

**THE FALCONS
PRE-PREPARATORY
SCHOOL FOR BOYS
INCLUDING THE EARLY YEARS FOUNDATION STAGE**



**EDUCATIONAL VISITS and TRIPS
PROCEDURES**

This policy has been evolved from the DfES, the Cumbria County Council and the Bedfordshire County Council guidelines.

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ROUTE THROUGH THE PROCEDURES

To ensure a safe and successful off-site visit the following procedures should be adopted:

Discuss the proposed visits with your Head Teacher and EVC.

Read and familiarise yourself with 'The Falcon's Trip Policy and Procedures' document.

Complete the **Planning Checklist and Proposal Form A**, (for Trips abroad complete the **Proposal Form for Visits Abroad Form B** instead) and return it to your EVC.

Once received the Head Teacher with the advice from the EVC will decide on the Group Leader, supervision ratio to be taken and the appropriateness of the trip. If this is approved you then need to complete steps 4 to 7.

Complete a preliminary visit (if appropriate) and hand to the EVC the completed **Preliminary Visit Form D**. If external providers are being used, ensure they complete the **External Provider's Form E** and hand this to the EVC.

Complete the **Risk Assessment Form F** and hand to the EVC.

Draft a Trip Letter and once approved by the Head Teacher, send the approved letter electronically to the EVC, Head Teacher and School Secretary. It will be the Group Leader's responsibility to send out the approved Trip Letter and to collect all return slips before handing them to the EVC to keep on file.

NOTE: Parental consent must be given for all off-site visits.
However there are two different parental consent letter/forms that can be used:

Trip Letter – for specific annual visits. This letter requires **the Medical and Personal Details Form H** to be attached.

Form C – for regular out of school activities (i.e. environmental studies, visits to local shops/parks/churches). Parents should be asked to sign their consent on an annual basis; however, they must still be informed of times/dates and venues of any proposed visits. This form then puts the onus on the parents to withdraw their child from any activity.

7. Confirm any bookings the day before your departure especially coach companies.

Checklist whilst on the visit

The Group Leader (and if the group divides into sub-groups, the sub-group leaders) must carry **The Group Contact and Details Form I** which, includes the emergency contact details and the travel and timing details.

Any medicine that is administered whilst on a trip will need to be recorded on the **Administration of Medicines Form J**

The following must be left with the school's 24 hour contact person:

A copy of **The Group Contact and Details Form I** which includes the emergency contact details and the travel and timing details

The parental consent form/letter (**Form C or Trip Letter consent**).

Checklist once back at school

During the week following the visit the Group Leader should complete the **Trip Evaluation Form G** and hand it to the EVC.

The School Accident Book should be completed if there were any accidents/incidents whilst on the visit. If the accident resulted in serious injury it may also be necessary to obtain witness statements.

The Falcons' Trip Policy and Procedures

The Falcons Schools believe that students can derive immense educational benefit by taking part in off-site visits. These visits not only enhance the development of students' personal and social skills but also allow them to gain knowledge and experience beyond the classroom.

An off-site visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have a purpose and pre-determined clear objectives. All participants in activities will be identified as Group Members associated with the school.

Approval / Notification Process

All activities must have the approval of the Head Teacher and EVC, who should be satisfied with the purpose, planning and staffing for the proposed off-site activity before any activity is booked. The **Planning Checklist and Proposal Form A** can be used for this purpose, although not all parts will be relevant. For trips abroad please use the **Proposal Form for Visits Abroad - Form B** instead of Form A.

Visits Categorised

Visits can be categorised into two groups; a one off specific visit or a regular visit/journey.

One off Specific Visits

A trip letter, prepared by the Group Leader responsible, should be written. Parents should complete and sign an attached consent form and return it to school. The **Medical and Personal Details Form H** should be attached where appropriate e.g. for an overnight visit.

Regular Visits

Form C can be used for regular out-of-school visits, this form can be signed on an annual basis by the parent giving consent for trips within the neighbouring area of the school i.e. environmental studies, swimming lessons, sports lessons, art studies, picnicking, rehearsals in the local church etc. It is good practice to inform parents of these visits closer to the date. It will be up to the parent to let the school know if they do not want their child to participate.

The Members of the Party

The Group Leader must ensure that members of the party have reasonable preliminary, theoretical and practical preparations that 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.

Missing Child Procedures during a trip

The Group Leader as well as the support staff should be aware of procedures in the event of a child going missing on a trip. The Missing Child Policy is attached as guidance.

Preliminary Visits

The Head Teacher must ensure that, in case of field studies, museum, farm and industrial visits, a preliminary visit by the Group Leader is made where the site is not known to accompanying staff. Use: **Pre-Visit Assessment Form D**. When using external providers use: **External Providers Form E** for example when visiting Mill on the Brue.

After the Visit

The **Trip Evaluation Form G** will need to be completed and handed to the EVC within a week following the trip. This form should be used for planning future repeat trips.

First Aid

First Aid provision should be appropriate to the nature of the visit. Group Leaders must undertake a risk assessment that will identify the level of first aid knowledge required and equipment to be carried. The risk assessment should also identify any specific health risks e.g. contaminated water, and the location of professional medical help that must be made known to all accompanying staff.

On all visits there must be an appointed person for first aid. The appointed person knows what to do in an emergency but does not necessarily administer first aid. It would be good practice for the appointed person to have undertaken an Emergency First Aid training course. The appointed person will be responsible for ensuring that a suitably stocked first aid kit is available and for monitoring the use of prescribed medication.

All Group Members must be aware of any allergies/illnesses suffered by participants. Group Leaders must make sure this information is recorded prior to the visit and is available to all Group Members. Where a class is split into smaller groups, and are remote from any first aid or emergency services, each group will require a Group Member who has emergency first aid training.

Equal Opportunities and Inclusion

The school policy recognises that every student should have full access to each visit that is appropriate to their class, regardless of their abilities, therefore, developing further 'the whole child'. The needs of the child will, however, be balanced against maintaining the safety of the group as a whole.

Recording Accidents

If an accident occurs it must be, if applicable, recorded in the Accident Book at the venue. Upon return to school the accident should also be recorded into the school accident book. If the accident resulted in a major injury i.e. fracture, concussion, hospital treatment etc. it is advisable to obtain witness statements. The reason for this is that children have until their 24th birthday to make a claim for compensation. Records are also required up to 6 years after any significant damage to third party property occurs.

Medicines and Medication

In general, medicines should be clearly labelled with name and dosage and handed to the designated First Aider at the start of the trip. For certain conditions however, this procedure may be wholly inappropriate and potentially harmful, i.e. asthma where it would be wrong to separate an asthmatic from a prescribed inhaler. When on a trip the designated First Aider should record any administration of medicine using the **Administration of Medicines Record Form J**.

Mobile Phones

It is up to the Group Leader to ensure that there are enough mobile phones within the group, and delegate responsibility for maintenance of batteries. Do not rely on a mobile phone for emergency situations as the signal may be out of range. Children are not to take mobile phones on trips as this may become a target for theft or inappropriate communication with parents.

Notification of Emergency Contact Information

The Group Leader should ensure that they have with them at all times the Field File which contains not only the students' medical records but also the 24 hour emergency contact numbers. Such numbers as the local hospital, authorities, school number(s) and parents' number(s). It may be necessary to take further copies of the Field File or sections of the file when the group divides into separate subgroups for particular activities during the visit. A further copy of the Field File is held by the local point of contact, e.g. Head Teacher who is not on the visit, who can be contacted 24 hours a day by the Group Leader if necessary.

Risk Assessments

Risk Assessments must be prepared for all aspects of a school trip for which the school are actually organising (i.e. transport to and from venue, leisure activities at a centre etc). **Use: Risk Assessment Form F.** Activities undertaken under the supervision of instructors when visiting organised centres i.e. Mill on the Brue will be the responsibility of the centre. A copy of the centre's risk assessment would therefore be required prior to the visit.

Competence

The EVC and Head Teacher needs to be satisfied that the Group Leader and the Group Members are sufficiently competent to carry out their responsibilities and are suitable for the role.

Competence will result from:

experience/knowledge of the environment/venue to be visited;
experience of the activities to be undertaken;
leading similar educational visits;
knowledge of the pupils involved;
appropriate training and
leadership skills and other personal qualities.

RESPONSIBILITIES

Head Teacher

This is the key role for ensuring that the management of visits and ventures meets the regulations and conforms to the schools health and safety policy. This management process needs to be in conjunction with a clear picture of expectations and standards that can be achieved by making the most of the positive learning opportunities presented.

Any delegation of responsibilities must be done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities; the aims and objectives; and the risk assessments you require.

The Educational Visits Coordinator (EVC)

The Head Teacher may delegate some of their duties to a designated, senior member of staff who is aware of the procedures and policy for trips.

The Group Leader

This is the person with overall responsibility for the administration, programme, supervision and conduct of the venture. They are therefore an important part of the health and safety and good practice support system, and should both understand their own responsibilities and those of the other people in the process who contribute to their support, success and confidence.

Group Members

These people will assist the Group Leader in all their tasks and activities and will need to demonstrate person specific, pastoral, technical and management expertise.

Responsibility of the children

It is essential that all groups are made as aware and active in the process of managing the visit or venture as they can be. Procedures, group and supervision strategies must be explained and understood. Individual and group responsibilities need to be clear, as well as the rewards and sanctions for ensuring they are kept to. A Code of Conduct, negotiated and agreed in an acceptable way, is a key component of educational visits e.g. communication, behaviour, dress, group supervision and "down time". It may be necessary to have individual behaviour contracts with some young people, signed by themselves and their parents.

Any children whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

Volunteers

No volunteer should accompany the group except as a designated supervisor with identified responsibilities. Volunteers must not be left in sole charge of pupils except where they are CRB cleared and it has been previously agreed as part of a risk assessment. They must follow the instructions of the Group Leader and/or staff.

Parents

Parents have the responsibility of ensuring that their child is following the school dress code, preparing their child for participation and accepting that a child who is a risk to the health and safety of either him/herself or others may be sent home early.

Parents must inform the school about any medical needs/allergies/special dietary requirements etc. of their child. When children are going on a residential trip, parents must supply an emergency contact name and telephone number, this contact must be available for the duration of the trip.

The school must inform the parents about all aspects of the visit to enable them to make an informed choice as to whether or not they want their child to participate.

Guidance Notes For Group 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.

1. Be prepared

Carry the Field File with the 24-hour emergency telephone numbers and medical records at all times.

Ensure that you are familiar with all of the guidelines for off-site activities.

Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with situations should the party get split up.

2. Care of the Group

Ensure safety from further danger.

Contact local emergency services immediately and follow their advice.

Deploy other staff/adults as effectively as possible in continuing to ensure the welfare of your group.

3. Communication

Contact the school's 24-hour standby person and ensure you provide the following information:

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

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 the school and this has been agreed.

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 school Principal/Head as soon as possible".

Do NOT admit liability of any sort to anybody.

Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.

Retain any equipment involved in an unaltered condition.

Keep a written record of all that happens.

Be as compassionate as possible, with anyone involved.

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.

If you change location, remember to let your Principal/Head Teacher contact person have the new telephone number at which you can be contacted.

Guidance Notes For Head Teacher/ School's 24 Hour Standby Person (s)

In the event of a serious accident or incident involving a group on any form of school outing, it is paramount that the group 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.

1. Be prepared:

You must have immediate access to these procedures and the information and means to use them, at all times. Ensure that you are familiar with all the guidelines for off-site activities.

2. Answering the Emergency Call

You will need to gain and record the following:

Name of Group leader
Telephone number the caller is speaking from
What happened
To Whom It May Concern
Where
When
What has happened since

If a fatality is involved or suspected

Has this been confirmed?
By whom?
Which emergency services are involved?
Have the Police informed any next of kin?

3. General Advice

Advise the Group Leader to follow instructions from the local police/emergency services but unless they specifically request otherwise, your advice to the Group Leader should be to:

keep the party together;
co-ordinate any contact with parents or any outside bodies;
refer media attention to the police or Principal/Head Teacher – do not answer questions themselves.

Remain available: if it is necessary for the party to change location they must advise you of the new telephone number.

Fire Precautions And Evacuation Procedures

Precautions:

All premises with fire certificates must 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.

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

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 Group Leader is confident that every member of the group would:

recognise the alarm;

know the most suitable escape route;

be aware of any other emergency fire procedures relating to those particular premises;

proceed to the assembly point in an orderly manner.

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.

Extra precautions must be put into place to ensure the safety of SEN pupils/adults, particularly those with hearing or sight impairments and those with walking aids or in wheelchairs.

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:

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 group 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 carry certain items, stored in a separate container, with each item clearly marked with the pupils name and dosage requirement, which he or she has been trained to use such as:

Painkillers *

Saline Solution

Crepe bandages

Plastic bags and ties for disposal of soiled items

Scissors (must be blunt ended)

Individually wrapped hypo-allergenic waterproof elastoplast-type dressings

Individually wrapped hypo-allergenic moist cleansing wipes

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

* If painkillers are carried, prior parental consent should be sought.

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.

Missing Child Policy

Introduction

This policy covers the procedure if a child is lost.

Aims and objectives

We aim to ensure all children in our care are safe and well supervised.

If, due to unforeseen circumstances a child becomes lost the following procedures must be followed:

1. Staff immediately search surrounding environment to ensure that the child is not in the area. If the child is not located inside the school building or on the school premises, then CCTV footage will be viewed to see if the child has left the premises and if he was escorted or accompanied by any other persons.
2. If the child is still missing the parents/guardians will be informed immediately.
3. The police or authorities are informed if the child remains lost. Police are given the child's description and times of absence and staff co-operate fully. Paperwork is completed as soon as possible for the school records.
4. Alpha Plus Head Office is informed so that appropriate advice and guidance is accessed.
5. A full investigation as to how the child was lost is carried out by the Headmaster and the findings shared with all staff and procedures reviewed/amended to ensure such an incident does not happen in future.
6. In all incidences, reference should be made to the "Crisis management Procedures Policy", "Safeguarding Policy", "Child Protection Policy" and the Alpha Risk register.

Missing Child during Educational Visits/Trips

1. In the event of a child going missing on an off-site visit the school must be informed immediately and the same procedures will be adhered to as listed above.
2. The group leader will take instruction from the Headmaster/Senior Management Team and report directly to them on any developments. The Headmaster/SMT will at all times be in contact with Alpha Plus Head Office to coordinate efforts.
3. The Headmaster/SMT will coordinate efforts from school and a member of the SMT will be sent to the location if possible to take charge of the situation and act as liaison with the Police and other agencies.

Planning the Visit

Whatever the type or length of a visit thorough planning is essential before departure. Implicit to any planning is a risk assessment, consideration must be given to the dangers and difficulties that may arise, and control measures must be put into place to reduce them.

Risk Assessment – Form F

The risk assessment must take into account:

The type of visit / activity and the level at which it is being undertaken.

The location, route and method of transport.

The competence, experience and qualifications of supervisory staff.

The ratio of teachers and supervisory staff to pupils.

The pupils ages, competence and fitness and the suitability of the activity.

Pupils with SEN or medical needs.

Quality and suitability of equipment.

Seasonal conditions and timings.

Emergency procedures.

Risks should be monitored throughout the duration of the visit.

The Group Leader should, if possible/appropriate make a preliminary visit in order to familiarise themselves with the venue and assess hazards.

Other Planning Considerations

The facilities at the venue.

Equipment the group will need to take with them.

Staff training needs.

Transport arrangements.

Insurance arrangements.

Supervision ratios (see next section).

Emergency procedures.

Arrangements for sending pupils home early.

Informing parents of arrangements.

Preparing pupils.

Supervision

Supervision needs should be considered during the planning stage.

Adult: pupil ratios are difficult to prescribe as needs differ according to the type of visit or the planned activity. The factors that must be taken into account are:

Sex, age, ability and competence of the group.

Pupils with medical needs or SEN.

The type of activity and the hazards associated with it.

The length and type of journey.

Type of accommodation to be used.

The competence of staff both generally and in specific activities.

The requirements of the venue to be visited.

The competence of the pupils and their standards of behaviour.

Provision for first aid.

Suggested Ratio

Day Visits

Such as trips to historical sites, museums and local walks, the ratio in normal circumstances would be:

1 adult for every 3 pupils –Foundation Nursery; ages 3-4 years

1 adult for every 4 pupils- Foundation Reception, ages of 4- 5 years

1 adult for every 6-8 pupils (Years 1 to 3 – children between the ages of 5 to 8 years old)

1 adult for every 10-15 pupils (Years 4 to 6 – children between the ages of 8 to 11 years old)

1 adult for every 15 – 20 pupils (Years 7 to 13 – children between the ages of 12 to 18 years old)

On Day Visits never allow unsupervised access to children to anyone who has not been CRB checked.

Overnight Visits

1 adult for every 5 pupils (Years 1 to 3 – children between the ages of 5 to 8 years old)

1 adult for every 8 pupils (Years 4 to 6 – children between the ages of 8 to 11 years old)

1 adult for every 10 pupils (Years 7 to 13 – children between the ages of 12 to 18 years old)

These ratios are for guidance only, a higher ratio may be appropriate for a higher risk activities, various environment situations and ability and experience of the children.

There must be sufficient supervisors to cope with an emergency.

Some residential visits with mixed groups will need a teacher of each sex.

Non-teaching staff or volunteer parents are not to be used on overnight visits.

Head Counts

Whatever the nature or length of a visit there should always be regular head counts, particularly before leaving any venue.

The Group Leader must carry a list of all pupils and adults on the visit, at all times. It is good practice when taking pupils particularly in Years 1 – 3, to have pupils easily identifiable, especially in densely populated areas i.e. bright baseball caps, T-shirts, uniform etc. Pupils should NEVER wear name badges as this makes them vulnerable to strangers pretending to know them. Badges displaying the school name and its emergency contact number can be useful.

Insurance Arrangements

It is essential that the Head Teachers check that adequate insurance arrangements are in place whether through the school insurance company, the travel firm or an independent insurance company.

Preliminary Visits

If the venue has not been visited by the staff attending before then a preliminary visit must take place. Use either the **Pre-Visit Assessment Form D** and/or the **External Providers Checklist Form E** where appropriate. A preliminary visit is an important and legitimate part of planning for any educational visit. During this preliminary visit, Group Leaders should keep full, written notes. The visit will help the Group Leader 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 and
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.

Special Risks on or Near the Site

Find out about hazardous areas, i.e. chemicals, storage pits or tanks, dangerous animals, water areas, drops/heights, etc.

Supervision

Group Leader 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 Group Leaders consulted.

Ask for written references from previous groups, or, even better, ask for the names and address of the last five schools who have visited.

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 that can later be used to inform all staff or be displayed at a parents' meeting.

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

General Information for Residential Visits

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.

Prior to the Visit

All of the considerations for a day visit will apply, as well as the specific points that follow: 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 are expected of them. 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.

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:

- Reason and purpose of the visit;
- Nature of the programme (this must include details of all activities);

Nature of the supervision arrangements;

Expectations of behaviour (Code of Conduct)

Method of travel, including names of coach companies, airlines, etc, as appropriate;

Insurance arrangements;

Cost and methods of payment;

Pocket money and any arrangements for giving it out;

Address and telephone number of venue;

Type of accommodation, i.e. bunks, shared facilities, etc;

Clothing requirements via a kit list (stress that clothing should be clearly marked);

Emergency contact telephone number;

Procedures for storage and administration of medication

Banned items i.e. jewellery, mobile phones etc

the use of cameras/video cameras

sun protection requirements

This information should be confirmed in writing and parents/guardians should then be asked to complete and sign the Trip Letter which, includes the **Medical, Dietary and Personal Form H**. In addition to the information above, participants will need to know about:

the purpose and aims of the visit;

the nature of any specific work to be undertaken;

work/training which is necessary before going;

how spare time might be used and the

expectations of conduct.

On Arrival at the Residential Centre

When arriving at a staffed residential centre, the Group 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 Group Leader should ensure that any requests or stipulations agreed in writing prior to the journey (i.e. leaders' qualifications, fire regulations, first aid arrangements, etc.) still apply.**

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.

Explain duty rotas and procedures in relationship to the site.

Fire Evacuation

The following points need to be noted:

Check that all exit routes from dormitories and other sleeping accommodation is clearly indicated.

The posted instructions are clear and have been read to new visitors and are understood.

A leader of responsible age is appointed to each dormitory who will possess a reliable torch where emergency lighting is not provided.

A fire drill is held during the first day for new visitors.

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 on-site who already holds this duty.

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.

All occupants are familiar with emergency procedures and escape routes.

Detailed Organisation/Administration

Supervisory Ratio

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 1:10 will be needed for visits abroad.

At least two members of staff must 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 (i.e. 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.

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. All adults should have been clearly briefed by the Group Leader so that roles, duties and responsibilities are understood and accepted. No parent should be taken on residential trips and all staff attending should be CRB cleared.

Group Composition/Parental Involvement

Information by letter to parents about the proposed educational visit should, in the case of visits abroad lasting more than three days, be complemented by a parents' meeting at which issues can be clarified, questions answered, etc. Ground rules for the visit should be clearly established at an early stage. Parental consent should be completed and relevant medical/diet details should be obtained (see Form H) in good time before the journey begins. The Group 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.

Financial Arrangements

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. Receipts and payments must be fully documented and the account details must be available for scrutiny by the Head Teacher. A teacher should never - even temporarily - pay such money into his/her own account.

Within European Community countries, reciprocal health insurance arrangements apply. It is important that parents should obtain a Form E111 (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 and safeguard these forms 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 E111 (together with the originals) when travelling to an EC country. The original should always be retained by the Group Leader and a copy be given to authorities abroad (i.e. local sickness insurance office) if necessary.

Collective Passports

A 'collective passport' (or group passport) can be issued to approved students, under the age of 18 years, whom are British Nationals travelling abroad as a group. A Group Leader and a Deputy Leader, each of whom must hold an individual passport and be over the age of 21 years, must accompany the group.

Collective passports can be useful; however in the unlikely event that a pupil included on one may need to return home early or remain in the country after the rest of the party have returned home, the British Embassy will have to be contacted to enable an emergency passport to be issued. The Deputy Leader must remain with the pupil, or accompany them home earlier if required.

Before travelling abroad please ensure that the telephone number for the British Embassy in the country to be visited is obtained and carried by the Group Leader and Deputy in case of an emergency.

Supervision of Pupils on the Journey and in Foreign Countries

It will greatly ease supervision if each accompanying adult takes responsibility for a sub-group, with the Group Leader without any specific group so they are free to assist any sub-group if needed. Each Sub-Group Leader will naturally have a list of the young people in his/her group, while the Group Leader has a complete list.

Emergencies - the Duty Officer System

The Head Teacher must ensure that the Group Leader has the telephone number(s) for a 24-hour standby person. The home emergency contacts must be available 24/7. Groups must not be in the position of having to speak to an answer phone, leaving a message. A hierarchy of contacts is most desirable.

Support from the British Consul

The Group Leader should, before the visit commences, obtain from the Foreign Office in 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.

Summary

The following procedures should be followed for all school trips:

Written permission must be obtained from parents, for each child prior to a school trip, annual permission for regular visits.

Staffing ratio levels must be maintained throughout the visit.

First Aid should be accessible either through an appointed person with the visit or by the venue facilities. Copies of information containing emergency contact/medical/allergy details should be available at all times.

A head count should take place before leaving school (or on the coach) and at regular intervals throughout the whole visit.

Toilet facilities must be provided at regular intervals.

Food and drink should be provided at regular intervals. On very hot days it may be necessary to provide extra drinks.

Where applicable, meeting points should be pre-designated and specific times arranged for party assembly. These times should be strictly adhered to.

Where applicable, the transport must be fully insured, the drivers documentation valid and all seats should be forward facing and have seat/lap belts fitted. The maximum seating capacity of the vehicle must not be exceeded and pupils must never travel standing in a coach.

Pupils should be informed of any rules and regulations relating to the visit. All adults should know which pupils they are responsible for and likewise the pupils should know to whom they are accountable. Where necessary written guidance should be issued to pupils and parents.

The **Risk Assessment Form F** will need to be prepared for all aspects of a school trip for which the school is actually organising (i.e. transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of instructors when visiting organised centres i.e. Mill on the Brue, will be the responsibility of the centre and the **External Providers Form E** should be used to ensure that centres/venues/accommodation etc are complying with regulations. At the end of each visit the Group Leader should review the trip using the **Trip Evaluation Form G**.

Planning Checklist and Proposal Form A

Use this checklist to plan your visit, you may wish to revisit it a number of times during the planning process. It will help you to ensure:
the safety of young people and staff
the maximum educational benefit to young people
the effective organisation and administration of your visit including the approval process

All visits

- 1 Adhere to The Falcons' Trip Policy and Procedures Document
- 2 Set clear objectives for the visit or journey
- 3 Seek Head Teacher and EVC approval before informing young people and parents or making a financial commitment
- 4 Consider insurance arrangements
- 5 Identify competent adult supervisors
- 6 Ensure appropriate staff to young people ratios are met
- 7 Consider CRB clearance for adults where appropriate
- 8 Do a preliminary visit where appropriate
- 9 Consider the medical, behavioral and special needs of young people
- 10 Consider the risk assessment and risk management of the visit (to include First Aid and Plan B)
- 11 Begin to draw up the itinerary
- 12 Confirm bookings of transport, accommodation, etc in writing and keep all correspondence
- 13 Consider the financial arrangements (charging policy, contingency funds)
- 14 Write a Trip Letter or use Form C to gain written parental consent
- 15 Consider the communication strategies that will need to be in place
- 16 Ensure every member of staff is aware of the Emergency Procedures and contact numbers
- 17 Complete an External Provider's Form E where necessary

- 18 Identify the local point of contact and telephone numbers
- 19 Collate all documentation for the Field File
- 20 Complete the Group Contact and Details Form K
- 21 Brief all young people and all accompanying adults, (including partners if required,) to ensure they understand their Responsibilities
- 22 Hold a final briefing meeting for all staff and young people, e.g. safety information, country code, personal and protective clothing requirements, behaviour etc
- 23 Report any accident/incident or near miss to the person(s) who approved the visit as soon as possible following the visit
- 24 Complete the Trip Evaluation Form G

Visits involving transport

- 25 Choose a reputable company
- 26 Discuss and agree the itinerary with the transport company prior to Departure

Overnight and residential visits

- 27 Ensure CRB clearance for all accompanying adults
- 28 Send out the Trip Letter including the medical, dietary and contact Details
- 29 Agree downtime arrangements with all accompanying staff
- 30 Consider any security implications of the accommodation or centre Visited
- 31 Obtain the centre's risk assessment policy
- 32 Consider gender issues for staffing, young people and Accommodation
- 33 Complete the Administration of Medicines Record Form J
- 34 Invite parents and group members to a briefing meeting

Adventure activities

- 35 Seek approval - do this early and before you are committed Financially
- 36 Check the qualifications of staff and instructors
- 37 Consider additional insurance

Visits abroad

- 38 Seek Head Teacher approval - do this early
- 39 Consider any special staffing competencies e.g., language
- 40 Consider passports, visa requirements
- 41 Consider additional insurance e.g., EHIC within EU
- 42 Consider the customs and cultures of the places to be visited
- 43 Ensure correct communication strategies are in place, (with appropriate dialing codes)
- 44 Produce identity/contact cards for group members and adult supervisors (in the language of the country to be visited if going abroad).

Details of the trip

Places to be visited:			
Location address and telephone number:			
Dates of visit:	Departure date and time:	Return date and time:	
Transport arrangements:			
Name and address of tour company/coach operator:			
Total number of young people:	No. of girls:	No. of boys:	Yr. group/ages:
Total number of supervisors:	No. of females:	No. of males:	Supervisor to young people ratio: 1: ___ plus ___
Full name:	CRB Cleared	Please indicate whether teacher/Learning Assistant/parent	

Who is the appointed person for First Aid?	
Local Point of Contact: (this is normally the Head Teacher or other senior member of staff back at home base)	
Name:	Designation:
Telephone number (Day):	Telephone number (Eve):
1. Purpose of visit and educational objectives:	
2. If this is a joint visit, list the other establishments involved:	
3. Programme of visit:	
4. Existing knowledge of places to be visited:	
5. Date of preliminary visit:	
6. Financial breakdown of all costs and proposed arrangements for meeting the costs	
7. Have you taken out Off-Site Activity Insurance? If no, what insurance arrangements are in place	Yes/No (Attach a copy)
8. Name and address of external provider: (If applicable)	

To the EVC:

I reI request your approval for the proposed visit:

Group Leader:	Date:
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EVC Approval:

Signed:	Date:
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Approved by Head Teacher

Signed:	Date:
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Proposal Form for Visits Abroad – Form B

Places to be visited:			
Location address and telephone number:			
Dates of visit:	Departure date and time:	Return date and time:	
Transport arrangements:			
Name and address of tour company/coach operator:			
Total number of young people:	No. of girls:	No. of boys:	Yr. group/ages:
Total number of supervisors:	No. of females:	No. of males:	Supervisor to young people ratio: 1: ____ plus ____
Full name:	CRB Cleared	Please indicate whether teacher/Learning Assistant/parent	
Who is the appointed person for First Aid?			
Local Point of Contact: (this is normally the Head Teacher or other senior member of staff back at home base)			
Name:		Designation:	
Telephone number (Day):		Telephone number (Eve):	
1. Purpose of visit and educational objectives:			
2. If this is a joint visit, list the other establishments involved:			
3. Programme of visit:			
4. Existing knowledge of places to be visited:			

5. Date of preliminary visit:	
6. What briefing arrangements have been made for: a) parents and children? b) all attending staff	
7. Financial breakdown of all costs and proposed arrangements for meeting the costs	
8. Have you taken out Off-Site Activity Insurance? If no, what insurance arrangements are in place	Yes/No (Attach a copy)
Are there any activities which could be classed as adventurous? If yes, give details below:	
Have parents been informed of this and notification of additional insurance required?	
	Yes/No
9. Name and address of external provider: (If applicable)	

To the EVC:

I request your approval for the proposed visit:

Group Leader:	Date:
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EVC Approval:

Signed:	Date:
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Approved by Head Teacher

Signed:	Date:
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Off Premises - Form C

Dear Parents

Permission for your child to leave the school premises

During the school year children are involved in class activities which require them to leave the school premises for a short time. Regular short journeys are made to the games field, swimming and on other occasions as part of the curriculum. Coach travel is provided by a reputable coach company, all transport is fitted with individual seat belts and drivers are equipped, for safety and emergency reasons, with hands free phones. All trips are, of course, fully supervised by teaching staff. Parental consent for this is assumed, unless you advise us in writing to the contrary.

Any longer journeys or full day trips involving travel will require an individual consent form, will be send out in good time prior to the day.

Thank you for your co-operation.

Yours sincerely

Mr Gordon Milne
Headmaster

The Falcons' Pre-visit Assessment Form D

The purpose of a pre-visit is to undertake a full & comprehensive assessment of risks. This pre-visit form must be completed & submitted before any trip takes place. When completing this form, please take into account the following:

Have you identified any hazards?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Relevant Details:
Are there on site first-aid facilities?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Relevant Details:
Are you familiar with the emergency procedures in place at the location?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Relevant Details:
When food is provided, have you taken into account any children with particular food allergies?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Relevant Details:
Have you seen the locations risk assessment form?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Relevant Details:
Have you assessed the route from the transport to the location? If so, are you satisfied with its safety? List any comments.	No <input type="checkbox"/> Yes <input type="checkbox"/>	Relevant Details:
Fire Procedures: Are you aware of the procedures to follow whilst on the trip?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Relevant Details:
Have you met the staff at the visit site that will be working with you?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Relevant Details:
Have you a contingency in place for any changes in weather? If so, what?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Relevant Details:
Are you satisfied that the environment meets satisfactory Health and Safety Standards?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Relevant Details:
Has all relevant information been passed onto Group Members attending this trip e.g. meeting point, children that they will be in charge of, copy of risk assessment sheet etc?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Relevant Details:

External Provider's Contract - Form E

This contract is between you 'the Provider' and the school named below

School	Contact details of Provider
Group Leader	Dates(s) of visit

The Provider or tour operator providing services to the school named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed. Please tick all the specifications you can meet and indicate by a cross any that you cannot meet. Write N/A against any specifications which you consider do not apply to your provision. Please return the completed form to the named person and establishment above.

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

SECTION A – ALL VISITS

Health, Safety and Emergency Policy

1	The Provider shall comply with all relevant health and safety regulations and legislation including but not limited to the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Adventure Activities Licensing Regulations 2004 and any subsequent enactments and amendments and associated regulations	
2	The Provider shall have an appropriate Health and Safety policy. The Provider shall have written risk assessments and written operating procedures which are available for inspection Please attach copies of your information on risks that we need to be aware of prior to the trip	
3	The Provider shall maintain appropriate Accident and Emergency Procedures and the procedures and records are available for inspection	
4	The Provider shall have a code of conduct which can be provided in advance of any booking and to which visiting groups should adhere	

Staffing

5	The Provider shall take all reasonable steps to check staff for relevant criminal history and suitability to work with young people to prevent any unsuitable staff being engaged. In the UK this will include the completion of a CRB check	
6	The Provider shall operate a policy, available for inspection, for staff recruitment, training and assessment which ensures that all staff with a responsibility for young people are competent to undertake their duties by reference to appropriate qualifications	
7	The Provider shall provide appropriate First Aid cover at all times	
8	There is a clear definition of responsibilities between Providers and visiting staff regarding supervision and welfare of participants	
9	The Provider shall take all reasonable steps to make changes to the programme where these have been agreed between Provider staff and visiting staff	

Insurance

10	The Provider shall have an appropriate Public Liability insurance policy which provides a minimum cover of £10M	
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Inclusion and Environment

11	The Provider shall take all reasonable steps to ensure the inclusion and participation of individuals with special educational needs and/or disabilities following a risk assessment process in line with the Special Educational Needs and Disability Act 2001 and any other relevant provisions	
12	The Provider shall encourage a responsible attitude to the environment as an integral part of the programme	

Vehicles

13	The Provider shall ensure all vehicles are roadworthy and meet the requirements of the relevant regulations in the country in which they are being used. The Provider shall ensure that drivers are PCV qualified or operate with a small bus permit (section 19 permit) and a local minibus driving assessment	
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Accommodation (If visit is residential)

14	The Provider shall ensure that a current fire certificate covers the accommodation or advice has been sought from a fire officer, and implemented, and a fire risk assessment has been completed	
15	The Provider shall ensure there are appropriate security arrangements in place to prevent unauthorised persons entering the accommodation	
16	The Provider shall ensure separate male and female sleeping accommodation and washing facilities are provided and ensure staff accommodation is close to student accommodation	

17	The Provider shall ensure that any premises used abroad comply with local health and safety standards	
18	The Provider shall ensure that the premises have adequate facilities to cater for those with disabilities. Please give details:	

Use of Contractors

19	The Provider shall ensure that where it uses contractors to carry out certain activities on its behalf a thorough safety vetting procedure is carried out by the Provider	
20	Please list any contractors that will be used:	

B – ADVENTURE ACTIVITIES AND FIELD STUDIES IN PARTICULAR ENVIRONMENTS – ADDITIONAL PROVISIONS

The Provider confirms:

21	Adventure Activities Licensing Service Licence held?	Y/N
22	License Number:	
23	The Provider shall maintain a written code of practice for activities which contains operating procedures and is consistent with the relevant National Governing Body Guidelines, and if abroad the relevant regulations of the country concerned	
24	Staff competencies are confirmed by appropriate National Governing Body qualification or staff have received training and been assessed as competent by an appropriately qualified and experienced technical advisor	
25	The ratios of staff to students for the activities conform to those recommended by the appropriate National Governing Bodies or other advisory bodies or where no recommendation is available as indicated by a written risk assessment	
26	There is a clear definition of responsibilities between Providers and visiting staff regarding supervision and welfare of participants	
27	All activity equipment is suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept on maintenance checks where necessary	

SECTION C – TOUR OPERATORS

Where a tour operator delivers services using other providers e.g. ski schools, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specification outlined in A and B in this form.

28	Section A and B of this form have been completed to show that checks have been made, records of which are available for inspection	
29	The Tour Operator complies with all relevant Package Travel Regulations and legislation, including bonding to safeguard customers monies	
30	ATOL, ABTA or other bonding name and number:	
31	If abroad the accommodation complies with fire, health and safety regulations which apply in the country concerned	

SECTION D – EXPEDITIONS

32	The Provider has completed sections A and B of this form and agrees to provide additional written assurances which are specific to the expedition being proposed and which will be made clear by the provider to the establishment concerned	
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If any of the above specifications cannot be met or are not applicable please give details.

Please give details of any other accreditation with National Governing Bodies, EVAC, etc.

Signed	Date
Name (print)	Position in Organisation
Tel: Fax:	Email:

Thank you for completing this form. Please return it to the Group Leader named on the front of this document.

Risk Assessment Form F

Visit:

Date:

Group Leader:

<u>Identifying the hazard – assessing the risk</u>	<u>H/M/L</u> rating	<u>Control measures – reducing the risk</u>	<u>H/M/L</u> <u>outcome</u>
The place – <i>points to consider e.g. on the way there and on the way back, at the accommodation or centre etc</i>			
The group (including staff) - <i>points to consider e.g. young people, supervisors, centre staff, the public etc</i>			
The activities - <i>points to consider e.g. downtime, direct/remote supervision, handover, under instruction, specific activities</i>			
Other considerations: For example: the weather, traffic accidents, group and leader motivation etc.			
Alternative plans (Plan B) This must be completed for all visits			
School contact number:		Out of hours contact number:	
On site telephone number:		Staff mobile:	

Completed by: _____ Date: _____ Signed by EVC: _____

Trip Evaluation - Form G

The Group Leader should complete an evaluation form and return to the EVC within one week back from the trip.

Group Leader	
Number in group	Male: Female:
Date of visit	
Purpose of visit	
Venue	
Independent Provider	

Please rate your overall experience as follows:

1. Excellent 2. Good 3. Satisfactory 4. Unsatisfactory

Please comment on the following features: write N/A if not applicable

	Rating out of 4	Comment
How did the visit support and fulfil your educational objectives?		
Information received from the provider prior to the visit		
General comments / points recommendations about venue		
Travel arrangements		
Accommodation		
Content of education programme provided		
Instruction		
Equipment		
Suitability of environment		
Quality of catering		
Evening/'downtime' activities		
Representative/centre manager		

Signed: _____ Date: _____

Full name: _____ Position: _____

Medical, Dietary and Personal Details - Form H

This section to be completed by Parent/Carer and returned to the Group Leader at the school:

(PLEASE USE BLOCK CAPITALS)

Child's full name:	Date of birth:
Home address:	Tel. number:
Names, addresses and contact numbers of parent(s)/carer(s):	Relationship to child:
Name, address and contact numbers of other person(s) who can be contacted in case of an emergency:	Relationship to child:
Doctor's name and practice address:	Tel. number:
Please give name and dosage of any medication currently being taken:	
National Health number (if known):	
Please indicate allergies (e.g. medicines, food etc. - please specify):	
Please indicate any food not eaten for religious or health reasons:	
Date of last known anti-tetanus injection:	
Please provide any other information which might be useful in an emergency, or which you as a parent feel the Group Leader should be aware of, for example allergies, phobias, epilepsy, hyperventilation, sleepwalking, diabetes, travel sickness, toileting difficulties, etc:	

CONSENT

Having read all the information provided, I agree to my child taking part in all of the activities described.

Name of child: _____ in class : _____ may take part in the
visit/journey to: _____ on: _____

Signature of parent/carers: _____ Date: _____

HASPEV(health and safety of pupils on educational visits)

Parents and carers

Parents, carers and other volunteers can be involved in a number of ways — for example as assistant leaders, facilitators, first-aiders, activity instructors, or, with some activities, as an appreciative audience. Some may have skills, qualifications and experience that they would be very keen to share with young people.

Parents'/carers' involvement will be most effective if they are involved in planning the activity, they clearly understand their responsibilities and they are well supported during the activity.

It is important to ensure that the roles and responsibilities of all staff involved are clear to parents, carers and other volunteers. This encourages a collective sense of responsibility for issues such as safety and discipline—even though the steer on these matters should come from the group leader. Parents/carers or other volunteers should be taken on as supervisors only when the group leader is satisfied that they have the necessary competence.

All schools and other organisations should ensure that they have a clear policy that covers the eligibility, selection and terms under which any volunteers are recruited.

But please note:

If parents/carers are assisting in an activity which also involves their own children, do not place them in a position where their duty of care to the group might conflict with their parental role.

I'm planning on taking my class to.....

What Next?

A Summary

1. Ask the head teacher if s/he will agree in principle to your proposed trip, giving costs at this stage.
2. From then on, all other arrangements must go through the EVC only.
Complete the relevant forms found in the Basic Pack in the Y drive.
All forms, letters to parents and any queries should be addressed to the EVC.
The EVC will talk through the proposed trip with you and offer advice and assistance in completing the forms.
Please read the Policy for the roles and responsibilities of you as group leader, the role of the EVC and the role of parent supervisors. The Policy can be found in the Y drive and in print in the office file 1

If forms are presented too late i.e. less than 2 weeks before the trip date and evaluations from previous visits are not completed the trip may not be permitted to go ahead.
3. Forms may be typed or printed out and handwritten. Once approved and checked a set must then be printed out or copied and given to the EVC to place in the relevant file in the school office. The forms may be found on the Y drive and a full set is available for photocopying in the school office (folder marked Educational Visits Policy and forms). Your copy makes up your Field File which should be taken on the trip with you.
4. If you are planning a trip near water please read and refer to the document Safety at Water Margins, located in File 1 in the office