



ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

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Headteacher: Kevin Gawley



SCHOOL TRIPS POLICY

Person Responsible:	Health & Safety Governor
Date policy adopted:	September 2000
Date of last review:	Spring 2013
Date of next review:	Spring 2015

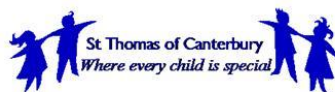
MISSION STATEMENT

God's love is at the heart of our Catholic School Community. We show this in our respect, kindness and love for others and by treating other people as we wish to be treated ourselves. We will encourage everyone in our school family to do the best they can.

The purpose of this policy is to describe the procedures for organising a school trip. A school trip is any visit by a group of pupils to any location away from the school. The policy highlights our mission statement, in that all trips are relevant to the curriculum and offer all children the opportunity to participate, regardless of the individual child's economic status.

This policy has been evolved from the DfEE guidelines and Surrey county Council guidance notes. The policy has been developed to be consistent with our School's Mission Statement; so that a trip should enhance the curriculum and offer an opportunity for all children to participate in all trips regardless of their abilities, therefore, developing further 'the whole child'.

St Thomas of Canterbury is a school that is committed to safeguarding and expects all staff and volunteers to share this commitment. All adults accompanying residential journeys are required to have an enhanced CRB clearance.



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SECTION ONE

Approval Process

All off-site activities should firstly have the approval of the Headteacher, who should be satisfied with the purpose, planning and proposed staffing for the proposed off-site activity.

Approval by the Chair of Governors should be sought and recorded on the appropriate form. Sufficient information must be given and also any significant changes and progress must be communicated to the Chair of Governors before the proposed date of the visit.

Approval must be obtained from the LEA for off-site activities involving hazardous pursuits or in areas of high risk. This touches on very hazardous activities such as rock climbing or canoeing. (See Page 11 in 'Guidance Notes Documentation' held in School Office for further details.) The outdoor Education Training & Safety Manager (LEA) will provide advice and assistance where necessary in order that approval can be given.

APPLICATION FOR APPROVAL FOR EDUCATIONAL VISIT

Trip:

Date:

Venue address:

.....

.....

Phone Number:
(including code)

Pupils: **Form:** **Boys:** **Girls:**
Total:

Planning:	Initials	Date
Create file for all notes

Finance/parental consent:

Produce costing, including pocket money

Letter to parents including costing, details of insurance cover,
offer of bursary help, details of collection schedules and
pocket money required.

Communicate hazardous activities to parents (if required)

Parental hazard approval (if required)

Medical questionnaire sent to parents

Dietary information request

Insurance

Check cover for trip

Arrange extra insurance cover (if required)

Accommodation

Initials

Date

Describe and confirm with Headteacher if not used before

Pre-visit – fire drills and procedures checked

Local authority registration check (if appropriate)

Environment of accommodation – out of bounds identified

External advice for new venue (if appropriate)

Health

Identify First Aid facilities on site **Details**

Identify First Aider provided by company re:
Field Studies Centre **Name 1.**

Name 2.

Local Doctor available and willing **Name/Address/Phone Number:**
.....
.....

Nearest Accident and Emergency Hospital:
.....
.....

Hazardous activities

Initials

Date

Written evidence of qualifications/experience of all
instructors/staff received (where appropriate)

At pre-visit – equipment checks completed

Check instructors qualified for all specialist activities

Activity

Instructor

Onsite phone numbers 1.

2.

24 hour contact number on site:

Check car insurance/MOT for staff (if applicable)
Confirmation of booking Date received
Arrange/book coach or minibus (if required)

Other issues

Telephone pyramid (if required)
Mobile phone numbers on sheet for parents and for school
Emergency phone number for parents
Personal kit list agreed and communicated to parents

Copies to : Headteacher, Party Leader, Governors, School Office.

Declaration of Party Leader:

I have read the relevant sections of the LEA's Guidelines for Educational Visits and Outdoor Education Activities and agree to conform with the requirements therein.

Signed Date
(Party Leader)

Name

To the Chair of Governors:

I hereby request the approval of the governors to this educational visit. I have satisfied myself that it conforms to advice contained within the LEA's Guidelines for Educational Visits and Outdoor Education Activities. I attach a copy of the relevant itinerary.

Signed
(Headteacher)

Date

To the Headteacher

On behalf of the Governors I approve this journey. This approval is given on the understanding that written parental consent is obtained, and appropriate insurance, in respect of any special risk is effected in accordance with any advice given by the County Treasurer.

Signed
(Chairman of Governors)

Date

Name

For Outdoor Education Training and Safety Manager (FOR HAZARDOUS ACTIVITIES AND LOCATIONS ONLY – EXCLUDING D or E EXPEDITIONS)

Signed
(for Director of Education)

Date

Name

EVALUATION OF THE VISIT TO BE COMPLETED BY THE GROUP LEADER FOR FUTURE REFERENCE

School Group:	
Group Leader:	
Number in Group:	Boys: Girls: Supervisors:
Date(s) of visit:	
Purpose of visit:	
Venue:	
Commercial Organisation:	

Please comment on the following features:

	Rating out of 10	Comment
1. The Centre's pre-visit organisation:		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Instruction:		
5. Equipment:		
6. Suitability of environment:		

	Rating out of 10	Comment
7. Accommodation:		
8. Food:		
9. Evening activities:		
10. Courier/Representative:		
11. Other comments and evaluation including "close calls" not involving injury or damage:		

Signed

Date

Group leader's full name

To be detached and completed after all ventures and logged in the school's central records.

GENERAL INFORMATION

The Members of the Party

The Party Leader must ensure that members of the party have reasonable preliminary, theoretical and practical preparations which should be at a level appropriate to the age of the group and the nature of the activities. This should include consideration of potential emergencies and associated actions to be taken.

First Aid

The Party Leader must ensure that adequate first aid arrangements are made bearing in mind the location and nature of the activity. In situation where expert medical help is not readily available at least one member of staff should be a competent first aider.

Medicines and Medication

In general, medicines should be clearly labelled with name and dosage and handed to the Party Leader, as clearly it is not desirable for young children to be responsible for them. For certain conditions however, this procedure may be wholly inappropriate and potentially harmful, e.g. asthma where it would be wrong to separate an asthma sufferer from a prescribed inhaler. Similar consideration and care might need to be exercised for the sufferer of diabetes. In such circumstances, it would be advisable to consult with the young person's parents/carer and, if necessary, seek medical advice. For further information please refer to our school's "Health and Safety Policy".

After the Visit

A report on the visit should be made to the Headteacher. The party should be debriefed and any follow-up completed. Any appropriate letters of thanks should be sent and all accounts checked, finalised and closed.

Mobile Phones and Pagers

It is up to the party leader to ensure that there are enough mobile phones/pagers within the group, and delegate responsibility for maintenance of batteries.

Preliminary Visits

The Headteacher must ensure that, in case of field studies, museum, farm and industrial visits, a preliminary visit by the teacher is made where the site is not known to accompanying staff. In all other cases, a preliminary visit is strongly recommended but, where this is not possible, the leader must obtain information of the places to be visited with particular regard to potential hazards.

SUMMARY OF SUPERVISION REQUIRED

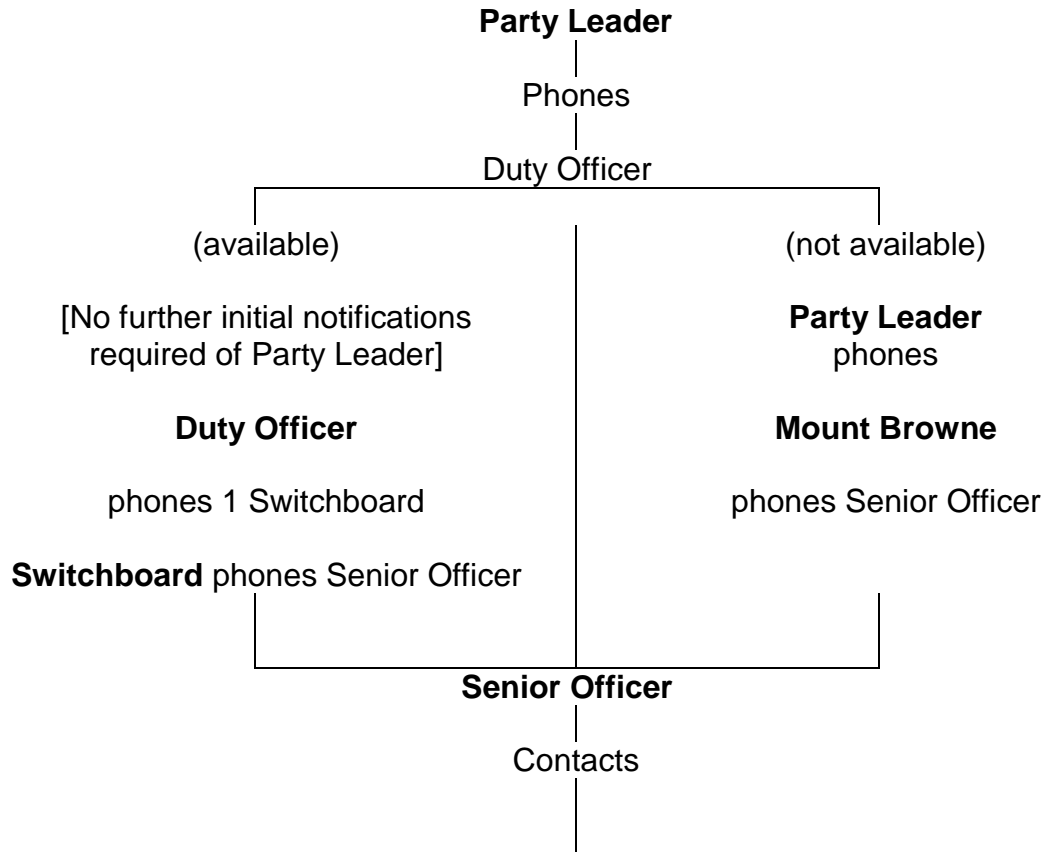
	PRIMARY
(i) Day visits in the UK	<p>At least two adults, one of whom must be the teacher in charge for groups up to 20.</p> <p>Above 20, there must be one adult for each 20 young people (or part)</p>
(ii) Residential and Day Visits involving travel by sea or air	<p>At least two teachers or youth workers with an overall supervision ratio as follows:</p> <ul style="list-style-type: none"> ◆ 1 adult : 20 young people (or part) for visits in the U. K. ◆ 1 adult : 10 young people for day or residential visits abroad. <p>Mixed parties to be accompanied by an adult of each sex except for groups of children under 11 which may be accompanied by 2 female staff.</p>
(iii) Residential Visits to recognised Field Study Centres where supervision is provided.	As (ii) above
(iv) Exchange Visits	<p>As in (ii) – Except that where responsibility for supervision is confined to the journey the Headteacher may at his/her discretion allow the following minimum standards.</p> <ol style="list-style-type: none"> 1. Air Travel : At least one teacher or youth worker and one responsible adult to accompany any party – overall ration 1 adult : 10 young people. 2. Surface Travel : At least one teacher or youth worker and one responsible adult – overall ration 1 adult : 10 young people. <p>A party of pupils above statutory school age and not exceeding 12 in number, may at the discretion of the Headteacher be accompanied by 1 teacher only.</p>

INSURANCE ARRANGEMENTS FOR OFF-SITE ACTIVITIES

The school currently has its insurance policy with Royal & Sun Alliance organised through AON Risk Services Ltd. The insurance covers any employee, pupil or volunteer travelling on behalf of the school. Full details can be obtained from the office.

(Policy No. PA10304754)

**SURREY COUNTY COUNCIL
EMERGENCY CONTACT PROCEDURES**



1. Duty Officer

2. Headteacher/Unit Head

3. County Council Press Office

4. Supports Duty Officer and/or Head in dealing with parents and others involved in the situation

Duty Officer

phones 2 Mount Browne to notify police of the incident (for information)

**EMERGENCY PROCEDURES
GUIDANCE NOTES FOR PARTY LEADERS
IMMEDIATE ACTION FOLLOWING A SERIOUS ACCIDENT OR INCIDENT**

A serious accident or incident is defined as

- ◆ an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- ◆ circumstances in which a party member might be at serious risk/serious illness; or
- ◆ any situation in which the press or media might be involved.

Remember that serious accidents and incidents are extremely rare, but if one occurs it certainly makes great physical and emotional demands upon you. These guidance notes are designed to help you deal with an emergency.

Remember that you are not alone, the County or your school will support you as much as possible.

1. Be prepared

- (a) Carry the emergency reference card at all times.
- (b) Ensure that you are familiar with all of the County guidelines for off-site activities.
- (c) Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with these should the party get split up.

2. Care of the Group

- (a) Ensure safety from further danger.
- (b) Contact local emergency services immediately and follow their advice.
- (c) Deploy other staff/adults as effectively as possible in continuing to ensure the welfare of your group.

3. Communication

- (a) Contact your Duty Officer/Head of Establishment.
- (b) If the Duty Officer/Head of Establishment is not available, contact Mount Browne, Surrey Police HQ on 01483 571212 Ext. 2525 Quote 'Operation Duke'.

(c) *In either event, give the following information:*

Your name
Name of Group (Duty Officer are often responsible for more than one)
Telephone number you are calling from
What happened
To Whom
Where
When
What has happened since
If a fatality is involved, has this been confirmed?
By Whom
Which local emergency services are involved.

4. Next Steps and General Advice

- (a) Parents and relatives will naturally be anxious to establish what is happening, but do NOT let party members (staff or young people) telephone home until after you have made contact with your Duty Officer and this has been agreed.
- (b) Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that “an official statement will be made through the council’s Public Relations (PR) Unit as soon as possible”.
- (c) Do NOT admit liability of any sort to anybody.
- (d) Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.
- (e) Retain any equipment involved in an unaltered condition.
- (f) Keep a written record of all that happens.
- (g) Be as compassionate as possible, with anyone involved.
- (h) Remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- (i) If you change location, remember to let your Duty Officer/Headteacher have the new telephone number at which you can be contacted.

Finally, all situations are different, your Duty Officer/Headteacher or a Senior Officer of the Authority will make themselves available to offer you advice and support. Use them as much as you need.

GUIDANCE NOTES FOR DUTY OFFICER/HEADTEACHER

In the event of a serious accident or incident involving a group on any form of school outing, it is paramount that the party leader should receive as much advice and support as he or she needs.

A serious accident or incident is defined as:

- ◆ an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- ◆ circumstances in which a party member be at serious risk/serious illness; or
- ◆ any situation in which the press or media be involved.

Serious incidents are fortunately rare – this can however lead to complacency which must be guarded against. Therefore, you will need to “think on your feet”. This could be difficult under pressure and the following guidelines will help.

1. Be prepared:

- (a) You must have immediate access to these procedures and the information and means to use them, at all times.
- (b) Make sure you are familiar with all the County guidelines for off-site activities.

2. Answering the Emergency Call

You will need to gain and record the following;

- (a) Name of Group
- (b) Name of Party Leader/Caller
- (c) Telephone number the caller is speaking from
- (d) What happened
- (e) To Whom It May Concern
- (f) Where
- (g) When
- (h) What has happened since

If a fatality is involved or suspected

- (i) Has this been confirmed?
- (j) By whom?
- (k) Which emergency services are involved?
- (l) Have any next of kin been informed?

3. General Advice

Advise the party leader to follow instructions from the local police/emergency services but unless they specifically request otherwise, your advice to the party leader should be to;

- (a) Keep the party together
- (b) Co-ordinate any contact with parents or any outside bodies
- (c) Refer media attention to the police or County Public Relations Unit – do not answer questions
- (d) Remain available: if it is necessary for the party to change location they must advise you of the new telephone number.

4. Next Steps for Duty Officer/Headteacher

- (a) Contact the switchboard at County Hall (0208 541 8800) and explain that this is an “Education Visits Emergency” and you wish to contact a Senior Education Officer. The Security Office on duty will then alert a Senior Officer of the Authority to make contact with you.

Giving all details, including your telephone number, to the Senior Officer who will contact:-

- The Public Relations Unit
- The Headteacher of the group involved where applicable
- Unit Head

Consult with the Senior Officer how best parents might be informed if the local emergency services have not already undertaken to do this. It may be better for the Senior Officer or another colleague to do this as you must remain available for the Party Leader to contact.

- (b) Contact Mount Browne Police HQ on 01483 571212 Ext. 2525

Quote ‘Operation Duke’

Explain that, at this stage, this call is for information only so that they are aware of the incident.

- (c) Maintain a written record of events including the times of telephone calls etc.

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E-mail: head@st-thomas.surrey.sch.uk

Headteacher : Kevin Gawley

EMERGENCY CONTACT FORM

Name of Destination

Full Postal Address

Daytime Telephone No Evening Telephone No

Name of Duty Officer & Headteacher

.....

Daytime Address

Tel. No Evening Tel. Nos

PARTICIPANTS INCLUDING LEADERS

Name	Address	Home Tel. No	Emergency Tel. No



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SECTION 2

DAY TRIPS WITH / WITHOUT TRANSPORT

- a) Medical questionnaire - completed by all pupils before commencement of trip.
- b) Fire precautions and evacuation procedures
- c) Emergency procedures
- d) First aid boxes
- e) Task list
- f) Risk assessment form

SAFEGUARDING STATEMENT

St Thomas of Canterbury school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff and volunteers will be required to undertake an enhanced Disclosure check by the Criminal Records Bureau.

MEDICINES

Medicines will be administered as defined by the school's Administration of Medicines Policy

SUPERVISION LEVELS

- **Pre-schoolchildren** under 5 – one adult for every 2 children
- Where there are NO significant dangers, a ratio of one adult to every 4 children MIGHT be considered as determined by the Headteacher.
- **Years 1-3** there should be one adult for every 6 children, with a minimum of 2 adults. A female adult must always be in attendance
- **Year 4-6** there should be one adult for every 10-15 young people, with a minimum of 2 adults. A female member of staff should always be present. On foreign and residential visits, this ratio is reduced to one adult for every 10 young people.

The foregoing has been adopted from the SCC guidelines on school trips.
A lower ratio may be agreed at the discretion of the Headteacher where the trip is considered to be low risk.



MEDICAL QUESTIONNAIRE

PUPIL'S NAME

PARENT'S/GUARDIAN'S NAME & INITIALS

HOME ADDRESS

.....

TELEPHONE NO

NAME & ADDRESS OF FAMILY DOCTOR

.....

TELEPHONE NO

Has your child had any of the following?

Asthma or Bronchitis	Yes	No
Heart condition	Yes	No
Fits, fainting or blackouts	Yes	No
Severe headaches	Yes	No
Diabetes	Yes	No
Allergies to any know drugs or medication	Yes	No
Any other allergies, eg material, food, insect bites, etc.	Yes	No
Other illness or disability	Yes	No
Any recent contact with contagious diseases and infections	Yes	No

If the answer to any of these questions is YES please give details on a separate sheet which should be firmly attached:

Immunisation status

Has your child received vaccination against Tetanus in the last five years? Yes No

Is your child receiving medical treatment of any kind from either your family doctor or hospital? Yes No

Has your child been given specific medical advice to follow in emergencies? Yes No

If the answer to either of these questions is Yes please give details here: (including dosage of any medicines/tablets).....

.....

SIGNED (parent / guardian)

FIRE PRECAUTIONS AND EVACUATION PROCEDURES

Precautions:

All premises with fire certificates should have fire routine notices. Ensure that all members of the group understand them - do not take it for granted that they will read them without prompting. If necessary, read the instructions to them.

Obtain advice from the management on the means of escape available, and investigate ALL means of escape to ensure that they are adequate and unobstructed. Emergency exit doors need to be checked to ensure that they can be readily opened from the inside. Check on fire alarm call point positions.

A suitable assembly point must be established.

In the event of fire:

- Give priority to the evacuation of persons in your group.
- If it is safe to do so, check that those in your group have heard the alarm and are evacuating the premises.
- Do not use lifts.
- Do not attempt to collect baggage, valuables, etc.
- Check that all persons are accounted for by carrying out a roll call. Sub-groups are particularly useful for carrying this out accurately and speedily.
- If any members of the group are missing, report them immediately and without fail to the Fire Officer in charge at the scene.
- On no account should you or any member of your group re-enter the premises to locate or attempt to rescue missing persons after carrying out the procedure above.

FIRST AID BOXES

First Aid boxes should contain a sufficient quantity of suitable first aid materials and NOTHING ELSE (antiseptic creams and liquids are not suitable). The contents should be checked regularly by the first aider or appointed person and replenished when necessary. Sufficient quantities of each item should be in every first aid box and in most cases will be:

- ONE guidance card
- Twenty individually wrapped sterile adhesive dressings (assorted sizes)
- SIX individually wrapped triangular bandages
- SIX safety pins
- SIX medium size individually wrapped sterile unmedicated wound dressings (approx 10cm x 8cm)
- TWO large individually wrapped sterile unmedicated wound dressings (approx 28cm x 17.5cm)
- Disposable plastic gloves

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in **sealed disposable containers** should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. **Eye lotions - eye baths - eye cups - refillable containers should not be used for eye irrigation.**

Travelling First Aid Kits

In such a situation, the party leader would be discharging a duty of care and acting in loco parentis if they administered the type of help and care that a parent would give to his/her own child. The principle should be to hand the patient over to more expert medical aid (be that rescue services, a doctor, etc) in as good a condition as possible.

In addition to any of the contents listed in the First Aid Box, the trained first aider might wish to add certain items, which he or she has been trained to us such as:

- Paracetamol*
- Saline Solution (see **First Aid Kits and Boxes**)
- Crepe bandages
- Plastic bags and ties for disposal of soiled items

* If pain killers are carried, prior parental consent should be sought. Refer to our **School's and Safety Policy**.

- Scissors (must be blunt ended)
- Individually wrapped waterproof elastoplast-type dressings
- Individually wrapped moist cleansing wipes

The total quantity of equipment carried should be decided by the first aider on the basis of numbers at risk, environment and portability.

It is essential to carry adequate First Aid kits for the group. The relevant number should be noted on the Risk Assessment Form, completed prior to the trip.

SECTION 3

RESIDENTIAL TRIPS ENGLAND / ABROAD

- (a) Preliminary visits
- (b) General information
- (c) Initial meeting guidance notes
- (d) Task list
- (e) Risk assessment
- (f) Medical questionnaire
- (g) Fire precautions and evacuation procedures
- (h) Emergency contact procedures
- (i) First aid boxes

PRELIMINARY VISITS

A preliminary visit is an important and legitimate part of planning for any educational visit. As such reasonable expense incurred can be charged towards the total cost of the visit although many companies/activity centres encourage “inspection visits” by offering them at reduced or no cost.

During this preliminary visit, Party Leaders should keep full, written notes. The visit will help Party Leaders to gain an insight into the site or centre and it should include an evaluation of the following:

Accommodation - Check that the sleeping areas are adequate for the needs of the group. This will obviously vary depending on the accommodation chosen but it should offer

- adequate ventilation;
- reasonable washing and toilet facilities;
- heating and lighting
- enough storage space for personal belongings;
- sufficient room between bunks or beds to allow easy movement (particularly in the event of an emergency).

Permanent centres should also provide a separate area for sick/unwell visitors and sleeping areas should be clean and tidy.

Check facilities for washing/drying clothes and storing outdoor equipment. Find out about meeting rooms, work bases and evening recreational/relaxation areas.

Ensure that kitchen and dining facilities are sufficient for the numbers involved and particularly if your group is self-catering, that there are sufficient facilities for safety, health and hygiene.

Staff/Instructors for Activities - Check that there are written operating procedures for each activity and ask for written evidence of the qualifications and experience of the staff leading activities. Many centres use their own in-house training and this can vary from the very good to the unacceptable. Find out what you can about the trainers. Wherever possible, insist on recognised National Governing Body Awards. On return, check these qualifications with the Outdoor Education Training and Safety Manager.

Special Risks on or Near the Site - Find out about hazardous areas, ie. chemicals, storage pits or tanks, dangerous animals, water areas, drops/heights, etc.

Supervision - Party leaders and visiting staff remain responsible for the well-being of their party members at all times, although clearly the centre has a duty here, particularly during activity sessions. Discuss and confirm with the centre staff the level and type of supervision that they will undertake.

Transport and Equipment - If centre transport is to be used it must be in a roadworthy condition. If in doubt, press the centre manager for details on maintenance. All equipment used should be adequate for the purpose. Most outdoor equipment such as helmets, buoyancy aids etc have recognised standards such as BSI, BMIF, CEN or UIAA. Again, if the equipment even to an untrained eye, appears neglected or deficient, press the centre manager.

General Considerations - If possible, visit the centre when another group is in residence so that the activities can be seen and other party leaders consulted.

Ask for written references from previous groups, or, even better, ask for the names and address of groups visiting on a specific date the year before. This will enable a random selection of reports.

Remember that whilst safety is obviously paramount, it is also necessary to consider the quality of the programme offered in terms of educational content and participant involvement.

Collect promotional material and take photographs which can later be used to recruit, inform other staff or be displayed at a parents' meeting.

Finally, on return, confirm any verbal arrangements in writing and inform your Headteacher how the preliminary visit went and what impressions and knowledge you have gained.

GENERAL INFORMATION

The type of visit will depend on its purpose, the time of year, the distance to be travelled, the price and the nature of the group. It is possible to buy a package of accommodation and activities or these can be arranged separately. Whichever is chosen the site residential arrangements and the instructors should be suitable for the needs of the group. (Please read **Appendix C, Preliminary Visits** in **Guidance Notes** held in School Office.)

Prior to the Visit

All of the considerations for a day visit will apply, as well as the specific points which follow:

- (i) The roles, duties and expectations of accompanying staff and helpers should be clearly defined and understood so that everyone is involved and clear about what they will be expected to be. This should be done through formal meetings rather than on an ad hoc basis. This is particularly true for inexperienced staff and adult helpers who may not appreciate that residential visits require a great deal of commitment and goodwill if they are to be successful.
- (ii) Parents need to be fully informed of the type of visit proposed. This is best done through an initial letter followed by a parents' meeting at which they should be informed of the following:
 - (a) Reason and purpose of the visit;
 - (b) Nature of the programme (this must include details of all activities);
 - (c) Nature of the supervision arrangements;
 - (d) Expectations of behaviour (Code of Conduct);
 - (e) Method of travel, including names of coach companies, airlines, etc, as appropriate;
 - (f) Insurance arrangements;
 - (g) Cost and methods of payment;
 - (h) Pocket money and any arrangements for giving it out;
 - (i) Address and telephone number of venue;
 - (j) Type of accommodation, eg. bunks, shared facilities, etc;
 - (k) Clothing requirements via a kit list (stress that clothing and other possessions should be clearly marked);
 - (l) Emergency contact telephone number.

This information should be confirmed in writing and parents/guardians should then be asked to complete and sign:

- (a) A consent form
- (b) A medical information form

A booklet, information folder or letter can be very useful for both parents/carers and participants.

In addition to the information above, participants will need to know about:

- (a) The implications of communal living in terms of tolerance, chores, conduct towards others, etc;
- (b) The purpose and aims of the visit;
- (c) The nature of any specific work to be undertaken;
- (d) Work/training which is necessary before going;
- (e) How spare time might be used;
- (f) Expectations of conduct

On Arrival at the Residential Centre

When arriving at a staffed residential centre, the party leader should meet the centre manager, or someone of similar status and agree on any routines and regulations that have not been previously given. **The Party Leader should ensure that any requests or stipulations agreed in writing prior to the journey (eg leaders' qualifications, fire regulations, first aid arrangements, etc.) still apply.**

- (i) Define limits early - remember the group is new to the site - explain boundaries/limitations - say what you want but do so only after consultation with the Centre Manager, and leaders of other parties if appropriate.
- (ii) Explain duty rotas and procedures in relationship to the site.

Fire Evacuation

The following points need to be noted:

- (i) All exit routes from dormitories and other sleeping accommodation are clearly indicated.
- (ii) The posted instructions are clear and have been read to new visitors and are understood.

- (iii) A leader of responsible age is appointed to each dormitory who possesses a reliable torch where emergency lighting is not provided.
- (iv) A fire drill is held during the first day for new visitors.
- (v) The arrangements for calling the fire brigade are adequate and understood and that someone has the duty to make such a call on hearing the alarm where there is no member of the permanent staff already holding this duty.
- (vi) This person knows the location of the nearest telephones and the full address of the building/camp to enable prompt response by the fire brigade.
- (vii) All occupants are familiar with emergency procedures and escape routes.

Detailed Organisation/Administration

(i) Supervisory Ratio - Accompanying Adults

Careful consideration should be given to this point and the activities to be carried out should be properly evaluated, to ensure that sufficient staff are available for supervision at all times. To implement this, a ratio of staff to young people of at least 1 to 10 will be needed for visits abroad. The majority of commercial school tour operators now offer an automatic supervisory place ratio of one adult to ten paying young people. These supervisory places should only be available for members of staff or designated supervisory adults.

- (ii) At least two members of staff should accompany any group abroad, one of them clearly designated as group leader. A mixed group must be accompanied by male and female adults except where pupils are less than 11 years of age (ie year 6 and below) in which case they may be accompanied by two female staff. The group leader should be an experienced teacher and should be satisfied that there is sufficient experience and expertise in the staff team accompanying him/her.
- (iii) Adults other than members of staff (eg husband/wife or teacher/youth worker, parent, student, foreign language assistant) may usefully accompany the group but the ultimate responsibility for the young people's welfare and safety lies with the teachers involved and in particular with the Party Leader. Adults may only accompany the party as supervisors if they have no other commitment throughout the whole of the visit. Wherever possible, a second teacher should be designated as a deputy leader, be fully associated with the planning and organisation of the visit and be prepared to take responsibility for the group in case of emergency.
- (iv) All adults should have been clearly brief by the Party Leader so that roles and duties and responsibilities are understood and accepted. All adults should be aware of their own role and duties, both to ensure that they feel involved and to give adequate supervision.

Group Composition/Parental Involvement

Information by letter to parents about the proposed educational visit should, in the case of visits abroad lasting more than two days, be complemented by a parents' meeting at which issues can be clarified, questions answered, etc. Many establishments prepare a booklet for parents, with detailed information about plans, requirements, etc.

Ground rules for the visit should be clearly established at an early stage. Parental consent forms should be completed and relevant medical/diet details should be obtained in good time before the journey begins. The Party Leader must compile a full list of names, addresses and contact telephone numbers of parents/carers in case of emergency. A copy of this list should be left with the home based contact and the duty officers.

Financial Arrangements

All financial arrangements must be consistent with the Authority's policy on charging (see section 4 in Guidance Notes, held in School Office).

Steps should be taken at an early stage to secure an initial deposit from party members and to allow for regular payment by instalments by agreed dates. Party Leaders will normally open a separate school/youth centre Bank or Building Society account for the purpose, into which all monies are paid. Receipts and payments must be fully documented and the account details must be available for scrutiny by the Headteacher or LEA representative at all times. A teacher should never - even temporarily - pay such money into his/her own account. When initially estimating the overall cost of a journey, it is best to include all expenses (including eg pocket money) and to give a realistic global figure to parents. A refund in the case of an over-estimate is always more acceptable than a supplementary charge.

The best exchange rates for foreign currency are usually obtained in this country. Where the visit will involve a need to pay large bills abroad, this is best done by Bankers' Draft. Payments should be made into properly designated accounts for agreed services. It is good practice for Party Leaders to have a contingency fund from which they could meet unexpected minor costs.

Insurance

The school currently has its insurance policy with Royal & Sun Alliance organised through AON Risk Services Ltd. The insurance covers any employee, pupil or volunteer travelling on behalf of the school. Full details can be obtained from the office. **(Policy No. PA10304754)**

Within European Community countries, reciprocal health insurance arrangements apply. It is important that parents should obtain a Form EHIC (Certificate of Entitlement) in respect of their children from their local DHSS office or post office in good time before the journey begins. Group leaders should collect form EHIC in respect of all members of the group so that they are readily available if required in the foreign country.

NB It is advisable to take photocopies of Form EHIC (together with the originals) when travelling to an EC country. The original should always be returned by the Party Leader and a copy be given to authorities abroad (eg local sickness insurance office) if necessary.

Great emphasis should be placed on traffic risks abroad, particularly when crossing roads. Work should be done on this before the visit, with reminders when in the foreign country (eg. mandatory use of recognised crossings). Younger children should not be allowed to cross roads unsupervised in the early stages of the stay.

Supervision of Pupils on the Journey and in Foreign Centres

Accompanying staff must accept responsibility for the good behaviour of their groups both on the journey and while abroad.

It will greatly ease supervision if each accompanying adult takes responsibility for a sub-group, with the Party Leader or deputy being personally responsible for any young people who might create difficulties. Each sub-group leader will naturally have a list of the young people in his/her group, while the Party Leader has a complete list, augmented by a card for each person giving personal details and a passport sized photograph. If a member of the party should go missing the local police would then have concrete details to work from. Impress on everyone that if lost they should go for help to a public building (shop/museum) or find a person in uniform and not approach passers-by in the street.

Emergencies - the Duty Officer System

The Headteacher must ensure that a home based contact (for minor problems) and a duty officer (serious incidents) are identified. The duty officer should have sufficient experience and status to be supportive of the Party Leader.

Support from the British Consul

The group leader should, before the visit commences, obtain from the Foreign Office, London (Monday to Friday, telephone 020 72703000) the address and telephone number of the British Consul and thus be assured of help from an English speaking person with knowledge of local services and regulations and access to emergency funds. In the event of death or serious injury to any member of the party, the British Consul should be contacted immediately. He/she will inform the Foreign Office, which has a 24 hour open line service.

RESIDENTIAL VISIT

INITIAL MEETING WITH PARENTS AND/OR STUDENTS

1. **Justification Educational experience**
 - Explain why you are organising the course
 - Travel
 - Study of area to be visited or foreign country and way of life
 - Corporate living
 - Self reliance
2. **Centre**
 - Show location of centre
 - Description
 - Type of town/village
 - Recreation facilities
3. **Accommodation**
 - Description
 - Situation
 - Bedrooms
 - Recreation facilities
 - Dining facilities
4. **Activities**
 - Outline proposed programme including any potentially hazardous activity.
 - Outline mode of travel including name of coach company or airline to be used.
5. **Staff**
 - Staff and other adults accompanying party
 - Centre instructions
 - Medical arrangements at centre
 - Arrangements for communicating with parents in case of emergency
6. **Itinerary**
 - Date of departure
 - Journey route and mode of travel
 - Date of return
7. **Clothing**
 - Special clothing required
 - Options of buying, hiring or borrowing
 - Luggage type and labelling
8. **Code of Conduct**
 - Rules; Sanctions
9. **Cost**
 - Package cost
 - Essential extras
 - Non-essential extras
 - Payment of deposit (non-returnable)
 - Payment of balance
 - Date of final payment
 - How payments should be made including statement of and school's policy on charging and remission where applicable.
- 10 **Insurance**
 - Details of insurance cover
- 11 **Programme of Arrangements**
 - Dates for
 - Payment of deposits
 - Payment of balance
 - Payment of pocket money
 - Passport applications
 - Arrangements for
 - Arriving at point of departure
 - Collection on return from the journey
- 12 **Commitment**
 - Names accepted on payment of first deposit.

POSSIBLE OUTLINE AGENDA

NOTE: Slides or films of a previous visit showing the area to be visited will be of interest and can be a very suitable beginning to the meeting.

**Guidance on information you may wish to acquire in confidence
MEDICAL QUESTIONNAIRE**

PUPIL'S NAME

PARENT'S/GUARDIAN'S
NAME & INITIALS

HOME ADDRESS

TELEPHONE NO.

NAME AND ADDRESS OF
FAMILY DOCTOR

TELEPHONE NO

Has your child had any of the following?	
Asthma or Bronchitis	Yes No
Heart condition	Yes No
Fits, fainting or blackouts	Yes No
Severe headaches	Yes No
Diabetes	Yes No
Allergies to any known drugs or medication	Yes No
Any other allergies, eg material, food, insect bites, etc.	Yes No
Other illness or disability	Yes No
Any recent contact with contagious diseases and infections	Yes No

If the answer to any of these questions is YES please give details on a separate sheet which should be firmly attached:

Immunisation status

Has your child received vaccination against Tetanus in the last five years? Yes No

Is your child receiving medical treatment of any kind from either your family doctor or hospital? Yes No

Has your child been given specific medical advice to follow in emergencies? Yes No

If the answer to either of these questions is Yes please give details here:
(including dosage of any medicines/tablets)

.....

SIGNED (parent / guardian)

FIRE PRECAUTIONS AND EVACUATION PROCEDURES

Precautions:

All premises with fire certificates should have fire routine notices. Ensure that all members of the group understand them - do not take it for granted that they will read them without prompting. If necessary, read the instructions to them.

Obtain advice from the management on the means of escape available, and investigate ALL means of escape to ensure that they are adequate and unobstructed. Emergency exit doors need to be checked to ensure that they can be readily opened from the inside. Check on fire alarm call point positions.

Check on fire alarm call point positions. Ensure that each member of the group knows where the nearest call point is located in relation to his/her room.

A suitable assembly point must be established.

Supervisory staff should have rooms next to or very close to party members.

A suitable assembly point must be established.

A fire drill must be conducted as soon as possible after arrival using the alarm systems available. This drill must be taken seriously and repeated if necessary until the party leader is confident that every member of the group would:

- (a) recognise the alarm;
- (b) know the most suitable escape route;
- (c) be aware of any other emergency fire procedures relating to those particular premises;
- (d) proceed to the assembly point in an orderly manner.

In the event of fire:

- Give priority to the evacuation of persons in your group.
- If it is safe to do so, check that those in your group have heard the alarm and are evacuating the premises.
- Do not use lifts
- Do not attempt to collect baggage, valuables, etc.
- Check that all persons are accounted for by carrying out a roll call. Sub-groups are particularly useful for carrying this out accurately and speedily.
- If any members of the group are missing, report them immediately and without fail to the Fire Officer in charge at the scene. On no account should you or any member of your group re-enter the premises to locate or attempt to rescue missing persons after carrying out the procedure above.

EMERGENCY CONTACT PROCEDURES REFERENCE CARD

SIDE ONE

IN CASE OF FATALITY OR EMERGENCY	
• INFORM LOCAL EMERGENCY SERVICES	
• INFORM DUTY OFFICER	Work telephone: Home telephone: Fax:
• IF DUTY OFFICER UNAVAILABLE CALL SURREY POLICY HQ, MOUNT BROWNE	Telephone: 01483 571212 Ext 2050
• DO NOT SPEAK TO PRESS OR MEDIA - REFER TO COUNTY COUNCIL PUBLIC RELATIONS OFFICER -	Daytime tel: 0181 541 9017/879/9962
	Out of hours tel: 0181 541 8800
• DO NOT ALLOW STAFF OR YOUNG PEOPLE TO PHONE HOME UNTIL AFTER CONTACT HAS BEEN MADE WITH OUR DUTY OFFICER OR MOUNT BROWNE	

SIDE TWO

WHEN CONTACTING DUTY OFFICER OR MOUNT BROWNE BE PREPARED TO GIVE THE FOLLOWING INFORMATION
<ul style="list-style-type: none">• QUOTE 'OPERATION DUKE'• YOUR FULL NAME• THE TELEPHONE NUMBER YOU ARE CALLING FROM• NAME OF GROUP INVOLVED• EXACT NATURE OF THE INCIDENT• IS A FATALITY INVOLVED? HAS IT BEEN CONFIRMED? BY WHOM?• FULL NAME(S) AND AGES OF INJURED PERSON(S)• EXACT NATURE OF INJURIES• WHETHER LOCAL POLICE OR EMERGENCY SERVICES HAVE BEEN INFORMED• WHETHER ANY NEXT OF KIN HAVE BEEN INFORMED, IF SO, HOW?• (IF CONTACTING MOUNT BROWNE) NAME OF UNOBTAINABLE DUTY OFFICER