice guidelines. Charges of negligence will be easier to refute if:

1. The leader was competent and/or qualified to lead the visit
2. Appropriate and adequate supervision was provided
3. All reasonable steps had been taken to ensure the safety of the environment and equipment
4. The participants had been taught about the need for safety and had been warned against foolhardiness in a manner appropriate to their age, intelligence and experience
5. The participants had been prepared and trained for the activity
6. The activity and the manner in which it was carried out were compatible with the regular and approved practice
7. A comprehensive risk assessment had been carried out, documented and communicated to all concerned
8. Parental consent forms had been signed
9. Leaders were aware of any special needs within the group and taken appropriate action
10. All procedures were carried out following organisational guidelines
11. Incidents were handled without undue delay, following the Off-site visit policy
12. Records were kept of all the activities during the visit and ongoing risk assessments documented.

Transport

The Visit Leader must consider and include in the risk assessment:

1. Passenger safety
2. Length of the working day, driving hours and length of the visit
3. Competence, qualification and training of the driver
4. The type of journey(s), and likely traffic conditions and weather
5. Action in the event of breakdown
6. Appropriate insurance cover
7. Journey time and distance
8. Stopping points for refreshment and comfort breaks
9. Supervision

The Governors are responsible that all travel arrangements are suitable for the visit. The Driver is legally responsible for the vehicle during the visit.

Supervision on transport

The Visit Leader is responsible for the group at all times, including maintaining good discipline. The driver should not normally be responsible for supervision unless a small number of older children are involved and it is a short journey.

When assessing the level of supervision the Visit Leader needs to consider:

1. Nature of transport, e.g. double-decker bus
2. Safety on road crossings
3. Safety on transport when pupils are able to roam, e.g. ferries
4. Booking transport so group can travel together
5. Safety at pick-up, drop-off, and rest points
6. Safety of group in the event of an accident
7. Travel sickness and other travel related problems

During the journey, the Visit Leader needs to ensure that:

8. Head counts are carried out when the pupils are getting on and off the transport
9. A supervisor has responsibility for checking safety equipment e.g. wearing of seat belts
10. Pupils understand that they do not have access to the driving area at any time

School Minibus

Visit Leaders and supervisors must be aware of and abide by the School's Minibus Policy.

Private cars

Drivers must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for using their car on School business.

Ideally drivers should not be left alone in the vehicle with a pupil. The School Insurance covers employees using their private cars for School business provided that the person holds a licence to drive the vehicle and is not disqualified from holding a license.

Exclusions are racing, speed testing, pacemaking or competitive driving, or the carriage of passengers for hire or reward.

Note: **Pupils are not allowed to use their cars to transport themselves and/or others to and/or from School on a School visit** (the School could be held liable for the competence of the driver and the road-worthiness of the vehicle).

Hire transport

The visit leader is responsible for ensuring that the hire company is reputable and that the transport is appropriate for the journey. Professional operators are legally required to be licensed. In the case of coach and bus companies they should have the appropriate public service vehicle licence. Fitted seatbelts must be worn.

Media

In the event of media contact then liaison must be made with the Headmaster.

In the event of an emergency all media enquiries must be made through the Headmaster at School. NO comment should be made to the media by any of the visit leaders, supervisors, or pupils. **The name of any casualty should not be given to the media.** The best response is politely to direct all enquiries to the Headmaster passing on the number.

Communication with parents

Parents must be informed in writing of any off-site visit unless it is a regular part of the School curriculum which parents have already been informed about through the School contract.

Parents must be provided with sufficient information in writing so that they can make an informed decision about allowing their child to participate.

Visit-specific parental consent must be gained for all off-site visits which are not covered by the initial School contract. Therefore this will include non-routine visits, adventure activities, visits abroad, other residential visits, and remote-supervision activities.

Written parental consent should be gained on behalf of any pupils using a private car.

The visit leader should ensure that parents are able to contact their child via the school contact in the case of an emergency at home.

Insurance

The visit leader must confirm with the Assistant Bursar that the School's Insurance policy covers the visit and its activities. If in the unlikely event it doesn't then alternative arrangements must be made. Attention must be given to the possibility that a second policy may invalidate the first primary cover.

For example insurance should cover:

1. Employers' liability
2. Public liability
3. Personal accident cover for all of the participants
4. Cost of medical treatment
5. Cost of rescue and repatriation
6. Damage to or loss of hired equipment
7. All activities
8. Transport and accommodation in the event of an emergency
9. Compensation for cancellation
10. Compensation for loss of luggage and personal effects including money
11. Legal assistance in recovery of claims
12. Failure or bankruptcy of the external provider

WITHOUT APPROPRIATE INSURANCE NO ACTIVITY OR VISIT CAN TAKE PLACE

Finance

The visit leader must ensure that the visit is financially viable and that the budgeting includes all foreseeable costs. Parents must be made fully aware of any costs they will incur, and given accurate indications of those they may additionally incur, such as those necessitated by early return.

Use of external providers

The visit leader must ensure that external providers follow best practice and in the case of adventurous activities (defined as caving, climbing, trekking and water sports) that they are legally licensed.

British Standards Institute has produced BS 8848 and this should be used as the benchmark to assess the quality of the external providers. Ideally they should conform to this best practice standard.

Copies of external providers' risk assessments and licences must be obtained.

The use of an external provider does not absolve the visit leader and supervisors from responsibility; they have the final decision over any aspect of the visit, not the external provider. They must be prepared to step in at any time to stop an activity.

Water

Activities based on or near to water are the cause of a high percentage of the accidents on off-site visits; extra vigilance and supervision is required. Any visit must include a specific parental consent for any water-based activities.

Swimming in a pool, sea or any other body of water must **not** take place unless the appropriate risk assessment has been completed **prior** to the visit, appropriately qualified lifeguard(s) is/are present and that at least one lifeguard has the appropriate local knowledge. There must be NO sudden change of plan on the visit, no matter how tempting.

Water sports are adventurous activities and must be appropriately assessed and insured. Water margin activities can be equally dangerous and organisers should read Group Safety at Water Margins produced by Department for Education and Skills and CCPR 2002. (Held by the EVC).

Duty Rota

The visit leader should organise a duty rota for the visit ensuring that there is always at least one member of staff on duty at any time, and, if it is a mixed visit, ideally one of each sex. No member of staff may consume alcohol while on duty, nor prior to duty in such quantity as to impair judgement or exceed allowable levels for driving while on duty. The visit leader must brief the duty staff on their responsibilities.

Alcohol

The School rules apply to pupils for the duration of the visit.

Pupil Conduct

The School's pupil code of conduct applies for the duration of the visit.

Pupils and parents must be made aware of any additional rules specific to the visit prior to departure including any sanctions such as an early return for disciplinary reasons.

Mobile phones

Visit leaders are advised to formulate a visit-specific policy for the use of mobile phones by pupils on the visit. This should include their use in the event of an emergency.

First Aid

All visits should have first aid cover. The degree of cover depends on the nature of the visit. On any kind of visit the group leader or another member of the party should have a working knowledge of first aid and ensure that an adequate first-aid kit is taken. For adventurous activities, visits abroad or residential visits it is sensible for at least one member of the party to be a first aid trained. All adults on a visit should know how to contact the emergency services.

Supervision Ratios

All supervisors must be authorised by the Headmaster and be CRB enhanced.

The level of supervision depends on the nature of the visit and age of pupils. This is to be agreed through the risk assessment process with the EVC. Guidance for best practice should be sought from relevant organisations (See appendix 1 for more detail on supervision).

5. Types of visit

The Governors deem the following visits and activities of educational value. Any other proposed visit or activity must be discussed with the Governors prior to approval.

1. Adventure activities: defined as caving, climbing, trekking, water sports.
2. Duke of Edinburgh Awards activities
3. Field Studies
4. Exchanges
5. Concerts and other musical events including concert tours
6. Religious Services
7. Sporting Activities including tours
8. Curriculum based visits
9. CCF activities
10. Seckford Scheme activities
11. Theatre visits
12. Ski trips
13. Cultural visits (e.g. by members of the Boarding House)
14. Visits to other Schools

The EVC will offer advice and guidance to the visit leader regarding the organising and risk assessment of the visit, and direct the visit leader to best practice literature which must be read by the visit leader and followed.

Exchanges differ from other types of visits in that pupils will spend most if not all of their time with a host family or School and are, therefore, not always under the direct supervision of school staff. This must be clearly stated to parents prior to the exchange. Parents must also be made aware that an exchange by definition is a reciprocal activity. The exchange leader should:

1. Have a good personal knowledge of the host School
2. Ensure satisfactory and appropriate pairing arrangements
3. Ensure the partner school informs the host families the age and gender, and details of any special dietary and medical needs, of their guests.
4. Ensure that parents, pupils and the host School are clear about the arrangements for collecting and distributing pupils to families, and for transporting pupils throughout the visit.
5. Ensure that the School has a list of all the children involved and their host family names and addresses.
6. Ensure that pupils with host families should have easy access to their teachers.

Note: Parents must be made aware that due to the nature of exchanges, CRB vetting of host families is unlikely.

Travel Abroad

The visit leader must be aware of:

1. Visa and passport regulations (ARE ALL PARTICIPANTS UK CITIZENS?)
2. Emergency medical facilities and required documentation
3. Vaccinations required
4. Insurance cover for abroad
5. Driving regulations
6. Foreign customs and regulations regarding children
7. Travel update guidelines issued by the Foreign and Commonwealth Office

For any overseas visit the visit leader is advised to hold copies of visas and passports and spare passport size photographs.

6. Paperwork

This section includes samples of:

1. Risk Assessment proforma.
2. F101 - One day Off-site visit approval proforma.
3. F102 - One day off-site timetabled sports/Friday afternoon Seckford Scheme. activities/fixtures proforma.
4. F103 - One night/Residential proforma.
5. F104 – Provisional overnight/Residential.

REMEMBER THERE ARE THREE TYPES OF RISK ASSESSMENT

1. **GENERIC**
2. **SPECIFIC**
3. **ONGOING**

ONGOING RISK ASSESSMENT (I.E. THE CONTINUOUS ASSESSING OF RISK DURING THE VISIT) IS OF FUNDAMENTAL IMPORTANCE TO THE HEALTH AND SAFETY OF THE VISIT.

A SUPERVISOR MUST ALWAYS BE PREPARED TO STOP AN ACTIVITY.

THE VISIT LEADER MUST KEEP A WRITTEN RECORD OF THE VISIT AND ANY ONGOING RISK ASSESSMENTS.

Any ongoing risk assessment must be completed by the visit leader and signed by all the supervisors.

Risk assessments are kept for a minimum of 6 years

Other paperwork required:

- Parental Consent forms
- Medical forms
- Emergency procedures
- Incident and Accident forms / Documentation
- Post-visit evaluation report
- Agreement forms for external providers
- External providers' licences and risk assessments etc
- Insurance documents
- Information letters etc to parents

7. Emergency Procedures

All visit leaders and visit supervisors must be aware of the procedures laid down in Appendix 2 to Annex G of the School's Emergency File.

The emergency procedure for each visit must be arranged with the EVC at the time of the visit's final approval.

IN THE CASE OF AN **ACCIDENT**

The priorities are to:

1. **Assess the situation**
2. **Safeguard the uninjured members of the group including yourself**
3. **Attend the casualty or casualties**
4. **Inform the emergency services and everyone who needs to know of the incident**

Factors to consider:

1. Establish the names of any casualties
2. Inform those in the group who need to know
3. Ensure that a supervisor accompanies any casualties to hospital and that the rest of the group is supervised
4. Notify the police
5. Notify the British embassy (if abroad)
6. Inform the School contact

Details of the incident to pass on should include:

- names of casualties
 - details of injuries
 - action taken so far
 - action to be taken
7. Notify insurers (this may done by School contact)
 8. Notify external provider
 9. Establish a landline communication as mobiles may be unreliable
 10. Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
 11. Keep a written account of all subsequent events

No one in the group should speak to the media – direct all enquiries to School

No one in the group should discuss legal liability with other parties

8. Useful references

Health and Safety of pupils on educational visits (2001) Department for Education and Skills

BS 8848:2007 – Ensuring safety in outdoor activities overseas (2007) RGS ISBN 978 0 580 50503 4

Out-of-classroom Learning produced by the RSPB

High Quality Outdoor Education produced by Ordnance Survey

Managing Medicines in Schools and Early Years Settings (2005) Department for Education and Skills

Group Safety at Water Margins (2002) Department for Education and Skills

Health and Safety: Responsibilities and Powers (2001) Department for Education and Skills

Standards for LEAs in Overseeing Educational Visits Parts 1, 2 &3 (2002) Department for Education and Skills

Guidance on First Aid for Schools (1998) Department for Education and Skills

Document checked by A C Garvie 26 May 10

Guide to completing the school's off-site visits form

All forms are available on the staff shared area (EVC folder) and in the school forms filing cabinet in the common room. For Abbey staff the forms are available in the Abbey office.

1. All **non-residential** off-sites visit should use form F101 (the green form).

All **Residential** off-site visits should use F103 (the yellow form).

For all off-site **timetabled sports/Friday afternoon Seckford scheme activities/fixtures** use the form F102 (white form).

(If you cannot print these in green or yellow then write GREEN or YELLOW on the form)

2. If more than one member of staff is on the visit you must ensure at least 2 mobile numbers are listed for on-site emergency contacts.

3. The school based emergency contact must be checked with the Deputy Head/MA for trips out of normal school working hours

4. Ensure the number of pupils listed matches the attached pupil sheet.

5. If using a coach firm ensure it is written on the form. In a worst case scenario the school may need to go through the firm if the on-site emergency contact can not be called.

6. Parental consent is not required for off site timetabled sports/Friday afternoon Seckford scheme activities/fixtures.

7. For off site timetabled sports/Friday afternoon Seckford scheme activities/fixtures you should have your list from Matron at the beginning of term listing your pupil's medical conditions. Ensure you take this list with you.

Matron will update this list as pupils inform her of new medical conditions. Therefore you do not need to check with Matron for each off site timetabled sports/Friday afternoon Seckford scheme activities/fixtures.

All other visits must have their pupil's medical conditions checked by Matron.

8. Risk assessments for off site timetabled sports/Friday afternoon Seckford scheme activities/fixtures should be read, understood & signed by all those staff involved at the beginning of term. This will then be held by the EVC/MA or Senior Master for the Abbey. This will also be resigned if/when you make amendments to the risk assessment in anyway. It is the responsibility of staff to sign the risk assessments for the activities which they are involved in.

Therefore a risk assessment does not need to be attached for every off site timetabled sports/Friday afternoon Seckford scheme activities/fixtures

All other visits must produce a visit specific risk assessment.

Staff MUST ensure they take a copy of the risk assessment for their sport/activity with them for reference.

9. The attached team/pupil list must be up to date. If you cannot confirm names until last minute or there are last minute changes the school office **MUST** be informed. If out of hours then you must ensure any changes to the pupil list is displayed in the common room/today board (Abbey) or a message is left with your school based emergency contact. **In particular parents may on occasion transport their children. You must ensure that the list of pupils travelling on school transport (minibus or coach) both to and from the venue is accurately relayed to the school office (in office hours) or to the emergency contact.**
10. The form must be signed by the visit leader (this can be scanned in so the completed form can be emailed to the EVC).
11. The completed form should be passed to the EVC via pigeon hole or email. For the Abbey forms should be left in the EVC tray in the Abbey office.
12. If a drop down menu does not contain the words you need then write it in when you print the document.
13. The 'Health & Safety of Pupils of Educational Visits' (HASPEV) is also in the EVC folder in the staff shared area. This is an excellent source of reference for your visits.

WOODBIDGE SCHOOL FORM FOR ALL OFF SITE TIMETABLED SPORTS/
FRIDAY AFTERNOON SECKFORD SCHEME ACTIVITIES/FIXTURES

- This form must be passed to the EVC at least 2 working days before the visit

Visit Leader:	Accompanying Supervisors (full names if not staff):
Destination: Please select	
On-visit emergency contact names & numbers:	
School-based emergency contact for duration of visit: Name: Please select	
Educational purpose of visit/Sport to be played: Please select	
Date of visit: Please select	
ETD from school:	ETA back at school:
Type of transport/Organising Company: Please select	
I confirm that I & all accompanying adults have read the school's off Site Visit's Policy Document. <input type="checkbox"/>	
I confirm that I & all accompanying adults have read & signed the school's risk assessment for this activity. <input type="checkbox"/>	
I confirm that I have checked the medical information for all members of the party. <input type="checkbox"/>	
I confirm that if parental consent forms are required; they have been completed, signed & returned. <input type="checkbox"/>	
I confirm that the nominal roll attached is up to date. <input type="checkbox"/>	

Visit leader's signature:	Date:
EVC signature:	Date:
DHM's signature:	Date:

WOODBIDGE SCHOOL OFF SITE VISIT FORM OVERNIGHT/RESIDENTIAL

- This form should be passed to the EVC at least TWO working weeks before the visit.
- An event specific risk assessment must be submitted with this form.
- An alphabetical nominal roll must be attached to the final form **and updated on departure.**
- No visit can depart without all submitted forms having been countersigned by the EVC, the HM / DHM or nominated deputy / Master of the Abbey (MA).

Name of Visit Leader:	Accompanying Supervisors (full names if not staff):	Department: Please select
Destination:		
On-visit emergency contact names and numbers:		
School-based emergency contact names and numbers (for duration of the visit): Please select		
Educational purpose of visit: Please select		
Departure from School: Day and Date:		Time:
Return to School: Day and Date:		Time:
Number of Pupils involved: Male:		Years:
Female:		Years:
Details of proposed transport (e.g. Coach company, School or hire minibus nominated drivers etc.) including contact numbers (if appropriate):		
Organising Company (if appropriate) including contact numbers:		
Details of accommodation to be used:		
Details of Insurance arrangements made for the visit:		

Details of all proposed of activities (attach programme as required):	
Details of participants' and parents' briefing sessions before the visit (attach copies of all letters sent) :	
Relevant experience / qualifications of accompanying supervisors:	
Details of any exploratory visit:	
I, the visit leader, confirm that Foreign Travel regulations and Foreign Office travel guidance have been checked. Sign:	
I, the visit leader, confirm that all parental visit consent forms have been completed, signed and returned. Sign:	
I, the visit leader, confirm that all medical consent forms have been received from parents and are to be taken on the trip. (FINAL FORM ONLY) Sign:	
Has this visit been confirmed at the calendar meeting?	Please select
Letter to parents checked by: Please select	
Letter to parents copied electronically to HM's office: <input type="checkbox"/>	

FINAL FORM ONLY

I confirm that I have read the Woodbridge School's Off Site Visits Policy Document and **that I have completed a risk assessment for this visit (SEE REVERSE).**

Visit Leader's Signature:	Date:
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Permission is granted for this visit to proceed, subject to any conditions mentioned overleaf.

EVC's Signature:	Date:
HM / DHM or nominated deputy / MA signature:	Date:

WOODBIDGE SCHOOL PROVISIONAL OFF SITE VISIT FORM OVERNIGHT/RESIDENTIAL

- This form must be submitted to the EVC at least **one term** before the visit.

Name of Visit Leader & Accompanying Supervisors (full names if not staff):	Department:
Educational purpose of visit:	Destination:
Approx date/time departure from School:	Approx date/time return to School:
Other school visits on at the same time (check forward calendar):	
Approx Number of Pupils involved: Male: Years: Female: Years:	
Outline of proposed transport (e.g. Coach company, School or hire minibus)	Organising Company (if appropriate) including contact numbers:
Outline of accommodation to be used:	Indication of all proposed of activities:
Approx cost per head:	
Outline of planned participants' and parents' briefing sessions before the visit:	
Relevant experience/qualifications of leader and accompanying supervisors:	

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I confirm that I have read the Woodbridge School Off Site Visits Policy Document

Visit Leader's Signature:	Date:
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Visit is safe to conduct:

EVC's Signature:	Date:
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Regular visits - Permission for visit granted/ withheld (delete one)

DHM or nominated deputy signature:	Date:
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Non-regular visits - Permission for visit granted/ withheld (delete one)

HM/MA signature:	Date:
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WOODBRIIDGE SCHOOL RISK ASSESSMENT PROFORMA

Activity:

Name of Assessor:

Date of Assessment:

Hazards Identified	Control Measures
Minibus, coach/car travel, Accidents, Breakdowns, Pupils left at stops, getting lost	1. Qualified/authorised drivers if staff driving. 2. Reputable coach or mini-bus company. 3. Ensure all pupils seated & seat belts fasted. 4. Brief pupils to be responsible. 5. Pupils supervise whilst getting on/off bus. 6. If equipment transported, it must be stored securely. 7. Head counts at all stops. 8. Staff have directions & mobile phones. 9. If staff are using their own vehicle they have complied with the guidance laid down in Annex D to the school's Off-Site Educational Visits Policy.
Injury, illness.	1. Pupils medical conditions checked with matron prior to visit. 2. Pupils checked to ensure their medication is taken with them. 3. First aid kit carried by staff on transport. 4. At least 1 mobile phone in the group. All to know staff & pupil numbers. Pupils know how to call emergency services if required.
Inclement weather.	1. Pupils dressed appropriately for the weather conditions & the activity. 2. Staff have the ability to change or cancel plans due to poor weather conditions. 3. Mobile phones carried to inform groups of change of plans due to weather. 4. Staff check weather forecast prior to departure.

Assessor's signature:

Date :

EVC signature:

Date:

All participating adult supervisors must sign the risk assessment proforma

Additional Supervisors:

Name: Signature: Date:

Name: Signature: Date:

Name: Signature: Date:

Name: Signature: Date:

Name: Signature: Date:

Name: Signature: Date:

School visits

Parental requests for special travel arrangements

Travel to a venue

It will be assumed that all visits will start from school unless parents have been notified otherwise.

Parents wishing to make alternative arrangements must consult with the member of staff in charge of the visit in good time, and certainly before the day of the visit, and write to confirm any arrangements agreed.

If the arrangements fall through and as a result there is a risk of delay to the visit, or to its safety, the member of staff will revert to the main arrangements for the visit and the pupil(s) for whom alternative arrangements were made may therefore not be able to join the visit.

Return travel

It will be assumed that all visits will end at school unless parents have been notified otherwise.

Parents wishing to make alternative arrangements must consult with the member of staff in charge of the visit in good time, and certainly before the day of the visit, and write to confirm any arrangements agreed.

If the arrangements fall through and as a result there is a risk of delayed return, or to safety, the member of staff will revert to the main arrangements for the visit and the pupil(s) for whom alternative arrangements were made will be returned to school. For visits returning outside normal school hours, parents will therefore have to have provisional arrangements in place to collect their children promptly.

Guidance on documentation, vehicle maintenance and safety for staff using their own vehicles to transport pupils.

Driver Documentation

- Full valid Driving licence
- Over 21 and under 70
- Less than 6 points on licence
- Valid tax disc
- Valid MOT
- Own valid insurance (even though drivers would be covered under the School's occasional business use policy).

Regular Vehicle Checks (Extract from the Highway Code)

- Take special care that lights, brakes, steering, exhaust system, seat belts, demisters, wipers and washers are all working.
- Lights, indicators, reflectors, and number plates **MUST** be kept clean and clear
- Windscreens and windows **MUST** be kept clean and free from obstructions to vision
- Lights **MUST** be properly adjusted to prevent dazzling other road users. Extra attention needs to be paid to this if the vehicle is heavily loaded
- Exhaust emissions **MUST NOT** exceed prescribed levels
- Ensure your seat, seat belt, head restraint and mirrors are adjusted correctly before you drive
- Ensure that items of luggage are securely stowed
- Warning displays. Make sure that you understand the meaning of all warning displays on the vehicle instrument panel. Do not ignore warning signs, they could indicate a dangerous fault developing.
- When you turn the ignition key, warning lights will be illuminated but will go out when the engine starts (except the handbrake warning light). If they do not, or if they come on while you are driving, stop and investigate the problem, as you could have a serious fault
- If the charge warning light comes on while you are driving, it may mean that the battery isn't charging. This should also be checked as soon as possible to avoid loss of power to lights and other electrical systems
- Tyres **MUST** be correctly inflated to the vehicle manufacturer's specification for the load being carried. Always refer to the vehicle's handbook or data. Tyres should also be free from certain cuts and other defects.
- Cars, light vans and light trailers **MUST** have a tread depth of at least 1.6 mm across the central three-quarters of the breadth of the tread and around the entire circumference.
- Tyre pressures. Check weekly. Do this before your journey, when tyres are cold. Warm or hot tyres may give a misleading reading.
- Your brakes and steering will be adversely affected by under-inflated or over-inflated tyres. Excessive or uneven tyre wear may be caused by faults in the braking or suspension systems, or wheels which are out of alignment. Have these faults corrected as soon as possible.
- Fluid levels. Check the fluid levels in your vehicle at least weekly. Low brake fluid may result in brake failure and a crash. Make sure you recognise the low fluid warning lights if your vehicle has them fitted.

- Before winter. Ensure that the battery is well maintained and that there are appropriate anti-freeze agents in your radiator and windscreen bottle.

To Woodbridge School Off-site Educational Visits Policy Document**When are CRBs required for accompanying non-staff adults on educational visits?**

There are any of three conditions to meet for the requirement of a CRB: regularity, frequency, and if the trip is overnight.

Single Day visit

Individual day trips do not meet any condition.

The adult would have at most the responsibilities of a volunteer supporting our teachers.

No CRB required, but the visit risk assessment must include that the adult be briefed to stay with the teachers, and be briefed in how to alert a teacher to any issues or disclosures raised by a pupil.

Series of day visits.

Regularity/frequency condition may be met.

A CRB will need to be considered. Consult with the EVC.

Code of Conduct to be signed by adult, and training in basic child protection and safe working practice given (by leaflet or by CPC).

Overnight visits

Overnight condition met.

A CRB will almost always be required. Consult with EVC.

Code of Conduct to be signed by adult, and training in basic child protection and safe working practice given (by leaflet or by CPC).

Examples:**Foreign tour.**

Parent of a pupil or close family of member of staff accompanying tour (travel, hotel, visits etc).

CRB required; adult registered as a volunteer; training in basic child protection and safe working practice given (by leaflet or by CPC).

Code of conduct and training offer visit leader the scope, in case of emergency, to ask the adult to assist as a volunteer (eg staff illness).

London to Woodbridge Cycle Ride:

Overnight; non-hotel accommodation; cyclists all supporting each other on the ride.

Overnight circumstances suggest need for CRB; nature of event suggests adults may well assist pupils during the day, thereby acting as volunteers, also suggesting CRB. Taken together the requirement becomes clear.

CRB required; adult registered as a volunteer; training in basic child protection and safe working practice given (by leaflet or by CPC).

Code of conduct and training offer visit leader the scope, in case of emergency, to ask the adult to assist as a volunteer (eg staff illness).

UK competition single fixture (two nights maximum)

Parent accompanies team on journey to hotel the night before, and supports at the fixture the day after.

Ideally parent books alternative accommodation in another hotel to avoid the issue, but if this is impractical, then:

Overnight suggests CRB, but:

Parent is only travelling as a supporter, and has no role as a volunteer

Hotel environment is safe
Event is unlikely to have had lengthy advance notice.
Conclusion: **CRB not required but code of conduct signed by parent** regarding behaviour on the visit.

Example:
Code of Conduct

I(print name) agree to abide by the following code of conduct
for the duration of the visit to (visit location, start and end dates)

If I have been asked to submit a CRB form, I agree to follow the reasonable instructions of Woodbridge School staff for the duration of the visit, including the need to undertake the role of volunteer as circumstances arise. I acknowledge that I have read, and agree to abide by, any instructions and training on child protection and safe working practices offered to me for this visit by Woodbridge School.

If I have not been asked to submit a CRB form, I understand that I am on the visit solely as a spectator, and that I am neither part of the staff group nor a volunteer.

Pupil accommodation:
I will not enter the sleeping/changing accommodation (eg hotel room, tent, classroom etc) of any of the pupils (including that of my son/daughter) at any time during the visit.
I will not invite any pupil (apart from my own son/daughter), even in the company of my son/daughter, into my own sleeping accommodation at any time during the visit.

Signed:

Date:

Prepared in consultation with Suffolk Safeguarding Children’s Board, 18 January 2011
Contact: Ali Spalding (ali.spalding@suffolk.gov.uk 01473 264172)

Appendix 1 Supervision Ratios (guidance taken from HASPEV; paragraphs 69, 70, 71, 195).

Please note that the following is not binding, nor does it cover all situations. As visit leader it is your responsibility to ensure that you have sufficient staff with you, and this offers guidance. Your risk assessment must consider staffing ratios, and deviation from these guidelines (especially to increase the ratio, or to take only staff of one sex on a mixed residential trip) would require justification, and prior consultation with the EVC.

69. It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include: sex, age and ability of group; pupils with special educational or medical needs; nature of activities; experience of adults in off-site supervision; duration and nature of the journey; type of any accommodation; competence of staff, both general and on specific activities; requirements of the organisation/location to be visited; competence and behaviour of pupils; first aid cover.

70. Some LEAs set their own levels of supervision for off-site visits, which county and controlled schools must adhere to. In other schools decisions must be made, taking the above factors into consideration as part of the risk assessment. Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources. However, a general guide for visits to local historical sites and museums or for local walks, in normal circumstances, might be:

- 1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes may have a higher ratio);
- 1 adult for every 10-15 pupils in school years 4 to 6;
- 1 adult for every 15-20 pupils in school year 7 onwards.

71. The above are examples only. Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge.

Residential visits

195. A good rule of thumb ratio is 1 teacher for every 10 pupils. Issues for the group leader to consider include the following: the group should ideally have adjoining rooms with teachers' quarters next to the pupils' - the leader should obtain a floor plan of the rooms reserved for the group's use in advance; there must be at least one teacher from each sex for mixed groups.

From the School Emergency File: Appendix 2 to Annex G

SERIOUS INCIDENTS AWAY FROM THE SCHOOL GROUNDS

In the event of a serious incident away from the School grounds, communication although initially difficult, will be vitally important between the incident and the School. Hopefully a member of staff will be able to act as the liaison at the scene of the incident and give information to the School as to what happened and update information as it emerges. However this may not always be the case and the liaison at the incident may well be a member of one of the Emergency services. In this case and within reason (take into account distance involved) it is suggested that two members of staff be despatched to the incident without delay. One should stay at the scene of the incident and the other should go to the hospital where any casualties are being taken.

The Headmaster or the Deputy Headmaster must be informed immediately of any serious incident away from the school involving pupils or staff.

1. Set up the selected ICP and man it with a senior member of staff and a member of the office staff if possible. A minimum of two people are required. A member of staff must be nominated to keep log sheets upto date. The emergency mobile phone is located in the School Office Emergency box file if there is a complete failure of the phone system.
2. Make contact with the liaison at the incident. Give them the telephone number of the ICP to contact the School on and obtain a number to contact them on.
3. Obtain a list of those pupils and Staff involved in the activity / trip from the Deputy Headmaster or the School Office.
4. From the liaison at the incident attempt to find out names of casualties and the nature of any injuries.
5. Find out the name of the hospital that casualties have been taken to and a contact number.
6. Obtain brief circumstances of how the incident occurred.
7. Once details are known delegated members of staff should begin to contact parents and relations of members of staff involved, and give them as much information as possible including the alternative School contact number and other contact numbers. Prepare a statement that pupils can use if they wish to phone home on their mobiles.
8. The member of staff who contacts parents **MUST** keep the ICP informed of those parents and relations contacted so that a list is kept and nobody is missed or repeated.
9. The Headmaster's Press Officer should prepare a statement for the media.
10. If applicable inform the remainder of the staff and then the pupils of the situation.

11. Prepare a meeting place for any parents or relatives of those involved who may want to come to the School.

It is hoped that this will get the ICP over the first stages. As things quieten down the Headmaster and Governors will make long term plans.

Some incidents could go on for a considerable time and at some stage the key personnel and office staff manning the ICP will need to be rested. Ensure log sheets are used to record events so that a thorough brief of the situation can be given to staff taking over and any outstanding problems can be noted. At the end of the incident get all paperwork used during the incident to the Headmaster or his Deputy for safekeeping.

Consideration should be made to have the telephones manned in the hours following an incident. It may have been necessary for the Press Officer to prepare a statement and this should be given to any callers. Any parents who wish to know more must contact the HM or his Deputy.