



## EDUCATIONAL VISITS POLICY

### 1. Introduction

The School places a high value on fieldwork, excursions, visits and organised trips. It is a central part of the ethos of the school to provide the opportunity for educational visits and school excursions. Educational visits may vary from a local trip to an overseas expedition. The planning required will vary but the principles of assessing risk and putting in place reasonable control measures remain the same.

Pupils' physical and moral safety is of paramount concern. The School accepts that trips, visits and outdoor activities cannot be completely without risk but it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of pupils and staff, and minimise the risk of untoward or dangerous situations (in accordance with DfE Guidance Health and Safety of Pupils on Educational Visits). This policy (along with the procedures and Risk Assessment) is supported by and works in conjunction with the School's Behaviour and Anti Bullying Policies and the Safeguarding Policy and is overseen by the Educational Visits Coordinator.

This policy and procedure is informed by:

- The School's Health and Safety Policy
- Health and Safety advice on legal duties and powers, 2014 (DfE)
- Guidance for Health and safety on educational visits, 26 Nov 2018 (Gov.uk)
- Standards for local Health and Safety of Pupils on Educational Visits (HASPEV), Feb 2014 (Gov.uk)
- National Guidance, 2024 (OEAP)
- Adventure Activities Licensing Regulations <https://www.hse.gov.uk/aala/>
- Keeping Children Safe in Education 2024

**Governors** will ensure that;

- the school has an Educational Visits Co-ordinator who has access to appropriate high-quality training and to further competent advice.
- all trip leaders receive appropriate training.

Every visit needs to be planned very carefully considering the procedures and guidance in this document. Any staff planning a visit are expected to familiarise themselves with the guidance contained in this document and to follow school procedures at all times to ensure the health and safety of pupils and staff. Proper organisation is of paramount importance as an accident or injury, as well as causing distress for the individual and his/her family, could have a devastating effect on the community and school. This guidance is provided to help teachers and everyone associated with educational visits minimise the likelihood of anything going seriously wrong.

The key task for the Group Leader is to think through the health and safety risks of the pupils and staff involved in the visit or activity and seek to mitigate them. Organisers are deemed to be "in loco parentis" and must take such care of pupils as would a "prudent" parent.

The aim of this policy is to provide advice and guidance that will enable those in charge to have confidence in knowing that they have taken all reasonable precautions to ensure the safety of those in their care, their colleagues and themselves.

All documentation for educational visits can be found on SharePoint under Whole School Documents → Educational Visits. The policy can also be found in the 'Policies' folder.

## **2. Authorisation for Visits**

- a) First seek authorisation for your educational visit/activity to run with the school calendar; apply to the Deputy Headteacher during the calendar consultation period in May/June each year explaining the educational purpose of the visit or activity.
- b) If calendar authorisation is given then every trip will need you to complete a risk assessment on Evolve with EVRA (Appendices A, B and C) and Medical Needs attached to show that you have thought through the risks. The EVRA template needs to be amended to focus on the specific risks of the visit you are planning. If it is an annual visit, then a review and update of an existing EVRA is required. The documentation will then be checked and the trip authorised by the EVC.
- c) For adventurous, hazardous, residential, and/or abroad trips, further authorisation will need to be obtained from the Headteacher and the Local Education Authority (LEA) via Evolve. Adventurous or hazardous activities range from swimming through windsurfing and canoeing to rock climbing and abseiling. For hazardous activities, pupils will need to be supervised by suitably trained personnel who are licensed by the Adventurous Activities Licensing Regulations (2004). If a trip leader is unsure if their planned trip falls into this category, they must seek clarification through the EVC.

Evolve, Medical Needs, and EVRA forms will be considered first by the school's Educational Visits Co-ordinator (EVC) and then by the Headteacher and approval only granted if it is clear that all risks have been considered and any medium or high risks mitigated:

- Complete Evolve form giving full details of the visit/activity, pupils involved, insurance and tour operator details, if appropriate.
- Complete EVRA form appropriate to the trip planned (Appendix A-C) detailing the risks.
- Provide a list of pupils, any medical conditions, special needs, safety plans, and emergency contact details.

- For single day, non-adventurous trips, submit the form to the Educational Visits Coordinator **at least two weeks before** the planned trip commences. If the trip is residential or adventurous and requires LGB authorisation, the form must be submitted **at least a month before** the trip commences.
- For residential visits, hold an Information Evening for Parents approximately four weeks before the visit departs, to brief them about the nature of the visit, activities involved, levels of supervision, safety issues and pupil behaviour expectations.

### **3. Participation in Educational Visits**

The opportunities to take part in educational visits are open to all pupils and the school will endeavour to make reasonable adjustments to ensure compliance with the Equality Act 2010. However, the school reserves the right to preclude pupils whose behaviour gives sufficient grounds for the belief that proper standards may not be maintained out of school and/or the health and safety of the party may be affected. Excluded pupils are not entitled to have their deposit refunded. Exceptions to this rule should be discussed with the Headteacher.

In addition, whilst we strive for inclusion of all pupils in all aspects of school life, there may also be pupils whose needs cannot be met on an educational visit. Every effort should be made to make reasonable adjustments for all pupils and visit leaders should consult with families of disabled pupils at early planning stages. Further guidance on this can be obtained from the EVC or Headteacher.

### **4. Charging**

Clearly, we have to charge for all visits and activities, or we wouldn't be able to run them; however, legally, we are only allowed to charge for visits if they are more than 50% outside curriculum time. If, therefore, a visit is more than 50% in curriculum time, then we request a voluntary contribution and use the wording in paragraph 7 'Letters to Parents'. If the visit is more than 50% out of curriculum time, then we can expect payment and do not need to refer to a voluntary contribution in the letter.

### **5. Financial Support for Pupil Premium Pupils**

As explained in our Pupil Premium statement, pupils eligible for Pupil Premium (PP) in Years 7 - 11 are entitled to a subsidy on educational visits up to a maximum of £15. A subsidy to Challenge Week trips will also be provided. There is also a small hardship fund for pupils/students who are not Pupil Premium or in the Sixth Form and may be experiencing financial difficulties. Staff should ensure that they make clear the cost of the trip to pupils eligible for PP in initial communications.

### **6. Planning Details**

Getting the detail right is essential to a successful visit. Attached is a comprehensive checklist which should be used throughout the process (Appendix F).

### **7. Letters to Parents**

Standard wording for letters to parents should include the following:

- A summary of what visit has been organised and for which pupils (year group/tutor group).
- The reason for the visit and its educational purpose.

- Details of all times, dates, accommodation, locations, transport arrangements and arrangements for dropping off and collecting pupils if appropriate. Consent must clearly state that pupils are permitted to meet and/or to be dismissed from a location other than the School
- Details of cost and method of payment; mention subsidies for pupils eligible for FSM (see paragraph 12). Mention that deposits are non-refundable unless the trip is cancelled.
- Arrangements for first aid.
- Consent – this can be obtained through ParentPay or Microsoft Forms if no payment required.

All letters to parents concerning school visits should also refer to these four issues:

Charging policy. See paragraph 4 above. If appropriate, please include the standard wording “The cost of this visit is..... We require you to make a contribution to cover this cost. If not enough contributions are received to cover the costs then the visit cannot go ahead.”

Behaviour policy. We are not under any obligation to take pupils on visits who cannot behave properly. The issue of the safety of the group is paramount and that of the public’s view of the school is also very important. Please include the standard wording “We reserve the right to preclude from this visit any pupil whose behaviour leads us to believe that she/he will not follow instructions or might behave in a way that might endanger the good order and safety of the rest of the group.”

First aid policy. It is not compulsory to have a qualified first aider on all visits; however, it is strongly recommended on hazardous visits which take place some distance from the availability of a doctor or hospital. If there is no qualified first aider on a trip, it is advisable to let parents know. The following wording should be used: “Could parents please be aware that there will not be a qualified first aider on this trip. Staff are, of course, in loco parentis and, in the event of illness or accident, will ensure that pupils receive specialist medical support as soon as possible”. However, the trip leader must ensure that a designated teacher is responsible for pupils’ medical needs, including first aid and medication for pupils and that he/she takes a First Aid kit on the visit as well as Accident Report Forms.

As a general rule, it is not necessary to ask for details of pupils’ medical conditions as these are provided by parents on admission. Trip leaders should ask the Trips Administrator for a list of pupils’ medical conditions and emergency contact numbers. It is advisable that they remind parents to ensure that the Trips Administrator has up-to-date details of their child’s medical needs. Trip leaders should make themselves aware of any required treatment or medication and seek further information from parents as necessary.

Parental consent. Parental permission and consent is required for **all** trips, regardless of whether they are in curriculum time, non-hazardous, or non-residential.

Parental consent can be gained through ParentPay if payments are required, but a letter outlining details of the trip and stating that consent will be given through ParentPay is still required. If students are meeting or being dismissed from a location other than Glenthorne High School, explicit consent must be gained from parents for this. Paper reply slips can be used, but Microsoft Forms is often a more efficient way of gaining electronic consent on specifics such as travel arrangements, dismissal times etc.

Model letters, which can be adapted, are given in **Appendix D**.

## **8. Supervision**

The DfE provides general guidelines on levels of supervision as follows:

- Non-hazardous day trips in the local area: 1:20 (1:15 if the visit involves travel on the underground).
- Residential/foreign/hazardous visits: 1:10/12

Adults other than teachers can participate in supervision. All adults supervising pupils on educational visits must have an up-to-date enhanced DBS disclosure. Staff participating on the trip should be briefed in advance about their roles and responsibilities. Pupils with SEN may need 1:1 support through TAs and this will not count towards the overall ratios in place. For guidance on SEN support on trips, please communicate with the SEN department or EVC.

All staff on the trip must have a list of school numbers and contacts. Sufficient mobile phones should be taken, with a small number of school phones available from Finance. As a minimum this should be the trip leader's and at least one other mobile. Contacts for the school and emergency numbers should be added to mobiles in case of an emergency.

Pupils should always carry their own asthma inhaler or epi-pen if required and the designated member of staff for first aid should carry a spare.

All staff must ensure that they are in a fit state to carry out their responsibilities throughout the whole trip. This includes overnight for residential trips. Staff are not permitted to drink alcohol or smoke on educational visits.

The following procedures should be adhered to:

- **Only agreed and authorised activities should be undertaken;** adventurous and hazardous activities must be authorised in advance with the correct level of instruction/supervision in place; no swimming/paddling must be allowed without prior agreement and safety measures must be in place.
- Pupils must be sub-divided into groups, with each group the responsibility of one member of staff. When walking, one member of staff must lead the group and one follow at the rear with other staff actively supervising throughout the walk.
- Regular roll calls and head counts must be undertaken during the visit. This is essential when boarding coaches, leaving venues, or moving positions.
- Pupils must be advised of appropriate clothing and footwear in advance.

- Visit leaders are required to perform dynamic risk assessment during visits. Continuously monitoring for emerging risks (e.g. sudden weather changes, transport delays, crowd control issues) and adjusting plans accordingly.

Additional procedures must be adhered to during **residential visits**:

- Accommodation should be as discrete to the group as possible and where there is no 24-hour reception cover, security arrangements should be in force to deter unauthorised visitors. These matters should be checked well in advance by the Group Leader along with other basic security checks.
- One member of staff must take charge of the medical information, checking for potential problems prior to the visit and taking responsibility for medication during the visit. The student list should be checked for any with safety plans and the DSL and/or appropriate pastoral lead should also check the pupil list to advise on any mental health and wellbeing concerns.
- Pupils should be given guidance on health and safety issues in the residential centre as well as fire drill procedures.
- Telephone contact lists for parents need to be checked. A mobile number alone is not sufficient and parents should, if at all possible, provide a reliable landline number as well. If the contact is not going to be the parent then this must be clarified and agreed who this is and that this person can act "in loco parentis."
- Telephone contact numbers should be checked at the Parents' Information Meeting.
- The behaviour policy must be explained to parents and pupils. The agreement which parents sign should cover this but parents should also agree to a procedure for the early return home of any pupil who puts the rest of the party at risk. This will include their responsibility to cover any extra costs.
- Any incident requiring medical intervention or of any other significance must be reported immediately to the Headteacher and Educational Visits Co-ordinator and the emergency contacts for the visit by telephone, fax or e-mail.
- Gender-questioning pupils should be identified, and adjustments can be made to ensure that gender-questioning pupils are able to participate in the trip. Adjustments and arrangements will be discussed and agreed with the individual young person and their parents/carers. Adjustments may include providing access to neutral toilets, changing and showering facilities, where available. A separate bedroom may be provided, where available. These situations can vary and are dependent on wider context, age, sexual maturity, and gender identity of the individual and where they may be in any transition process. Decisions should be made on a case-by-case basis.
- Following the conclusion of educational visits, the Educational Visits Coordinator should be updated with an evaluation of the trip and to raise

any matters that require consideration for future trips that may encounter similar.

## **9. Transport**

- Coaches provide an easy and relatively safe way of transporting pupils. However, they have become increasingly expensive. They are only ever economical if you can fill most of the seats. We have good connections with local coach companies.
- Where public transport needs to be used, make very clear to parents in the initial communication what is planned. Also, you cannot assume pupils can make their own way home from, for example, Morden Underground Station, and you will have to clarify these arrangements with parents and obtain very clear consent.
- Please be aware that most private car insurance does not cover business use which would include taking pupils to a school activity in your car. It may only take a simple phone call to obtain this and may or may not be free. Under no circumstances should any teacher take any pupil in his or her car unless they are certain that they are fully insured.

Where parents take other parents' children to the school to go on a visit they do so by mutual agreement outside of the school's remit. For us to ask parents to take a group of pupils on a visit organised by the school would require those parents to have insurance that covers business use.

- The school minibuses can be booked and used for educational visits by staff who have been driving for more than 2 years and who have had at least two hours' driving experience in the minibus without pupils and with an experienced minibus driver who is a member of staff. The procedures for booking and use of the minibus are to be found in Appendix E.

## **10. Telephone Contacts and Emergency Procedures**

All staff participating on the trip must be briefed in advance on emergency procedures.

In the event of an emergency, accident or behavioural incident, please ring the Headteacher immediately. Under no circumstances speak to parents direct or to the media. Contact with parents and, if necessary, with the media, will be dealt with by the school and visit leaders should refer all media queries and parental contact to the Headteacher.

There needs to be a system of contacting parents when pupils are on a visit; this may involve the use of mobile phones or Group Call, but it is essential that all parents are able to be contacted. Further, this system needs to work from the school as well as from the point of the visit.

## **11. Insurance**

The school currently has insurance which covers all personal accidents on school visits London Borough of Sutton (LBS). The school also has Employer's

liability insurance with LBS. For all other insurance, trip organisers will need to take out further insurance with private companies. If a pupil has a pre-existing medical condition, additional travel insurance may need to be acquired by parents. Evidence of this additional insurance should be reviewed by staff and the EVC before approving the pupils attendance on the trip.

A UK Global Health Insurance (UK GHIC) card will be required for all pupils participating in visits abroad. Please ensure that parents acquire a card for their children and that you keep them for the duration of the trip.

## **12. Finance**

The Finance Office will assist you with the financial process for educational visits. Please liaise with them well in advance of the visit and do not publicise the visit to pupils until the Finance Office have the letter for parents and have set up the visit/activity on ParentPay. You should allow at least a week for this to happen.

Please encourage all pupils to pay by ParentPay; if not, payments can be accepted at the Finance Office by credit/debit card or in cash.

The Finance Office are happy to book coaches/accommodation and support you with the budgeting. Please remember that for any visits in curriculum time, 10% needs to be added to the budget to cover the costs of supply teachers; please calculate these costs when you are planning the visit budget, ensuring that the visit does not make a financial loss.

After the visit, please liaise with the Finance Office to prepare financial accounts for the visit which need to be approved by the Headteacher and are subject to audit.

Policy reviewed: **July 2025**

Next review date: **July 2026**

## **Appendices:**

- A EVRA Rural
- B EVRA Urban
- C EVRA Residential
- D Model Letters
- E Minibus Hiring Procedure
- F Checklist

## **Appendix A – EVRA Rural**



## **GHS Risk Assessment (Rural Setting)**

Contact details of trip leader: Name: ..... Tel No.: .....

Please outline general plans for the trip (travel plans, timings, meeting points, dismissal, consent, etc.):

	Hazard	People at risk	Existing control measures
<b>STAFF (ADULTS)</b>	<p>Which adults are going?</p> <p>Are any inexperienced staff or adult volunteers?</p>	All	<p><input type="checkbox"/> Trip leader is sufficiently experienced &amp; has knowledge of the venue from experience or pre-visit</p> <p><input type="checkbox"/> Appropriate ratios are in place (please give details of the ratio)...</p> <p><input type="checkbox"/> Adults have CRB checks</p> <p><input type="checkbox"/> Copy of paperwork for each adult</p> <p><input type="checkbox"/> All adults briefed on responsibilities and emergency protocols</p> <p><input type="checkbox"/> Contact information is shared amongst staff and school</p> <p><input type="checkbox"/> Sufficient adults know the group, &amp; of any specific medical or SEN needs</p> <p><input type="checkbox"/> Staff briefed on what should happen in case of emergency</p> <p><input type="checkbox"/> TA/staff are in place to support pupils with SEN in accordance with SEND guidance.</p>

<b>ACTIVITY</b>	<p>Will pupils/adults be around or using any potentially dangerous equipment or taking part in any high-risk activities?</p> <p>Potentially dangerous activities</p>	<p>All</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clothing &amp; equipment used is appropriate to the activities planned</li> <li><input type="checkbox"/> Adventurous or hazardous activities are delivered by competent staff or by other providers – please give details if applicable...</li> <li><input type="checkbox"/> First aid (please give details of action plan if no first aiders on trip)...</li> <li><input type="checkbox"/> First Aid kit is taken off-site</li> <li><input type="checkbox"/> Mobile phone for each adult. Considerations made for remote locations and intermittent phone signal</li> <li><input type="checkbox"/> Alternative plans have been considered in the event of any cancellations, delays, or adverse conditions</li> <li><input type="checkbox"/> Staff and students are aware of the planned activities and potential dangers</li> <li><input type="checkbox"/> Swimming should not be undertaken unless staff are confident of pupils' abilities, lifeguards are present, and safety of the water is well known. Please detail arrangements below...</li> </ul>
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GROUP	<p>How many pupils are going? What is the age range?</p> <p>Do they have Medical needs, food allergies or SEN? <b>Please list the pupils with additional needs below and comment on actions to mitigate risk...</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pupils are organised into smaller groups (each supervised by an adult)</li> <li><input type="checkbox"/> Regular head counts are made including when getting onto or off of transport eg coach or train</li> <li><input type="checkbox"/> Buddy systems are used</li> <li><input type="checkbox"/> Pupils are well briefed and aware of meeting places and times</li> <li><input type="checkbox"/> Pupils are made aware of what to do if separated from the group or lost. Please give details...</li> <li><input type="checkbox"/> Behaviour policy/ expectations emphasised regularly</li> <li><input type="checkbox"/> Suitable clothing and footwear (ideally school uniform or PE kit to help identify pupils easily)</li> <li><input type="checkbox"/> Systems are in place to ensure children have access to medication (including inhalers and x2 epipens)</li> <li><input type="checkbox"/> Group leaders made aware of needs of their group members and given medication that may be needed during the day (eg inhalers or epipens)</li> <li><input type="checkbox"/> List of pupils given to student office and register submitted on trip</li> <li><input type="checkbox"/> Student office is contacted to check whether any attendees have an Individual Healthcare Plan. IHPs are reviewed and any actions are implemented (please attach the IHPs and comment with details below)</li> <li><input type="checkbox"/> Medical needs outlined below and shared with all staff...</li> </ul>
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ENVIRONMENT	<p>What are the hazards at the type of place being visited?</p> <ul style="list-style-type: none"> <li>➤ Local topography and terrain can increase the likelihood of slips and trips (steps, slippery or uneven floors)</li> <li>➤ Traffic and transport</li> </ul>	All	<ul style="list-style-type: none"> <li><input type="checkbox"/> Weather forecasts are considered. If in mountainous areas, please check mountain weather and visibility</li> <li><input type="checkbox"/> Local knowledge (e.g., lifeguard, coastguard, park ranger, website) consulted for information on tides, currents, or dangerous locations/pathways</li> <li><input type="checkbox"/> If visiting a coastal location, be aware of exit routes and tide times to avoid cut off</li> <li><input type="checkbox"/> Do not go on or near any coastal defence structures</li> <li><input type="checkbox"/> Pupils told to keep a safe distance (at least 2m, extend in windy conditions) from any cliff edges, riverbanks, or other drops</li> <li><input type="checkbox"/> Not disturbing or touching any flora or fauna they may find (eg jellyfish on beaches)</li> <li><input type="checkbox"/> Ensure adequate knowledge of species that could cause harm (e.g., Adders in sand dunes and heathland, ticks in long grass, stinging nettles &amp; brambles)</li> <li><input type="checkbox"/> Staff and group have clothing (footwear, waterproofs, suncream) appropriate to the prevailing conditions</li> <li><input type="checkbox"/> Ensure pupils are in appropriate footwear (no sliders/flip flops)</li> <li><input type="checkbox"/> Being aware of uneven surfaces causing slips, trips and falls and ensuring pupils are focused and paying attention to their surroundings</li> <li><input type="checkbox"/> No entry into out of bounds areas</li> <li><input type="checkbox"/> Being aware of vehicle movements on site</li> <li><input type="checkbox"/> Regular toilet stops are planned for and use of public toilets will be accompanied by a member of staff</li> <li><input type="checkbox"/> All made aware of evacuation procedures in case of fire or emergency</li> <li><input type="checkbox"/> Staff will monitor possible or planned interactions with the public</li> </ul>
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DISTANCE (including TRAVEL)	<p>What are the hazards identified with the type of transport being used? Walking, coach, public transport, minibus, ferry etc</p>	All	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pupils counted on and off transport</li> <li><input type="checkbox"/> Adults are first and last to board or alight from any public transport to ensure no-one is left behind</li> <li><input type="checkbox"/> Note position of emergency doors, fire extinguisher and first aid equipment</li> <li><input type="checkbox"/> Equipment available to deal with travel sickness</li> <li><input type="checkbox"/> Pupils remain seated and wear seat belts at all times</li> <li><input type="checkbox"/> Minibus and car drivers take regular breaks on longer journeys</li> <li><input type="checkbox"/> Map / directions for driver</li> <li><input type="checkbox"/> Briefing given in the event of becoming separated from the group</li> <li><input type="checkbox"/> Staff and students are aware of the planned travel route and alternative routes are considered in the event of delays, cancellations, or closures</li> </ul> <p><u>Walking when off-site</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adults at front and back, and between pupils and road at regular intervals</li> <li><input type="checkbox"/> Orderly manner, low noise level, comfortable pace, stay together</li> <li><input type="checkbox"/> Keep to paths or pavements and do not stray near to the edge of roads or steep falls</li> <li><input type="checkbox"/> Road crossings will be supervised and make use of designated crossings where possible</li> <li><input type="checkbox"/> Pupils will be briefed on the importance of staying aware of their surroundings and traffic (e.g. no headphones, mobile phones)</li> </ul>
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Risk Rating:

Acceptable = current controls identified in this risk assessment are sufficient to minimise the risk to an acceptable level

Not acceptable = risks cannot be adequately controlled therefore that activity should not take place

OR

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard occurring. **ACTIVITY SHOULD NOT TAKE PLACE WITH EXISTING CONTROL MEASURES ONLY IN PLACE.**

*Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects.*

Low = current controls are adequate to minimise the risk so far as reasonably practicable

## Appendix B – EVRA Urban

### GHS Risk Assessment (Urban Setting)

Contact details of trip leader: Name: ..... Tel No.: .....

Please outline general plans for the trip (travel plans, timings, meeting points, dismissal, consent, etc.):

	Hazard	People at risk	Existing control measures
STAFF (ADULTS)	Which adults are going?  Are any inexperienced staff or adult volunteers?	All	<input type="checkbox"/> Trip leader is sufficiently experienced & has knowledge of the venue from experience or pre-visit <input type="checkbox"/> Appropriate ratios are in place (please give details of the ratio)... <input type="checkbox"/> Adults have CRB checks <input type="checkbox"/> Copy of paperwork for each adult <input type="checkbox"/> All adults briefed on responsibilities and emergency protocols <input type="checkbox"/> Contact information is shared amongst staff and school <input type="checkbox"/> Sufficient adults know the group, & of any specific medical or SEN needs <input type="checkbox"/> Staff briefed on what should happen in case of emergency <input type="checkbox"/> TA/staff are in place to support pupils with SEN in accordance with SEND guidance.

<b>ACTIVITY</b>	<p>Will pupils/adults be around or using any potentially dangerous equipment or taking part in any high-risk activities?</p> <p>Potentially dangerous activities</p>	<p>All</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clothing &amp; equipment used is appropriate to the activities planned</li> <li><input type="checkbox"/> Adventurous or hazardous activities are delivered by competent staff or by other providers – please give details if applicable...</li> <li><input type="checkbox"/> First aid (please give details of action plan if no first aiders on trip)...</li> <li><input type="checkbox"/> First Aid kit is taken off-site</li> <li><input type="checkbox"/> Mobile phone for each adult</li> <li><input type="checkbox"/> Alternative plans have been considered in the event of any cancellations, delays, or adverse conditions</li> <li><input type="checkbox"/> Staff and students are aware of the planned activities and potential dangers</li> </ul>
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GROUP	<p>How many pupils are going? What is the age range?</p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Pupils are organised into smaller groups (each supervised by an adult)</li> <li><input type="checkbox"/> Regular head counts are made including when getting onto or off of transport eg coach or train</li> <li><input type="checkbox"/> Buddy systems are used</li> <li><input type="checkbox"/> Pupils are well briefed and aware of meeting places and times</li> <li><input type="checkbox"/> Pupils are made aware of what to do if separated from the group or lost. Please give details...</li> <li><input type="checkbox"/> Behaviour policy/ expectations emphasised regularly</li> <li><input type="checkbox"/> Suitable clothing and footwear (ideally school uniform or PE kit to help identify pupils easily)</li> <li><input type="checkbox"/> Systems are in place to ensure children have access to medication (including inhalers and x2 epipens)</li> <li><input type="checkbox"/> Group leaders made aware of needs of their group members and given medication that may be needed during the day (eg inhalers or epipens)</li> <li><input type="checkbox"/> List of pupils given to student office and register submitted on trip</li> <li><input type="checkbox"/> Student office is contacted to check whether any attendees have an Individual Healthcare Plan. IHPs are reviewed and any actions are implemented (please attach the IHPs and comment with details below)</li> <li><input type="checkbox"/> Student list is checked for any with Safety Plans (please attach the Safety Plan and comment with details below). If unsure, check with relevant pastoral team/DSL. <input type="checkbox"/> Medical needs outlined below and shared with all staff...</li> </ul>
	<p>Do they have Medical needs, food allergies or SEN? <b>Please list the pupils with additional needs below and comment on actions to mitigate risk...</b></p>		



ENVIRONMENT	<p>What are the hazards at the type of place being visited?</p> <ul style="list-style-type: none"> <li>➤ Local topography and terrain can increase the likelihood of slips and trips (steps, slippery or uneven floors)</li> <li>➤ Traffic and transport</li> </ul>	All	<ul style="list-style-type: none"> <li><input type="checkbox"/> Weather forecasts are considered</li> <li><input type="checkbox"/> Staff and group have clothing (footwear, waterproofs, suncream) appropriate to the prevailing conditions</li> <li><input type="checkbox"/> Ensure pupils are in appropriate footwear (no sliders/flip flops)</li> <li><input type="checkbox"/> Being aware of uneven surfaces causing slips, trips and falls and ensuring pupils are focused and paying attention to their surroundings</li> <li><input type="checkbox"/> No entry into out of bounds areas</li> <li><input type="checkbox"/> Being aware of vehicle movements on site</li> <li><input type="checkbox"/> Regular toilet stops are planned for and use of public toilets will be accompanied by a member of staff</li> <li><input type="checkbox"/> All made aware of evacuation procedures in case of fire or emergency</li> <li><input type="checkbox"/> Staff will monitor possible or planned interactions with the public</li> </ul>
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DISTANCE (including TRAVEL)	What are the hazards identified with the type of transport being used? Walking, coach, public transport, minibus, ferry etc	All	<input type="checkbox"/> Pupils counted on and off transport <input type="checkbox"/> Adults are first and last to board or alight from any public transport to ensure no-one is left behind <input type="checkbox"/> Note position of emergency doors, fire extinguisher and first aid equipment <input type="checkbox"/> Equipment available to deal with travel sickness <input type="checkbox"/> Pupils remain seated and wear seat belts at all times <input type="checkbox"/> Minibus and car drivers take regular breaks on longer journeys <input type="checkbox"/> Map / directions for driver <input type="checkbox"/> Briefing given in the event of becoming separated from the group <input type="checkbox"/> Staff and students are aware of the planned travel route and alternative routes are considered in the event of delays, cancellations, or closures  <u>Walking when off-site</u> <input type="checkbox"/> Adults at front and back, and between pupils and road at regular intervals <input type="checkbox"/> Orderly manner, low noise level, comfortable pace, stay together <input type="checkbox"/> Keep to paths or pavements and not stray near to the edge of roads or steep falls <input type="checkbox"/> Road crossings will be supervised and make use of designated crossings where possible <input type="checkbox"/> Pupils will be briefed on the importance of staying aware of their surroundings and traffic (e.g. no headphones, mobile phones)
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#### Risk Rating:

Acceptable = current controls identified in this risk assessment are sufficient to minimise the risk to an acceptable level

Not acceptable = risks cannot be adequately controlled therefore that activity should not take place

OR

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard occurring. **ACTIVITY SHOULD NOT TAKE PLACE WITH EXISTING CONTROL MEASURES ONLY IN PLACE.**

*Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects.*

Low = current controls are adequate to minimise the risk so far as reasonably practicable

## Appendix C – EVRA Residential

### GHS Risk Assessment (Residential)

Contact details of trip leader: Name: ..... Tel No.: .....

Please outline general plans for the trip (travel plans, timings, meeting points, dismissal, consent, etc.):

	Hazard	People at risk	Existing control measures
STAFF (ADULTS)	Which adults are going?  Are any inexperienced staff or adult volunteers?	All	<input type="checkbox"/> Trip leader is sufficiently experienced & has knowledge of the venue from experience or pre-visit <input type="checkbox"/> Appropriate ratios are in place (please give details of the ratio)... <input type="checkbox"/> Adults have CRB checks <input type="checkbox"/> Copy of paperwork for each adult <input type="checkbox"/> All adults briefed on responsibilities and emergency protocols <input type="checkbox"/> Contact information is shared amongst staff and school <input type="checkbox"/> Sufficient adults know the group, & of any specific medical or SEN needs <input type="checkbox"/> Staff briefed on what should happen in case of emergency <input type="checkbox"/> TA/staff are in place to support pupils with SEN in accordance with SEND guidance.

<p><b>ACTIVITY</b></p>	<p>Will pupils/adults be around or using any potentially dangerous equipment or taking part in any high-risk activities?</p> <p>Potentially dangerous activities</p>	<p>All</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clothing &amp; equipment used is appropriate to the activities planned</li> <li><input type="checkbox"/> Adventurous or hazardous activities are delivered by competent staff or by other providers – please give details if applicable...</li> <li><input type="checkbox"/> First aid (please give details of action plan if no first aiders on trip)...</li> <li><input type="checkbox"/> First Aid kit is taken off-site</li> <li><input type="checkbox"/> Mobile phone for each adult. Considerations made for remote locations and intermittent phone signal</li> <li><input type="checkbox"/> Alternative plans have been considered in the event of any cancellations, delays, or adverse conditions</li> <li><input type="checkbox"/> Staff and students are aware of the planned activities and potential dangers</li> <li><input type="checkbox"/> Swimming should not be undertaken unless staff are confident of pupils' abilities, lifeguards are present, and safety of the water is well known. Please detail arrangements below...</li> </ul>
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GROUP	<p>How many pupils are going? What is the age range?</p> <p>Do they have Medical needs, food allergies or SEN? <b>Please list the pupils with additional needs below and comment on actions to mitigate risk...</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pupils are organised into smaller groups (each supervised by an adult)</li> <li><input type="checkbox"/> Regular head counts are made including when getting onto or off of transport eg coach or train</li> <li><input type="checkbox"/> Buddy systems are used</li> <li><input type="checkbox"/> Pupils are well briefed and aware of meeting places and times</li> <li><input type="checkbox"/> Pupils are made aware of what to do if separated from the group or lost. Please give details...</li> <li><input type="checkbox"/> Behaviour policy/ expectations emphasised regularly</li> <li><input type="checkbox"/> Suitable clothing and footwear (ideally school uniform or PE kit to help identify pupils easily)</li> <li><input type="checkbox"/> Systems are in place to ensure children have access to medication (including inhalers and x2 epipens)</li> <li><input type="checkbox"/> Group leaders made aware of needs of their group members and given medication that may be needed during the day (eg inhalers or epipens)</li> <li><input type="checkbox"/> List of pupils given to student office and register submitted on trip</li> <li><input type="checkbox"/> Student office is contacted to check whether any attendees have an Individual Healthcare Plan. IHPs are reviewed and any actions are implemented (please attach the IHPs and comment with details below)</li> <li><input type="checkbox"/> Student list is checked for any with Safety Plans (please attach the Safety Plan and comment with details below)</li> <li><input type="checkbox"/> Student list has been checked by relevant pastoral team/DSL to give guidance on any mental health needs or safety plans</li> <li><input type="checkbox"/> Medical needs outlined below and shared with all staff...</li> </ul>
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ENVIRONMENT	<p>What are the hazards at the type of place being visited?</p> <ul style="list-style-type: none"> <li>➤ Local topography and terrain can increase the likelihood of slips and trips (steps, slippery or uneven floors)</li> <li>➤ Traffic and transport</li> <li>➤ Accommodation</li> </ul>	<p>All</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Weather forecasts are considered. If in mountainous areas, please check mountain weather and visibility</li> <li><input type="checkbox"/> Local knowledge (e.g., lifeguard, coastguard, park ranger, website) consulted for information on tides, currents, or dangerous locations/pathways</li> <li><input type="checkbox"/> If visiting a coastal location, be aware of exit routes and tide times to avoid cut off</li> <li><input type="checkbox"/> Do not go on or near any coastal defence structures</li> <li><input type="checkbox"/> Pupils told to keep a safe distance (at least 2m, extend in windy conditions) from any cliff edges, riverbanks, or other drops</li> <li><input type="checkbox"/> Not disturbing or touching any flora or fauna they may find (eg jellyfish on beaches)</li> <li><input type="checkbox"/> Ensure adequate knowledge of species that could cause harm (e.g., Adders in sand dunes and heathland, ticks in long grass, stinging nettles &amp; brambles)</li> <li><input type="checkbox"/> Staff and group have clothing (footwear, waterproofs, suncream) appropriate to the prevailing conditions</li> <li><input type="checkbox"/> Ensure pupils are in appropriate footwear (no sliders/flip flops)</li> <li><input type="checkbox"/> Being aware of uneven surfaces causing slips, trips and falls and ensuring pupils are focused and paying attention to their surroundings</li> <li><input type="checkbox"/> No entry into out of bounds areas</li> <li><input type="checkbox"/> Being aware of vehicle movements on site</li> <li><input type="checkbox"/> Regular toilet stops are planned for and use of public toilets will be accompanied by a member of staff</li> <li><input type="checkbox"/> All made aware of evacuation procedures in case of fire or emergency</li> <li><input type="checkbox"/> Staff will monitor possible or planned interactions with the public</li> <li><input type="checkbox"/> Staff have considered suitability of accommodation and have limited access to balconies, flat roofs, or any dangers within the student rooms</li> <li><input type="checkbox"/> Students are roomed by gender, and trans-gender pupils have been considered in this process</li> <li><input type="checkbox"/> All made aware of fire procedures at the accommodation, and a fire drill is held on the day of arrival if appropriate for the venue</li> <li><input type="checkbox"/> Staffing reflects the gender balance of the group, and staff should be roomed in close proximity to students of the same gender</li> </ul>
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			<div><input type="checkbox"/> If pupils have to share bathrooms and shower facilities, this should also be by gender. Staff must not share facilities with students and should be given an ensuite if possible</div>
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DISTANCE (including TRAVEL)	<p>What are the hazards identified with the type of transport being used? Walking, coach, public transport, minibus, ferry etc</p>	All	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pupils counted on and off transport</li> <li><input type="checkbox"/> Adults are first and last to board or alight from any public transport to ensure no-one is left behind</li> <li><input type="checkbox"/> Note position of emergency doors, fire extinguisher and first aid equipment</li> <li><input type="checkbox"/> Equipment available to deal with travel sickness</li> <li><input type="checkbox"/> Pupils remain seated and wear seat belts at all times</li> <li><input type="checkbox"/> Minibus and car drivers take regular breaks on longer journeys</li> <li><input type="checkbox"/> Map / directions for driver</li> <li><input type="checkbox"/> Briefing given in the event of becoming separated from the group</li> <li><input type="checkbox"/> Staff and students are aware of the planned travel route and alternative routes are considered in the event of delays, cancellations, or closures</li> <li><input type="checkbox"/> When passing through border control, staff must be present after passport check and before. This is to ensure students are supervised either side and any issues can be dealt with</li> <li><input type="checkbox"/> Passports have been checked (expiry dates, visas, residency) and GHICs in place for all students</li> <li><input type="checkbox"/> In the event of students being delayed at passport control, a member of staff must accompany them. If they are unable to enter a country for an extended period, they must be accompanied by two members of staff whilst the rest of the group continues their travel. Staffing and ratios should account for this</li> </ul> <p><u>Walking when off-site</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adults at front and back, and between pupils and road at regular intervals</li> <li><input type="checkbox"/> Orderly manner, low noise level, comfortable pace, stay together</li> <li><input type="checkbox"/> Keep to paths or pavements and do not stray near to the edge of roads or steep falls</li> <li><input type="checkbox"/> Road crossings will be supervised and make use of designated crossings where possible</li> <li><input type="checkbox"/> Pupils will be briefed on the importance of staying aware of their surroundings and traffic (e.g. no headphones, mobile phones)</li> </ul>
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## APPENDIX D

### MODEL LETTER

#### For non-hazardous day trips in UK in curriculum time

Dear Parents/Carers,

Date

#### Re: Y7 Educational Visit to Tower of London.

A school visit to the Tower of London has been arranged for all Year 7 students on the following dates:

**7G,7L,7N,7T,7O      Friday 13th October**

**7H,7R,7S,7C,7E      Monday 16th October**

Students will have the opportunity to see the Crown Jewels, tour the White Tower, explore the ramparts and visit the site where Anne Boleyn was executed. The visit is a vital part of the history curriculum in Year 7 and it is important that all students attend.

Students will be expected to be at school **punctually at 8.30am**, as we will not be able to refund any student who arrives late. Your child will travel by National Rail from Sutton Common Station and then on London Underground. Students **will return to Sutton Common Station at approximately 4.00pm**. Your child may leave to go home directly from Sutton Common Station, or they will be accompanied back to school by a member of staff. By giving consent you are agreeing to these arrangements, so please notify us if you do not consent for your child to be dismissed from Sutton Common Station.

We require you to make a contribution to cover the cost of **£8.50**. If not enough contributions are received to cover the costs, then the visit cannot go ahead. Please note that all deposits are non-refundable, this also applies if your son/daughter has been excluded from school and as a result he/she is unable to attend the trip.

All pupils will be required to wear full school uniform, and to bring a packed lunch (no glass bottles, please), a pen or pencil and either a clipboard or something to lean on as we will be doing written and sketch work. We reserve the right to preclude from this visit, any pupil whose behaviour leads us to believe that he/she will not follow instructions or might behave in a way that might endanger the good order and safety of the rest of the group.

Could parents/carers please be aware that there will not be a qualified First Aider on this trip. Staff are, of course, in loco parentis and, in the event of illness or accident, will ensure that pupils receive specialist medical support as soon as possible.

If you would like your son/daughter to participate in this trip, please pay on Parent Pay and tick the permission box to give consent for them to attend the trip.

If you require any further information, please do not hesitate to contact me.

Yours faithfully

Ms.J.Prosbik

2nd i/c History

[jpr@glenthorne.sutton.sch.uk](mailto:jpr@glenthorne.sutton.sch.uk)

**MODEL LETTER**

**For non-hazardous, non-residential visits in the UK, outside curriculum time**

Date

Dear Parents/Carers

**Re: Educational Visit to see 'Suffragette'**

A school visit to see a screening of the film 'Suffragette' has been organised for all students studying History in Years 10 – 13.

'Suffragette' has just been released nationally in the cinema. It tells the story of the early feminist movement to have women granted the right to vote, and the extreme, sometimes violent lengths to which they were prepared to go.

The film will be shown exclusively for Glenthorne students at **5.30pm** on **Wednesday 18 November** at the **Sutton Empire Cinema**, which is in St Nicholas Shopping Centre, St Nicholas Way, Sutton, Surrey SM1 1AZ. Students should make their own way to the cinemas and make sure they arrive 10 minutes early. They will also make their own way home at the end of the film. The film should be over by approximately **7.30pm**.

If you would like your son/daughter to see the film, please pay **£7 on ParentPay** and tick the permission box to consent to their attendance and for them to travel to and from the cinema without Glenthorne staff supervision.

There will be no charge for pupils eligible for Pupil Premium, but you will need to tick the permission box via ParentPay to give consent. We reserve the right to preclude from this visit, any pupil whose behaviour leads us to believe that he/she will not follow instructions or might behave in a way that might endanger the good order and safety of the rest of the group.

Please be aware that there will not be a qualified first aider on this visit. In the event of illness or accident, staff will ensure that pupils receive specialist medical support as soon as possible.

If you require any further information, please do not hesitate to contact me at the school.

Yours faithfully

Ms N Seymour  
Subject Leader for History

**MODEL LETTER**

**For residential/hazardous trips or trips abroad**

Dear Parents/Carers

**Re: A Level Geography fieldwork  
Swanage, Dorset. Friday 17th Nov to Monday 20<sup>th</sup> Nov 2023**

We are excited to be taking all Year 13 Geography students to Dorset for a residential trip, where the aim is to collect key data for the students to begin their non-exam assessment (NEA), which is worth 20% of their final grade. The students will practise a range of fieldwork techniques for both human and physical geography investigations. Evening classes will be spent deciding upon NEA titles, data analysis, and beginning write up. This will be invaluable for the students and failure to attend will make completion of the A-Level course impossible.

We will be travelling to Swanage by minibus, leaving from Glenthorne High School at **8.15am on Friday 17<sup>th</sup> of November** and **returning** to the school at approximately **4.30pm on Monday 20<sup>th</sup> of November**.

We have made every effort to keep costs affordable, but if there are any concerns with payments please speak to myself, Dr Cabral, or Ms Hunter. We do have a bursary fund available for those eligible, but this requires an application so please start this early by talking to Mr Murphy or Ms Bailey. The total cost of the trip will be **£350.00**. This is to cover the cost of travel, accommodation (full board), and the cost of specialist tuition from an experienced fieldwork instructor.

We will be staying at YHA Swanage in Dorset during the trip which offers high quality full-board accommodation in a beautiful and convenient location. We will be receiving tuition from GeoFieldwork LTD, a bespoke A-Level fieldwork provider. The address and contact details for the accommodation are as follows;

**YHA Swanage**  
**Cluny, Cluny Cres**  
**Swanage**  
**BH19 2BS**  
**Tel: 0345 371 9346**  
<https://www.yha.org.uk/hostel/yha-swanage>

I will send further details of itinerary and a suggested packing list nearer the time. Could parents/carers please be aware that staff are, of course, in loco parentis and, in the event of illness or accident, will ensure that pupils receive specialist medical support as soon as possible. GeoFieldwork LTD will provide a qualified first aider who will be with the group for the duration of the trip.

**Please use ParentPay to pay the balance and give consent as soon as possible, or by latest Friday 11<sup>th</sup> of November 2023. Please contact the finance office directly (02084102303) if you would like to pay via instalments.**

If you require any further information, please do not hesitate to contact me.

Yours faithfully,

*Mr Saunders*

Mr M Saunders  
Subject Leader of Geography  
[msa@glenthorne.sutton.sch.uk](mailto:msa@glenthorne.sutton.sch.uk)

## **APPENDIX E – Minibus Hiring Procedure**

## **GLENTHORNE HIGH SCHOOL**

### **Minibus Hiring Procedure**

Safety on minibuses is paramount and as a result this document has been created to provide guidance on the responsibilities and procedures associated with the use of minibuses.

#### **Responsibilities**

The Trust is responsible for:

- Ensuring that a full MOT on the school minibus is carried out by the required date.
- Providing appropriate tax and licensing for the minibus.
- Ensuring that the minibus is appropriately insured and roadside assistance is organised.

The driver is responsible for:

- Ensuring that they are eligible to drive as per the eligibility requirements outlined below.
- Adhering to all relevant road rules and laws, including any driving hours regulations.
- Completing the minibus hire checklist.
- Ensuring that all passengers are wearing a seatbelt.
- Keeping a record of the names and contact numbers for any pupils travelling in the minibus.

Supervisors are responsible for:

- Ensuring that passengers continue to wear their seatbelts throughout the journey.
- Ensuring that passengers model good levels of behaviour, and responding to any disruption appropriately.
- Ensuring that passengers do not consume food or drink on the minibus.
- Ensuring that there is at least **one** first aid kit on the minibus.

Passengers are responsible for:

- Following all instructions issued by the driver and supervisors.
- Wearing their seatbelt at all times during the journey.
- Conducting good levels of behaviour, and not distracting the driver.
- Conducting good levels of behaviour towards drivers in other vehicles.
- Keeping all exits clear for the duration of the journey.
- Maintaining the exterior and interior of the vehicle, and ensuring no damage is caused.

#### **Eligibility**

To be eligible to drive a minibus for hire or reward, drivers will

- hold a full D1 (or D) passenger carrying vehicle (PCV) entitlement.
- be aged between 21 and 70.
- Be required to have at least two years' experience as a qualified driver.
- No more than three points on their license.

Before any individual is permitted to drive the minibus, they are required to provide their driver's licence to the finance department who will make a copy.

#### **Procedures**

## Maintenance

- The keys will be signed in and out of the school by the driver of the minibus – they will be signed back in as soon as the minibus returns to the premises.
- The driver of the minibus will ensure that they are legally entitled, and properly insured, to drive the minibus.
- If the appointed person has any concerns regarding the safety or roadworthiness of the minibus, they will inform the finance department, who will organise appropriate action.
- If the driver has any serious concerns regarding the safety or roadworthiness of the minibus during the journey, e.g. a flat tyre, a call will be made to the school, and the breakdown procedure will be followed.
- If the driver notices any minor defects during the journey which do not compromise the safety of the driver or passengers, e.g. one broken windscreen wiper, these can be reported to the finance department after the journey.
- The minibus will not be used in any situations where a cause for concern has been identified by a qualified mechanic.

Before beginning the journey, the driver will complete the pre-journey checklist.

## During the journey

- Mobile phones are not permitted for use by the driver whilst they are driving the minibus. If the driver must make a call, they will pull over to a safe stopping place to do so.
- A mobile phone will be carried by at least one member of staff in case of an emergency. The member of staff will have the numbers of all parents/carers of pupils on the minibus, as well as emergency contacts for the school.
- Smoking, drinking alcohol and taking drugs is strictly prohibited by pupils, staff members and the driver at all times whilst on the vehicle.
- The driver will ensure that the legal speed limits for minibuses are followed at all times during the journey.
- Pupils will be required to maintain good levels of behaviour at all times whilst on the minibus, and will avoid any behaviour that may distract the driver.
- Any disruption on the minibus will be dealt with appropriately by supervisors.

## Health and Safety

- If a driver is taking any prescribed drugs or medicine that may affect their ability to drive, they are not permitted to drive the minibus.
- In light of the above, if the driver feels unwell before or during the journey and that this may affect their ability to drive, they are not permitted to drive the bus. Another member of staff who holds a relevant license will be available to drive the minibus in such cases.
- Drivers will not drive for longer than two hours without taking a break for at least 15 minutes.
- A second driver with a valid license will be available to take over driving the minibus during driving breaks, or if the driver is ill.
- A first aid kit will always be available on the minibus and will be fully stocked.
- Additional medicine may be taken for pupils with medical conditions, though only staff trained to administer medicine will do so, in accordance with the school's Administering Medicine Policy.
- Seatbelts and seats will be fitted and worn in accordance with relevant seat belt laws.
- Additional seat belts will be fitted for pupils with special educational needs and disabilities (SEND), for those that require additional postural support.
- The driver will instruct all pupils to wear their seatbelts throughout the journey; supervisors will ensure that they continue to do this whilst on the minibus.
- All members of staff on the vehicle will wear their seatbelts at all times.
- For pupils over the age of 14, they are personally responsible for wearing their seatbelt and must ensure they do this throughout the journey.

- Passengers will ensure that all emergency exits are clear at all times.

### Breakdowns

- In the event of a breakdown, the driver will move the vehicle off the road and switch on the hazard warning lights.
- Passengers will be moved out of the nearside of the vehicle, and as far away from it and other traffic as possible.
- If it may be safer for passengers to remain in the vehicle, e.g. if there is not a safe place outside, the driver and supervisors will assess the situation and decide whether to stay on the minibus.
- The driver or a supervisor will contact the relevant breakdown cover company immediately.
- The driver or a supervisor will contact the school office after arranging a breakdown call out.
- Contact details for the relevant breakdown cover and insurance provider will always be kept in the glove compartment of the minibus.
- If the breakdown occurs on a motorway, the driver or a supervisor will use the roadside emergency telephone, and will provide the police with the breakdown service, the vehicle's location, and if any pupils on board have SEND.
- All passengers will be kept together in one group and pupils will be constantly supervised.
- If necessary, the driver will seek help, leaving the pupils with the supervisors. If the driver is the only adult present, pupils will not be left alone.
- The driver, supervisors and pupils will all wait in the safe place until it is safe to return on the minibus.
- If passengers are unable to return on the minibus, appropriate transport will be arranged by staff in the school office to collect pupils, supervisors and the driver.

### Accidents

- In the event of an accident, emergency services will be contacted immediately and supervisors will remain with pupils at all times.
- The driver or a supervisor will contact the school as soon as possible after calling the emergency services.
- All passengers will remain at the scene of the accident in a safe place until the emergency services and any additional transport has arrived.
- If injuries are sustained, the names of those involved will be reported to the school and an Accident Log will be completed upon return to the premises.
- If no injuries are sustained and the vehicle is not damaged, the driver will ensure that the vehicle is roadworthy and safe before continuing the journey. An Accident Log will be completed upon return to the school.

## APPENDIX F – Visits Checklist



### Checklist to help organise and plan educational visits

This checklist is to help the Headteacher, EVC and Visit Leader ensure the maximum educational value to young people whilst addressing, through effective management, planning and organisation, the health, safety and welfare of young people and staff. The checklist may be an aide-memoire and note pad to be used by the party leader or could provide a formal record for the Headteacher or Governors. It may therefore be used by the Headteacher to decide whether approval for a visit is given.

**Trip/Activity:** .....

Tick

<b>Purpose</b> ➤ There a clearly defined purpose for the whole programme and any of its constituent parts appropriate to the age and ability of the group.	
<b>Authorisation</b> ➤ Seek authorisation for your educational visit/activity to run with the school calendar; apply to the Deputy Headteacher during the calendar consultation period in May/June each year explaining the educational purpose of the visit or activity.	
<b>Visit Leader</b> ➤ There is a clearly defined Visit Leader, sufficiently experienced and competent to assess the risk and manage the proposed visit or activity, or where the Visit Leader lacks competence they are being suitably supported by a competent colleague.	
<b>Location</b> ➤ The location(s) of the visit is/are suitable for the activities being undertaken and manageable by the group; if appropriate, a pre-visit been arranged/undertaken to assess risks.	
➤ The preliminary visit to check the arrangements has addressed the issues of travel time, access and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential health and safety issues, shelter, toilets, costs, accommodation, contingency arrangements, references from previous users.	
➤ If no pre visits has taken place the visit leader has taken other suitable action to be aware of the potential hazards and opportunities.	
<b>Risk Assessment</b> ➤ The Visit Leader and staff have assessed the risk involved in all aspects of the visit/activity and recorded the significant findings (or made reference to a previous record, with amendments as necessary).	
➤ Pupils have been involved in identifying risks associated with the visit and have helped to develop the control necessary to suitably manage the hazards.	
<b>Advice</b> ➤ Expertise has been sought from the EVC where there are concerns about safe practice.	
➤ The visit has been approved by the EVC and the LEA, if the visit is residential, hazardous or abroad.	
<b>Venue and Providers</b> ➤ The visit involves hazardous activities and pupils will be supervised by staff licensed by the AALR (2004) and the AALR certificate has been checked.	
➤ There is a provider contact name, address and telephone number known by the group leader and EVC.	

<b>Staff</b>	
➤ Members of staff, instructors or adult volunteers leading hazardous activities are suitably qualified and experienced.	
➤ Members of staff and volunteers have been approved by the Headteacher and all hold an enhanced DBS disclosure.	
➤ Where there are mixed groups of pupils on residential trips there are male and female supervisory staff, if not, arrangements have been made with regard to managing the group effectively.	
➤ The group has an acceptable staff/pupil ratio for the proposed activities with adequate supervision at all times and reflect the needs of people with disabilities or special needs.	
➤ Adequate number of staff are aware of dietary and medical needs within the group.	
➤ There are adequate first aid arrangements in place, including the journey to and from the place being visited. A first aid kit is available.	
<b>The Programme</b>	
➤ The programme is suitable for all of the participants	
➤ Appropriate clothing and equipment has been organised for the proposed activities and include allowances for a range of weather conditions. If not, another provider will be engaged to provide additional appropriate equipment	
➤ There is an alternative programme in the event of emergencies, e.g. poor weather	
<b>Transport and Travel</b>	
➤ Appropriate transport arrangements have been made, including booking tickets where required, using coaches with seatbelts, having first aid arrangements.	
➤ When using a minibus there are a suitable number of drivers and an adequate number of rest stops have been arranged.	
➤ When using private transport, driving licenses have been seen and written confirmation has been obtained that those driving have suitable insurance cover.	
➤ The school contact, young people, staff helpers and parents are aware of the departure and return times and arrangements have been made for the dismissal of pupils at the end of the visit.	
➤ There is a contingency plan, in the event of delay or early return.	
➤ When going abroad, the group leader has checked that all passports and visas are valid; where applicable, a group passport has been obtained.	
➤ If the trip is within the EU, Global Health Insurance cards (GHIC) have been obtained.	
➤ All immunisations have been checked for staff volunteers and young people.	
<b>Parents Briefing and Consent</b>	
➤ A letter has been sent to parents giving details of the nature and purpose of the visit, including cost, itinerary, insurance arrangements, clothing and equipment required, departure, arrival and return times.	
➤ For hazardous and residential trips a briefing for the parents has been arranged and reminders given about the itinerary, clothing, and equipment along with departure, arrival and return times.	
➤ Parental consent forms have been received for the visit as a whole and for any hazardous activities that have been planned.	
➤ A list of pupils' medical conditions and emergency contact numbers has been provided by the Admissions Manager.	
➤ Parental consent has been obtained for staff to administer specific medications (drugs /injections) where applicable.	



<b>Pupil Briefing</b> <ul style="list-style-type: none"> <li>➤ Pupils have been briefed on the activities they will undertake during the visit. The briefing has included relevant information on: clothing and equipment required; emergency procedures and where to rendezvous; groupings for the activities; agreed codes of conduct and behaviour</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Pupils have been part of the risk assessment process, identifying significant hazards and are aware of the relevance to prior and future learning.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ If a pupil is separated from the group they are aware of the action to take. For residential and trips abroad they have a help card that has the name, address and contact number of the accommodation and useful phrases for asking for help in the local language.</li> </ul>	
<b>Staff Briefing</b> <ul style="list-style-type: none"> <li>➤ The group leader has adequately briefed staff and all helpers and where appropriate has included information on: itinerary, the anticipated hazards and controls, clear roles and responsibilities of adults and the group leader, supervision arrangements including regular head counts and a list of names of people in sub groups, codes of conduct and behaviour standards for young people and adults, the level of help young people can be given to complete their tasks.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Adults have access to relevant phone numbers.</li> </ul>	
<b>Emergency Procedures and Communication</b> <ul style="list-style-type: none"> <li>➤ There is a named contact at home or at "base" in the event of an emergency, who has a contact list, with emergency family phone numbers of the group members, including staff, and a programme of the group's activities. Where appropriate, contact the school to use Group Call to pass information on quickly.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ There is an adequate supply of sick bags available for the journey and young people have taken their travel medication at the recommended time before the trip embarks.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Weather forecasts have been obtained and appropriate local advice has been obtained where needed.</li> </ul>	
<b>Follow Up</b> <ul style="list-style-type: none"> <li>➤ Arrangements have been made for the appropriate follow up work and an evaluation of the visits has been completed. Any accident reports have been sent to Corporate Health &amp; Safety.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Other records have been completed, e.g. those related to vehicle or equipment use and maintenance.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ The financial records have been completed and handed to the Finance Office.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Staff and other helpers have been thanked for their participation and contributions.</li> </ul>	

**Signed (Trip Leader):** ..... **Date:** .....

**Print name:** .....