



Educational Visits Policy

Updated: 12-25
Prepared by: KED/CAM/SHCC

Next Review: 12-27
Approved by: TZL/Educ

This Policy applies throughout School from EYFS to Year 6.

Scope

This Policy is applicable to all those involved in the organisation of educational visits.

Objectives

- To ensure that educational visits are well planned and potential risks are identified and managed
- To ensure that there are contingency plans in place for changes in circumstances during an educational visit that are reasonably foreseeable
- To ensure that those in charge of educational visits have the necessary competence to manage situations appropriately
- To ensure that the requirements of the most recent *Statutory Framework for the Early Years Foundation Stage* are met

Guidance

The EVC will be responsible for the implementation of this Policy. They will receive regular, relevant training.

At The Cavendish School, we encourage staff to plan and organise educational visits in order to:

- Learn outside of the classroom
- Extend work started in the classroom
- Motivate pupils
- Provide hands-on participation
- Give new experiences
- Give a global view of topics
- Experience other environments/ecosystems
- Relate to others besides teachers in a learning situation
- Mix with pupils from other schools
- Learn to socialise in a situation other than School
- Perform and/or compete

Learning outside the classroom environment is an essential part of our curriculum. All year groups throughout the School take part in educational visits considered appropriate by their class teacher or specialist teachers. Residential and overseas educational visits may be arranged for children in KS2, but not EYFS children and pupils in KS1.

Educational visits include the following (non-exhaustive list):

- Museums, art galleries, living exhibitions, ecology centres, famous landmarks
- Theatres, concerts, cinema
- Farms, zoos, parks, gardens
- Libraries, bookshops
- Supermarkets, shops, markets, restaurants
- Churches, other places of worship
- Sports arenas
- Sports fixtures
- Local amenities
- Parents' businesses/places of employment
- Other schools/learning centres
- Residential visits
- Language-based visits overseas

The School calendar will list educational visits that are due to take place over the coming academic year, together with planned home and away sports fixtures. Staff are encouraged to make use of free and sustainable transport from Transport for London, as well as the numerous free offers available in London.

Annual consent is obtained from parents, which allows their child/ren to attend and participate in all low-risk educational visits, day trips and off-site sporting activities organised by the School. Consent will be obtained for nursery-aged pupils for every planned visit.

Parents and guardians (hereafter 'parents') will be notified in advance of:

- Selection of their child for a sports team (a list of fixtures will be emailed to parents)
- Their child attending a day out on an educational visit, including details of clothing required, packed lunch, any extra charges and educational visit duration
- Planned educational visits for year groups

Roles

Educational Visits Coordinator

The EVC will:

- Be responsible for the process of approving educational visits
- Ensure, as far as possible, that educational visits are spread through different age groups and the school year
- Advise staff involved with organising educational visits
- Ensure that annual consent is received from all parents and check parental acknowledgement and permission forms for residential, overseas and high-risk visits and nursery visits
- Keep records of previous educational visits, including details of accidents, near misses and incidents for debriefing

All new staff will be given support on planning educational visits from the Senior Deputy Head as part of their induction programme.

Group Leaders

Every planned educational visit will have a nominated teacher as the Group Leader who is responsible for organising and running the educational visit. The Group Leader will hold a briefing session for all staff attending the visit, which will inform the risk assessment and help plan for the visit.

The Group Leader will hold a valid first aid certificate or ensure that one of the accompanying members of staff does. Where educational visits involve EYFS children, a member of staff with paediatric first aid training will always accompany the educational visit.

The Group Leader acts 'in loco parentis'. This means that they 'have a duty under common law to take care of pupils in the same way a prudent parent would do'.

The School, as employer of the Group Leader, will support them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed School guidelines.

Residentials

Educational Visits Residential Consent Forms (Appendix 1a) will be collected separately by the School Office for residential, overseas and high-risk activities using a digital form. The completed form will include details of how to contact a parent in the event of an emergency and include up-to-date medical and dietary requirements for pupils. The replies must be collected at least two weeks before the start of the educational visit to inform the Group Leader.

Parents are expected to support the School in ensuring that pupils follow instructions given by those in charge of the educational visit.

Parents should be informed in writing that monies are non-returnable in the event of non-attendance. Parents should be informed at curriculum mornings at the start of the academic year of the dates and costs for residential visits, at which point they can opt out for their child at no cost.

Insurance

The School has Employers' Liability Insurance and Public Liability Insurance.

The School's insurance covers all activities undertaken by pupils during the School's educational visits. Separate insurance cover is always purchased for overseas visits.

The Group Leader should ensure that they have a copy of the School's overseas travel insurance with them on overseas educational visits.

Travel on educational visits involving staff cars is not permitted.

Educational visit planning (see forms for details)

A quick guide is available for staff to use when planning educational visits or fixtures.

Approval for each educational visit should be obtained by logging onto the Educational Visits Form link.

There are four forms to complete that prompt Group Leaders to consider all requirements for a trip. These can be found [here](#).

For fixtures, the link can be found [here](#).

The EVC has records of all trips and relevant information.

Adult: Pupil ratios

Adult: pupil ratios in the EYFS are prescribed by the Department for Education (DfE) most recent *Statutory Framework for the Early Years Foundation Stage*.

The Cavendish School chooses to exceed prescribed or recommended ratios in each case and uses the following adult:pupil ratios (including the qualified teacher Group Leader) as a guideline:

- EYFS 1:4
- Years 1 - 2 1:6
- Years 3 - 6 1:8
- Tube travel 1:8
- For overseas educational visits 1:8
- For off-site PE fixtures 1:10 (if tube travel is required, use the 1:8 ratio)
- For Y5&6 Games, the ratio is 1:15

A minimum of three members of staff must always be present on a visit. For fixtures, the minimum is two members of staff. Parent volunteers can count towards ratios, as long as the required number of staff are in attendance too.

Risk assessment

Group Leaders should undertake a risk assessment and show how this relates to the educational visit or activity they are planning and should cover:

- Identifying potential hazards of the venue and hazards for the journey there and back
- Listing the groups of people that are at risk from significant hazards and how – remember to consider staff and other accompanying adults
- Listing control measures that are in place
- Allowance for hazards which may not yet be fully understood due to lack of information
- Monitoring hazards during the educational visit

The Group Leader should check that external providers, such as professionally operated licensed activity centres and tour operators, have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the Group Leader must satisfy the School that they are an appropriate organisation to use. This will include checking:

- Their insurance
- They meet legal requirements
- Their health and safety and emergency policies
- Their risk assessments and control measures

- Their use of vehicles
- Staff competence
- Safeguarding
- Accommodation
- Any subcontracting arrangements they have
- That they have a licence where needed

This will form part of the overall School risk assessment.

Risk assessments from previous educational visits can be used as a starting point for a revised assessment, but they must **never** be adopted without checking for changes which may have occurred.

Consideration needs to be given to any risks to staff, or other accompanying adults, such as from pregnancy, recent illness or medical need.

If coach travel is being used, this mode of travel needs to be included in the risk assessment for the visit.

Carry out a Lyme disease risk assessment (if visiting grassy or woody areas).

Group Leaders should conduct a privacy impact assessment for visits where personal data will be taken off the School site or transferred electronically out of the School site. This will usually only apply to residential educational visits.

Completed risk assessments should be sent to the Senior Deputy Head for approval.

Timetable for residential and overseas visits

An overview for residential trips can be found in Appendix 5. This references the Residentials Template that is used to plan these visits.

Before the start of the educational visit

The Group Leader should pair each parent volunteer and their group of pupils with a member of staff and their group of pupils. They should also spend a few minutes briefing the parent volunteers, highlighting such matters as:

- No personal mobile phones should be used during the educational visit, except by staff in an emergency situation
- Parents must not take pupils (including their own children) to the toilet without an accompanying member of staff. If a pupil needs the toilet, the whole paired group must go together

During the educational visit or activity

Primary responsibility for the safe conduct of the educational visit rests with the Group Leader. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden change, or deterioration in weather conditions. They may delegate all or part of the responsibility to one or more of the accompanying staff. The Group Leader should:

- Ensure that original passports and GHIC cards are kept securely by staff
- Ensure that pupils and staff wear high visibility vests
- Carry out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, venue, etc.
- Check that all pupils wear their seat belts
- Check that no pupil sits in the front seat or the middle seat of the back row of the coach on any educational visit or adjacent to the emergency exit
- Check the fire exits and escape routes at each venue
- Ensure that sleeping accommodation is suitable, secure and located together (preferably not on the ground floor)
- Set times for pupils to be in their rooms at night. Conduct a head count (using the other staff)
- Enforce expected standards of behaviour
- Keep an account of all expenditure
- Record all accidents and near misses
- Record all administration and dosages of medicine in a medical log
- Conduct a daily de-brief between the Group Leader and staff
- Conduct a fire drill on day one for residential visits

Transport considerations

Coaches

- The Group Leader must check the state of the coach and driver prior to the pupils boarding
- On coaches, all pupils must have a seat belt and fasten it. It is the responsibility of the accompanying adults to ensure that each pupil is safely buckled in before departure
- No pupils should sit in the front seat or the middle seat of the back row of the coach or adjacent to the emergency exit on any educational visit
- Accompanying staff should be distributed throughout the coach
- Check that the driver is aware of the route before leaving
- Pupils must remain seated and talk quietly in order not to distract the driver (group singing should be discouraged). Mobile phones and other personal technological equipment are not permitted

Tube/train

- The route should be worked out in advance. All pupils should be aware of the final stop and destination
- Tickets should be ordered/purchased in advance via the School Office
- The tube/train station should be notified in order to provide assistance if possible
- Clothing should be safe for escalators and tube doors, e.g. no long scarves
- Pupils stand single-file on escalators to the right. One adult leads and another should be at the rear with other staff distributed throughout the line
- Pupils make their way along the platform to the front of the train nearest the driver
- If it is possible to be seated, then pupils must do so, sharing seats if they are able
- At least one adult should be last on/last off the train and check that all pupils are off the train before disembarking themselves
- On disembarking, pupils should make their way immediately to the wall of the platform and await further instructions
- Quiet, orderly and good behaviour is expected of pupils at all times

On foot

- One adult leads and another should be at the rear with other staff distributed throughout the line
- All crossings of roads must be done in silence. No pupil must cross until an adult proceeds into the road, having seen the way clear or having stopped traffic
- Once a road is crossed, the leading pupils must stop and wait for the leading adult at a safe distance along the way
- It is sometimes more sensible for the pupils to line out facing the road in a single file, with all crossing at the same time, once an adult has ensured that it is safe to do so
- Pupils should walk in pairs except where to do so would impede other pedestrians or be dangerous. Attention must be paid at all times to the courteous treatment of members of the public: this includes not running or shouting/laughing loudly in the street or in venues
- Wherever possible, routes should be planned so that roads are crossed via a controlled/green man crossing

Behaviour

Outside the School, pupils act as ambassadors for the School. We have frequently been complimented on the courtesy, intelligent interest and exemplary behaviour of our pupils and this should be communicated to those about to embark on an educational visit to reinforce their determination to acquit themselves well in public. Simple directives to follow which help to ensure this:

- Pupils should always have an adult in close range, preferably in view
- Work should most often be done in small co-operative groups
- Good preparation will focus pupils' attention on the purpose of the educational visit
- Rules of the museum/gallery/venue (e.g. do not handle exhibits) should be discussed beforehand and enforced
- Vigilance and discreet reminders are essential
- Quiet, orderly and good behaviour is expected of pupils at all times, including on public transport

Illness or minor accidents

If a pupil has a minor accident or becomes ill, the Group Leader or another member of staff will take them to the local hospital or return them to school as appropriate. The Group Leader must inform the EVC, or another member of SLT, of the accident, injury or illness as soon as practicably possible. If the educational visit is outside the UK, the Group Leader will notify the School's insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious, the School's insurers may arrange for the pupil, accompanied by a member of staff, to be repatriated to the UK. The Head will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment, as opposed to minor cuts and bruises. Pharos Response, the School's specialist crisis response, may be used to support the incident.

Missing child

Detailed procedures to be followed in the event of a pupil going missing on an educational visit are covered in the School's Children Missing or Absent from School Policy.

Delayed return

If the return from an educational visit is delayed, the Group Leader will phone the School Office, who will in turn contact all the parents to alert them to the delay and the revised time of arrival.

On return

The Group Leader will provide the EVC with a report on the educational visit using the evaluation form. Any accidents or near misses must be recorded here.

The Group Leader will return all School property (together with a report of any lost or damaged property).

The following provides helpful guidance:

DfE guidance: *Health and safety on educational visits* (November 2018)

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Health and Safety Executive FAQs relating to educational visits:

<https://www.hse.gov.uk/education/faqs-general.htm>

Health and Safety Executive Risk Education - guidance on educational visits:

<https://www.hse.gov.uk/education/school-trips.htm>

Report for Governors

The EVC reports to the H&S Committee termly.

Linked policies

- Behaviour Policy
- Children Missing or Absent from School Policy
- Crisis Management Policy
- Curriculum and Teaching & Learning Policy
- First Aid Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Safeguarding Information for Volunteers
- Supervision of Pupils Policy

APPENDIX 1a. EDUCATIONAL VISITS RESIDENTIAL/OVERSEAS/HIGH RISK CONSENT FORM

[Date]

Dear Parents,

Year [x] Educational Visit to [xxxxxxxxxxxx]

Departing at [xxxx] on [xxxxxx] from the School/Meeting at [xxxx] on [xxxx] at [xxxx]

Proposed itinerary

Maximum number of pupils [xx], who will be accompanied by [x] members of staff plus [x] parent volunteers.

NB: payment for the educational visit, including any deposit, is non-refundable in case of non-attendance.

Clothing

Pupils should wear/take

Type of accommodation

[Youth hostel or similar in [xxxx] for [x] nights, where there is simple dormitory accommodation]

Transport

School to [xxxx] by coach/train/tube/bus/on foot

NB: It is School policy always to book coaches fitted with seat belts

Packed lunches

Please provide your daughter with a healthy packed lunch and a drink on this day and ensure that none of the items contain nuts.

Consent to emergency treatment

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

Behaviour code

I understand that my child will be subject to the normal School rules of behaviour throughout the educational visit. I agree to my child following guidance on health and safety given either by a member of staff or by an instructor at the activity centre at all times. I accept that where my child's disregard for the code of behaviour either causes danger to my child or to others, or offence to local customs, or is a serious breach of School discipline, I may be asked to collect my child forthwith at my own expense.

Medical/Dietary Information	Yes	No	Details
Does your child have any chronic or recurring medical conditions needing regular or occasional medication or treatment which have not previously been advised in writing to the School? Please supply any medication, named, with clear dosage instructions			
Does your child have any allergies or sensitivities to food, medication, pets?			
Does your child have any dietary requirements? e.g. vegetarian/vegan/no pork/no dairy products, etc.			
Does your child suffer from travel sickness? If so, may we give them a travel sickness tablet? Please supply the travel sickness medication, named, with clear dosage instructions			
Do we have your permission to give your child a non-prescription pain reliever such as paracetamol?			
To the best of your knowledge, has your child been in contact with any infectious disease in the past four weeks?			
Does your child suffer from any phobia which might make it unsafe for them to participate in any of the planned activities?			
Date of last tetanus injection			

Contact details for the period covered by the residential educational visit¹

Pupil Name _____ (please print)

Parent/Guardian 1: Name _____ (please print)

Mobile _____ Land line _____

Work _____ Email _____

Family doctor _____ Tel No _____

¹ By signing this form, you confirm that you have informed and/or consulted any person with parental responsibility for your child.

Parent/Guardian 2: Name _____ (please print)

Mobile _____ Land line _____

Work _____ Email _____

Family doctor _____ Tel No _____

Data Privacy: the personal data, including special category personal data, provided to the School in this form will be processed in accordance with data protection legislation². For further information, please see our Privacy Notice, which is available on the School's website.

Please sign and return this letter to the class teacher by [xxxxxx].

Signed _____ **Name** _____ (Parent/Guardian) **Date** _____

² **"Data Protection Legislation"** means any data protection legislation from time to time in force in the UK including the Data Protection Act 2018 and the UK General Data Protection Regulation (or any successor legislation).

APPENDIX 1b. EDUCATIONAL VISITS ACKNOWLEDGEMENT FORM – NURSERY ONLY

(This is sent out digitally)

Dear Parents,

Year [x] Educational Visit to [xxxxxxxxxxxxx]

Departing at [xxxx] on [xxxxxx] from the School

Proposed itinerary

Maximum number of pupils [xx], who will be accompanied by [x] members of staff plus [x] parent volunteers.

Clothing

Pupils should wear/take _____

Transport

School to [xxxx] by coach/train/tube/bus/on foot

NB: it is School policy always to book coaches fitted with seat belts

Packed lunches

Please provide your daughter with a healthy packed lunch and a drink on this day and ensure that none of the items contain nuts.

Consent part of form:

I confirm I have read the information for the nursery trip to XXX taking place on XXX and consent to my daughter attending this visit. (Please note that parental consent has to be sought each time for Nursery aged children).

By signing this form, I confirm that I have informed and/or consulted any person with parental responsibility for my child.

Name of child*

Child's class*

Parent's name*

Date*

(* = required field)

APPENDIX 2. RISK ASSESSMENT TEMPLATE



Adult/pupil ratios should be: **EYFS 1:4, KS1 1:6, KS2 1:8**, but for tube journeys **1:8**, PE fixtures **1:10** (1:8 if tube travel is being used). Make the numbers up with parents, who are usually keen to join in.

Name of educational visit	
Name & date of person completing the risk assessment	
Transport booked: Ticket no. or email confirmation	
Copy of venue's own risk assessment documentation and (for adventure activities) the venue's and activity provider's licence to operate, LOTC Quality Badge or equivalent checks. Please attach.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Privacy impact assessment conducted (for residential visits only)	
Named first aider	
Paediatric trained first aiders (for EY visits only)	

Hazard/Issue	Persons at risk & how	Existing controls	Additional actions required	Risk level* (H, M, L)	Actions to be taken following the visit (if any)

Seen and signed by :		
_____	Next of kin _____	Date _____
_____	Next of kin _____	Date _____
_____	Next of kin _____	Date _____
_____	Next of kin _____	Date _____

Once complete send onto the Senior Deputy Head who will review and return comment.

Review and approval	
Senior Deputy check:	Date:
Comments:	

*Likelihood of risk occurring plus level of harm if risk were to occur – **LOW**, **MEDIUM**, **HIGH**

APPENDIX 3. EDUCATIONAL VISITS POLICY: PARENT VOLUNTEER GUIDELINES

[To be sent out one week in advance]

The School values the many and varied contributions of time made by parents and guardians (hereafter “parents”) in assisting the supervision of pupils on School educational visits, at special events and in voluntary help which assists the delivery of the curriculum within the School. The School follows DfE advice and guidelines issued by the NAHT on the use of volunteer helpers on the premises and for off-site activities. All staff are DBS checked as a matter of routine on appointment and parents who have regular, prolonged unsupervised contact with pupils, such as library monitors, agree to the same. It is not practical to require all parents who volunteer their services as supervisors for the occasional activities to submit to the same vetting procedures. This does mean, however, that if you have not been DBS checked, you should not have unsupervised access to any of the pupils. **You should adhere to the following guidelines, which form part of our Educational Visits Policy, a copy of which is available on the School website:**

- You should be prepared to follow the instructions of the Group Leader
- You will normally be allocated responsibility for a small number of pupils
- You and your group of pupils will be paired with a staff member and their group of pupils. The member of staff (including Teaching Assistants) is the School’s representative on the educational visit and you should defer to them where necessary
- It is assumed that you will support the School’s expectations of considerate, self-disciplined, vigilant behaviour that does credit to the ethos of the School
- As a volunteer, you should support members of staff crossing roads safely and in silence, and follow rules for safe use of transport
- Pupils needing the use of toilet facilities must be accompanied by a member of the School staff. Where there is a single member of staff plus a volunteer for two paired groups, if a pupil in either group needs the toilet, both groups should go together with you and the staff member
- You should not provide food or favours to pupils (including your own children)
- As far as possible, it should be a member of the School staff who attends to a pupil who needs to be kept apart due to a medical or personal emergency. If there is a medical/emergency centre at the venue, it is acceptable for a volunteer helper to remain with the pupil
- You must appreciate the need to be discreet; please do not speak about the behaviour of individuals or groups of pupils with others
- Other than where there is an immediate risk to pupil safety, there should be no reason to have any physical contact with pupils; please speak to a member of staff about what you should do if this seems problematic
- If a pupil sustains an injury during the educational visit, please let a member of staff know as soon as possible. Please do not try and attend to the injury yourself
- If a pupil appears unduly upset, please let a member of staff know; please do not try and deal with the upset yourself
- If a pupil discloses something to you which is troubling, please speak discreetly to a member of staff as soon as you are able
- If you notice that a pupil has/had an injury (such as bruising other than to the knees) which you are not aware that the School knows about, please mention this discreetly to a member of staff
- Personal mobile phones should not be used at any point during the educational visit
- Please do not photograph/film pupils on any device other than a School camera

I have read and agreed to the guidelines outlined above.

Name of visit _____ Date of visit _____

Signed _____ Print Name _____ Date _____

APPENDIX 4. EDUCATIONAL VISITS EMERGENCY PROCEDURE

In the event of an incident overwhelming your team's coping mechanisms, the Group Leader (or, if incapacitated, a nominated deputy) should use the following to guide their actions:

1. Remain calm. Assess the situation, establishing the nature and extent of the problem, but ensuring that staff and volunteers do not put themselves at further risk.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the group are:
 - Accounted for
 - Safe
 - Adequately supervised
 - Briefed to ensure that they understand what to do to remain safe
3. Staff and volunteers should assume their allocated roles - ensuring that where one or more staff or volunteers are incapacitated, then these roles are reassigned on a priority basis.
4. Call emergency services as appropriate (see communications below).
5. If there are injuries, take action to establish their extent and administer appropriate first aid.

First aid

Carry out first aid to the best of your abilities. The aims of first aid are to:

- Preserve life
 - Prevent the condition from worsening
 - Promote recovery - treat for shock – reassure and keep warm
1. Casualties need to be able to breathe: if they are unconscious, this means being put into a safe airway position.
 2. Try to find and stop any serious external bleeding
 3. Protect the casualty from the environment: keep them warm.
 4. Monitor their condition: talk to them, reassure them, hold their hand and provide emotional support.

Communications

Direct contact with a parent of a group member from the scene of the incident should be avoided. This task should be carried out from the School by SLT. The exception to this is if information is required from a parent for a pupil with a known medical plan, i.e. diabetes management.

1. Contact the appropriate emergency service(s). They will guide you through the information they need, but this will include:
 - Your name and the name of the group
 - Number you can be called back on
 - Nature of emergency
 - Number of casualties and their status
 - Location
 - Whether you are staying where you are or moving – if moving, where to
 - What time did the accident/incident happen?
 - Action so far

2. Alert the School via the Head or on-call member of SLT, providing the information at 1. above. News travels fast and the School will need accurate information.
3. Consider other people who may need to be contacted:
 - Police
 - Embassy/consulate if abroad
 - Local accommodation/contact
 - Tour operator/provider
 - Insurer – liaise with the Head/Bursar
4. Do not speak to the media. Refer all media interest/enquiries to the Head.
5. Control any communications by the rest of the group.

Secondary action

1. Liaise with and take advice from the emergency services if they have attended.
2. Arrange appropriate protection from the elements.
3. Uninjured group members should be moved to shelter or away from the immediate vicinity of any casualties. Ensure that they:
 - Are adequately supervised throughout
 - Are returned as early as possible to base
 - Receive appropriate support and reassurance
4. Avoid splitting the group – unless it is the only way to get help – and leave nobody on their own.
5. Manage the incident - ensure that all appropriate actions have been/are being attended to.
6. It is useful to keep an accurate record of events and actions as close to real time as possible. Any staff or volunteer with spare capacity should, therefore, keep notes – see the section below on recording an incident.
7. Ensure that an appropriate adult accompanies any casualties to the hospital, taking with them parental consent forms and appropriate medical information for the injured persons.
8. Maintain contact with the emergency services and the School until the emergency is over.
9. Monitor, reassess and review – ensure nothing has been forgotten and the Group Leader, staff, volunteers and pupils are coping, cared for and secure.

School Telephone Number: 020 7485 1958

APPENDIX 5 - RESIDENTIAL CHECKLIST FOR GROUP LEADERS

Autumn 1

- Read the Educational Visits Policy
- Complete **1. Overview and Consent** form
- When deciding on staffing, ensure a first aider will be in attendance
- Check that external providers such as professionally operated licensed activity centres and tour operators have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards (if this badge is not held, speak to the EVC)
- If an adventurous activity is involved, ensure that the provider is licensed and individual instructors possess a recognised qualification (such as from the Adventure Activities Licensing Authority)
- Obtain relevant details from the intended centre regarding acceptance of liability and copies of the venue's risk assessment documentation and (where appropriate) the venue's licence to operate **before committing to the educational visit**
- Brief pupils about the educational visit, its dates and purpose
- Send a brief overview in Mail-Out (**3. Mail-Out Overview**)
- Contact the venue to confirm costs
- Contact Gill to arrange a coach from the agreed company. Add information to **4. Coach booking and Risk Assessment**.

Spring 1

- Discuss with Kat the required Microsoft Form needed for the trip. This will ask about medical needs.
- Write a preliminary letter to parents of the relevant class or year group (**5. Preliminary Letter to Parents**). This should be reviewed by the EVC prior to being sent to the School Office. It will then be sent out via iSAMS and uploaded to the parent portal.
- Undertake a reconnaissance visit to the location, whether it is known to you or not
- Arrange with the Bursar the schedule and communication for billing parents so that all monies are collected before the visit takes place
- Arrange a briefing (late Spring/Early Summer) with parents, which will cover:

- Itinerary, including meeting and collection points
- Contact details for the venue
- The need for any special clothing, sun cream, hats or waterproof clothing
- The need for a packed lunch, if required
- Kit, equipment, dress code
- Expected rules of behaviour and the arrangements where such rules are not followed by pupils, including the possibility of parents being required to collect their children early and at their own expense
- Arrangements for dealing with emergencies and informing parents of them
- The need to notify the School of contact with an infectious disease four weeks before travelling
- The reason why a parental Acknowledgement and Permission Form is essential

Add slides to **6. Parent Meeting Information**

- Complete Risk Assessments and add to **7. Risk Assessments**

Three Weeks Before

- Complete Travel Risk Assessment
- Carry out a Lyme disease risk assessment (if visiting grassy or woody areas)
- Finalise costs with the travel company and venue
- Where relevant, check that all coaches are fitted with seat belts and obtain the company's risk assessment, insurance documentation and if it is a London-based company, their London Service Permit. Save in **4. Coach booking and Risk Assessment**.
- Confirm the cost for parents (including contingency provision)
- Arrange with the Bursar for parents to be billed for the balance of the cost of the educational visit if not already billed
- Arrange for the Bursar to pay the travel company/airline/hotel, etc., with the balance required
- Arrange via the School Office for the loan of a School mobile phone
- Brief pupils and ensure that any specific advanced requirements have been communicated
- Send 'Reminder Letter' to Parents from **8. Reminder Letter**

Two Weeks Before

- All staff to complete Pink Form
- Ask the School Office to chase parents who have not returned their Acknowledgement and Permission Forms, pointing out that their child will not be able to participate unless the form is received three working days before departure
- Conduct a privacy impact assessment (the Head of HR & Compliance can advise)
- Check all travel tickets and store them in the School safe
- Meet with accompanying members of staff to discuss all practical arrangements for the educational visit and roles and responsibilities. Discuss the risk assessment with the staffing team and update as required
- Brief pupils on expected standards of behaviour and cultural differences
- Prepare **9. Visit Pack** and ensure the School Office and the Group Leader have copies

Two Days Before

- Ensure the risk assessment for the visit is read and signed by all accompanying staff and their next of kin information is added
- Collect all medication, written permission (an individual form needs to be completed) and instructions

Day Before

- Collect tickets, foreign currency, etc., from the safe in the Bursar's Office
- Give educational visit information pack to the School Office. Ensure that you include original documents and include all forms and paperwork relevant to the educational visit, including:
 - Parental permission forms
 - Paperwork as detailed above
- Ensure all documents are included in the Group Leader's information pack
- Remind pupils about expected standards of behaviour and sanctions if not followed
- Collect first aid kit from the Medical Room (check contents)
- Collect all pupil medication from the Medical Room, written permission and instructions
- Collect School mobile phones and chargers

After Residential

- Complete **10. Evaluation**