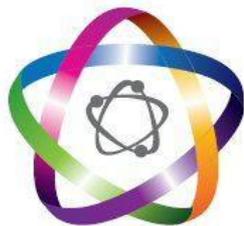


POLICY DOCUMENT No P15**DEBENHAM HIGH SCHOOL**

A Church of England High Performing Specialist Academy



EDUCATIONAL VISITS POLICY AND GUIDELINES FOR STAFF

This policy is reviewed every three years

History of Document

Issue No	Author/Owner	Date Written	Approved by Governors on	Comments
Issue 1	M Crawshaw	Feb 96	May 96	First issue
Issue 2	D Clear	Oct 02		Minor revisions
Issue 3	D Clear	Mar 05	25 Mar 05	Major rewrite
Issue 4	D Clear	July 07		Minor amendments
Issue 5	S. Martin	Nov12	4 Dec 12	Academy update
Issue 6	S. Martin	Jun 14		Minor Update
Issue 7	S. Martin	Nov 14		Insurance minor update
Issue 8	S. Martin	Nov 15	Dec 15	Minor changes and appendices update
Issue 9	S. Martin	Jan 19	Feb 19	Minor Changes and appendices update
Issue 10	S. McBurney	Jan 22	Feb 22	Major rewrite

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1. Introduction

- The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, trips and residential experiences can make towards students' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.
- The Governing Body has adopted the [Outdoor Education Advisers' Panel \(OEAP\) national guidance](#) as recommended by Suffolk Local Authority.
- All staff involved in trips should be familiar with the guidance from the DfE: [Health & Safety on Educational Visits](#) (Nov 2018); the key points of which are embedded within this policy.
- The Governors delegate to the Headteacher the duty of being final arbiter on all school trips and their arrangement. The named Educational Visits Coordinator (EVC) for the School is Susan McBurney, Deputy Head. The roles of the Headteacher, EVC and other staff are identified in Section 2.
- This policy covers any staff led activity that involves leaving the school site. We recognise there are 4 different categories of visit, procedures followed are dependent upon the category as set out in the policy. The 4 categories of visit are identified as:
 1. Local visit (within Debenham Village)
 2. PE Fixture
 3. Day visit beyond Debenham Village
 4. Residential and overseas visits

2. Roles and responsibilities

a. Visit Leaders

- Visit leaders are responsible for the planning of their visits. They should obtain outline permission for a visit from the Educational Visits Coordinator (EVC) as the first stage of planning, and certainly before making any commitments.
- Visit must leaders must follow the procedure for trip planning as set out in Appendix 1.
- Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.
- Visit leaders for categories 1, 3 and 4 are responsible for the completion of the Advance Information for Trips and Visits form (Appendix 2)
- Visit leaders should brief additional visit staff on their roles and responsibilities (this could be deciding which coach that staff member is in, or which students are assigned to which staff member). They must ensure additional staff are aware of all relevant risk assessments.

b. Additional Staff

- Additional staff are there to support the Visit Leader in the organisation and smooth running of a visit or trip.
- Additional Staff can be given responsibilities for planning activities or parts of the trip or visit.

- Additional Staff must also ensure the safety and wellbeing of the students on the visit and raise and discuss issues with the Visit Leader as they arise.
- c. Educational Visits Coordinator (EVC)**
- The EVC (Susan McBurney) is there to support and challenge colleagues over visits and learning outside the classroom activities. The EVC is the first point of contact for advice on visit related matters and will check final visit plans before passing to the Headteacher for approval.
 - The EVC will have undertaken specific training for the EVC role.
 - The EVC is responsible for ensuring that the visit leaders have properly planned and appropriately staffed visits and that this policy is implemented.
 - The EVC should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made.
 - The EVC should ensure the suitability of all staff appointed to the visit and should ensure that the visit leader fully understands his/her responsibilities.
 - The EVC should implement effective emergency contact arrangements.
 - The EVC should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately. The EVC should have a system in place to record, audit and monitor school off-site visits.
- d. Trips and Visits Administrator (TVA)**
- The role of the Trips and Visits Administrator is to support the Visit Leader in the planning and preparation of the trip. Tasks undertaken may include making bookings, sending letters, setting up payments on school gateway and following up parents who have not responded.
 - The Trips and Visits Administrator is responsible for identifying the medical needs of pupils on the trip and ensuring the medical bags contain the necessary contents for those individuals going on the trip.
 - The Trips and Visits Administrator is responsible for ensuring an up to date list of parent/carer contact details is available to the Visit Leader at the point of departure.
- e. Headteacher**
- The Headteacher has responsibility for appointing the EVC and can chose to delegate responsibility to the EVC as they deem appropriate.
 - The Headteacher has responsibility for authorising all visits, and for requesting permission from governors for all overseas, residential or adventurous activity visits.
 - The Headteacher forms part of the School Incident Management Team. Following any incident or near miss, the Headteacher will work with the EVC and Governors to avoid similar incidents in the future.
- f. The Governors**
- The Governing Body's role is that of a 'critical friend'. The Governors can request details on any planned trip to ensure thorough planning.
 - The Chair of Governors forms part of the School Incident Management Team. Following any incident or near miss, this would be reviewed by the Health and safety committee
 - All residential and overseas trips are approved in advance by the governing body at Local Governing Body meetings through the Headteacher's report

3. Staffing and Approval of Visit Leaders

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprentice system, where staff new to visits assist and work alongside experienced visit leaders before taking on a Visit Leader role.
- Supervision / monitoring by senior staff on some educational visits.
- Supporting staff through the running of training sessions as part of the School's CPD offering and through arranging suitable training relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Headteacher and EVC will take into account the following factors:

- Relevant prior experience and training
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Staffing of visits needs to meet the needs of the students being taken. There is no fixed ratio, but the visit leader may need to plan provision for students with specific needs.

4. Trip Approval Process

The approval process is dependent upon the category of visit being undertaken

Category of visit		Permission from parents	Approval required from	Advance information form (Appendix 2)
1	Local visit (within Debenham Village)	Covered by generic permission – parents will be informed of planned trip	EVC or Headteacher	Required
2	PE Fixture involving less than 1hrs travel	Specific	EVC or Head of PE – (verbal approval)	Not required
3	Day visit beyond Debenham Village	Specific	EVC and Headteacher	Required
4	Residential and Overseas visits	Specific	EVC, Headteacher and Governors	Required

Due to the regularity of PE fixtures and expertise of the PE department approval of local PE fixtures is delegated to the Head of PE and approval may be given on a verbal basis.

The Governing Body's permission must be sought for educational visits which include a residential element or foreign travel and they will be kept informed of all educational visits through the School Calendar and through the Headteacher's Report to Governors.

5. Basic Trip Procedures

A procedures checklist is available from the EVC to help with the planning of the trip (see Appendix 1). Before any visit in categories 1,3 and 4 is organised, staff must see the EVC and complete an Advance Information form including necessary risk assessments (see Section 9) signed by the EVC and Headteacher (Appendix 2).

6. Parental Consent

- The school obtains blanket consent at the start of each year for activities that fall within the Local visit category and take place within Debenham Village.
- Specific, (i.e. one-off) parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc.), so that consent is given on a 'fully informed' basis. For non-residential visits permission through the school's Gateway system or a manual reply/ permission slip will suffice. This form is held or generated by the EVC.
- For residential visits a Parental Consent Form is available from the school which includes a section on medical details
- Exemplar letters to parents are attached in Appendices 3 and 4.

7. Charging for activities

- Any charges made for visits shall be determined by the Governing Body's Charging and Remissions Policy which is based on Government guidelines.
- Administration of the finance for any trip is undertaken by the Trips and Visits administrator in liaison with the finance office.

8. Inclusion

- When planning a visit, the lead staff member must consider accessibility and inclusion for all students to comply with the Equality Act 2010. Staff must consider the objectives of the visit, and whether the objectives can be met by all. Where appropriate, reasonable adjustment should be considered, and this should be recorded to show possibilities have been explored.
- Some students require additional support, and this should be highlighted while planning any visits. The visit leader should liaise with the SEN department wherever students have a risk assessment or EHCP in place or if the student is entitled or would benefit from additional support.
- If a visit is residential, the visit leader should consider sleeping arrangements for all students who may require additional support. This includes recognising the additional support and planning for LGBTQ+ students.

9. Student Safety

- Safety of students is paramount on all school trips. Sensible precautions, therefore, must always be taken and students must be warned about known dangers.
- All trips and visits must be risk assessed, for trips and visits in categories 1, 3 and 4 this should start with a discussion between the visit leader and the EVC using the STAGED framework (See Appendix 1). This conversation will be used to establish whether the school's generic risk assessments (see Appendix 5 for examples) can be used for the trip or visit, whether risk assessments used for same trip in previous years may be used, whether they need to be adjusted or whether a new risk assessment must be written.
- In some cases there will be a need for individual students to have a bespoke risk assessment before they attend a trip, this should be discussed with the EVC who will work with the visit leader and the pastoral team to devise this.
- All Risk Assessments should be written in the school's standard format (see Appendix 5), stored electronically in staff shared/Trips and Visits/Risk Assessments and must be shared with all staff on the visit prior to departure.
- The school minibus or each coach will carry a medical bag at all times with medical protocol for any students with specific health needs. The medical bag must be carried by a member of staff for the duration of the visit
- The medical bag will also include essential information for the trip as set out in Appendix 6.

10. Insurance

- The school has Insurance cover (see Appendix 7 for Policy Summary) for all students and teachers whilst at school or on school trips.

11. Emergency Procedures

- In the event of a serious incident on a school trip, staff must follow school procedures; see Appendix 8. They should inform the school of the incident and this will trigger an incident response in line with the school's Business Continuity Plan.
- Students should be encouraged not to report the incident themselves; the School Incident Management Team will contact all relevant people.

12. Transport

- School minibuses can be used, where suitable for a visit. Staff using the school minibuses must hold the appropriate licence and insurance. Evidence of this is to be held with the office. The school still requires all minibus drivers to have taken part in a familiarisation journey with a member of the

school staff and that member of staff should be satisfied the required standards before taking out any students in the minibus. If the proposed single journey lasts 2 hours 30 minutes or more, there must be two suitably qualified drivers accompanying the vehicle.

- When transport companies are being used, a copy of their public liability insurance and motor insurance must be obtained.
- If using a staff member's car to transport students, consent from parents must be sought. As well as consent being given, the member of staff must have business insurance for their car.

13. Evaluation of External Providers

When using an outside organisation to provide an activity the trip leader must check they have appropriate safety standards and liability insurance. Where possible organisations that hold the [Learning Outside the Classroom Quality Badge](#) should be used, the organisations have met nationally recognised standards.

If an organisation does not hold the badge, the trip leader must check that they're an appropriate organisation to use. This could include checking:

- their insurance
- that they meet legal requirements
- their health and safety and emergency policies
- their risk assessments
- control measures
- their use of vehicles
- staff competence
- safeguarding
- accommodation
- any sub-contracting arrangements they have
- that they have a license where needed

The school should have an agreement with them that makes it clear what everyone is responsible for. This is especially important if they'll be taking over supervision of the children.

14. Overseas trips

- We recognise that trips abroad can have extra risks and need a higher level of risk assessment.
- The Visit Leader should make sure any organisation that is providing activities holds the LOTC Quality badge or similar local accreditation.
- If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, Visit Leaders in liaison with the EVC should follow the guide to the British Standard for adventurous activities outside the United Kingdom as the basis for the planning and risk assessment. Organisations employed by the school should follow this too. If they have LOTC Quality Badge then they follow this standard.

- The Visit Leader should consider the Foreign and Commonwealth Office's detailed guidance on safer adventure travel and volunteering overseas when organising adventure visits abroad.

Monitoring and evaluation

- After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes consultation with the young people concerned, their parents, the leaders and partner organisations.
- Such a process will help in the celebration of success as well as feeding into the general planning and risk management for future visits. Any significant issues should be shared with the EVC and the Headteacher.

Appendix 1 – Visits checklist for Staff

Discuss trip within department	
See EVC to discuss a potential trip and for approval (also Governor's permission if required). The STAGED approach will be used as the basis for this discussion – see overleaf - this will help the trip leader to consider factors that must be taken into account during the planning of the trip.	
Research costings for activities. Ask Trips and Visits Administrator (TVA) to source coach quotes.	
Complete trip form, including expenses and risk assessment sections. Form is available from EVC or Learning Resources Centre. Sign the form and seek signature for approval from EVC.	
Once trip and costings are approved, activities can be booked. Ask TVA to book coaches. Give all payment and booking details to TVA.	
If arranged after publication of School Calendar, ask Office Manager to put on to next Weekly Bulletin which provides advance notice for staff.	
Draft letter for Parents – show to EVC.	
LRC will type letter onto school letterhead, enter payment details on to School Gateway (if applicable) and send letter via SchoolComms or register boxes. TVA will monitor payments.	
Inform Catering Manager if students are out over the lunch hour and order staff lunches and any free lunches requested.	
Ensure Caretaker is informed if departure or return is OUTSIDE NORMAL SCHOOL HOURS	
Once student list is confirmed: Ask DSL and HoY to review list, review notes from STAGED conversation to consider any changes to staffing or risk assessments that may be required.	
Distribute details of trip, including Risk Assessments, to relevant staff	
If not a complete year group on a trip, publish names on staff notice board a week in advance so that staff knows who to expect in their lessons.	
ON THE DAY:	
Ensure there are suitable arrangements for registering students. (Ideally normal registration in forms)	
If trip has multiple coaches do not board coaches until coach numbering signs are in the windows.	
Make arrangements with LRC to collect medical bag/pupil medicines. This is usually given to lead staff member on each coach before trip leaves. TVA will talk through the medical bag with each lead staff member.	
Take School Mobile phone – ensure it is charged and switched on!	
Collect staff lunches and free school lunches from Kitchen.	
Ensure students are appropriately dressed for the visit.	

All staff on trip must have read a copy of the Risk Assessments to make students aware of the risks and how to minimize them.	
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If the trip runs late on the return journey, inform the Office during the school Day or if out of hours let parents know	
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STAGED Trip planning

Purpose of trip	
STAFF Consider number and level of competence required	
TRANSPORT Mode and suitability	
ACTIVITY Consideration of planned learning activities and any supplementary activities, such as those associated with travelling, 'free time' and accommodation, etc.,	
GROUP Consideration of potential individual, medical or special needs	
ENVIRONMENT Consideration should be given to level of supervision required and the individual needs within the environments visited.	
DISTANCE FROM SCHOOL Consideration of impact of distance on travel and ability to access support if needed.	

Appendix 2 - Advance Information Required for Trips and Visits out of School
DEBENHAM HIGH SCHOOL

ADVANCE INFORMATION REQUIRED FOR TRIPS AND VISITS OUT OF SCHOOL

Please complete the following information and pass to S McBurney (EVC) to have visit approved.

WHO is the visit for _____

WHERE IS IT TO _____

DATE (S) _____

TIMINGS _____

TRANSPORT ARRANGEMENTS _____

ACCOMMODATION ARRANGEMENTS (if appropriate) _____

VISIT LEADER _____

Pupil Numbers

School Year	Boys	Girls	Total
Total			

Staff (please put staff initials in boxes)

	Male	Female
Qualified Teachers		
Higher Level Teaching Assistants or Cover Supervisors		
Teaching Assistants or Other Adult Helpers		

Emergency Contact Information - Address at which the Party can be contacted during the Visit

Dates:	Address:	Telephone:

Costs: To include all expenditure and expected income. It would be helpful if the cost could be itemised as follows:

INCOME:

- Cost per student
- Expected income from pupils/parents
- Expected income from other sources

EXPENDITURE:

- Transport
- Activities
- Supply Cover costs
- Insurance
- Other

TOTAL INCOME: _____

TOTAL EXPENDITURE: _____

ANY EXPECTED SHORTFALL SHOULD BE IDENTIFIED. (£ _____)

Risk Assessments for Visit

Standard Risk Assessments can be found in Staff Shared Area/ Visits/Generic Risk Assessments

<p>POTENTIAL RISKS</p>	<p>PLAN OR RISK ASSESSMENT LINK</p>
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IT IS THE DUTY OF THE TRIP LEADER TO ENSURE ALL STAFF HAVE READ THE APPROPRIATE RISK ASSESSMENTS. I confirm as visit leader that I have compiled/read all appropriate risk assessments and will pass a copy of each of these to all staff on the trip.

Visit Leader Signature _____

Insurance

I confirm that I have arranged insurance cover for the participants in this visit.
 (please check with EVC whether school insurance is sufficient)

Signatures

I confirm that the visit has been planned in line with the Outdoor Education Advisers' Panel (OEAP) national guidance

- The visit has the appropriate approval.
- A risk assessment has been undertaken and recorded.
- Parental consent has been or will be obtained for all pupils.

SIGNED: _____ (Visit Leader) DATE: _____

SIGNED: _____ (EVC) DATE: _____

SIGNED: _____ (Headteacher) DATE: _____

For Residential Trips only

RESIDENTIAL TRIPS NEEDS TO BE TAKEN BY EVC TO FULL GOVERNORS MEETING

Accommodation arrangements (include name, address and telephone where party can be contacted)

Please provide emergency contact details for two senior members of staff while on residential

Name	Tel (working hours)	Tel (out of working hours)	Mobile
_____	_____	_____	_____
_____	_____	_____	_____

Governors Agreed Date _____

Appendix 3 – Exemplar Letter for Residential Trips

Date

Dear Parent/Carer,

Residential Trip to Boulogne, France from Monday 22nd July to Wednesday 24th July 2019

Thank you for returning the initial interest slip for the French Residential next July. I am pleased to confirm that (name) has secured a place on the residential trip to Boulogne.

With the exception of a packed lunch needed on the first day, all food, travel and activities are included in the overall cost of £275. At this time can we please ask that you pay the £75 deposit payment by 30th November. The remaining £200, can be paid in four instalments, the due dates for which are as follows:

15 th January	£50
15 th February	£50
15 th March	£50
23 rd April	£50

An account has been set up on our payment system *School Gateway* to make these payments. If you are unable to pay on School Gateway please contact the ***Trips and Visits Administrator*** in the School Learning Resource Centre (Library) regarding using a manual payment card to send in cheques or cash.

Please ensure that your child has an up to date passport. For those that already have them, please send in a photocopy of the passport details page. These should be given to the ***Trips and Visits Administrator*** in the School Learning Resource Centre (Library). For those pupils that don't already have a passport please ensure you apply as soon as possible as it can often take up to six weeks to obtain a new one. Pupils must also have a European Health Insurance Card (EHIC) and this can be applied for online.

We will send out more detailed information later in the coming months, but in the meantime if you currently have any questions about the trip, please do not hesitate to contact me.

Sincerely,

Yours sincerely,

NAME

French Teacher

Appendix 4 - Exemplar Letter for Day Trips

Dear Parent/Carer

History Visit to Colchester Castle, Monday 28th January, 2019

We are organising an educational visit to Colchester Castle on Monday 28th January during school hours for all Year 7 pupils. The trip will enable us to fulfil the new National Curriculum requirement that alongside the broad sweep of chronological events studied at Key Stage 3, pupils are given the opportunity to engage in a local historical study, ideally connected to a site. Colchester Castle links directly with our current medieval study, as we investigate events after the battles of 1066, and how well the Normans controlled Britain. The site is also a perfect place to engage in a study over time, given the evidence it yields from the Iron Age and Roman period, all the way through the Civil War era, to Victorian times. Pupils will complete a detailed note pack during the visit, with the help of a tour guide and the use of IT to help them to interrogate the site. These notes will then be used together with class work to compose a detailed piece of writing, which will form one of the two Milestone Assessments for this current half term.

We shall be travelling to Colchester by coach, leaving school at 9.15am and returning by 3.40pm in time for the buses. Pupils should wear school uniform, and bring a packed lunch.

To cover the cost of transport and the museum ticket we are asking for a contribution of £10.50 per pupil. This trip has been set up on our payment system *School Gateway*. If you are unable to use our electronic method of payment or would prefer to pay with cash/cheque, please complete a manual reply slip available from the ***Trips and Visits Administrator*** in the School Learning Resource Centre (Library) and return it with your payment via the School Office Mailbox.

Pupils who usually have a free lunch are entitled to a free packed lunch on the day of the trip. If you would like to request a free school lunch for your child, please contact the ***Trips and Visits Administrator*** in the School Learning Resource Centre. If you do not contact the ***Trips and Visits Administrator*** we will presume that you do not require a free packed lunch.

Please log on to School Gateway before Friday 18th January 2019, to complete the required information, including parental permission. If you have genuine difficulty in making this contribution, please contact me in confidence, as we may be able to help.

As always, if you have any queries regarding the trip please do not hesitate to contact the ***Trips and Visits Administrator*** in the School Learning Resource Centre or myself.

Yours sincerely

NAME OF TEACHER
Head of History

Appendix 5 Sample Risk Assessments

1. JOURNEY - COACH TRAVEL

HAZARDS	CONTROL	STUDENT INSTRUCTION
<p>General Hazards:</p> <p>1.Students moving around on coach</p>	<p>Key staff (the visit leader and any other staff acting as group leaders) are familiar with the relevant sections of the Outdoor Education Advisers' Panel (OEAP) national guidance as recommended by Suffolk Local Authority.</p> <p>a) Students to remain seated unless going to toilet</p> <p>b) Seatbelts must be worn – checked by staff at intervals</p> <p>c) No luggage in aisle</p>	<ul style="list-style-type: none"> • Students to be reminded to wear seat belts and remain seated at all times whilst on coach. • No bags to left in the aisle
<p>List any specific hazards:</p> <p>a) stopping at services for toilet/ food</p> <p>b) Small groups only getting off coach</p> <p>c) Whole group getting off coach</p>	<p>Students to be accompanied by Male and/or Female staff, as appropriate.</p> <p>To meet at required time/place with group leader (member of staff)</p> <p>To go back to coach with leader/or at required time</p> <p>To count students back on coach</p> <p>Seatbelts to be refastened and rechecked</p>	<ul style="list-style-type: none"> • Students told to only go to public places, remain in groups and not to talk to strangers. • Time and place to meet to be given to students. • Reminder to be given regarding the wearing of seatbelts.
<p>Distracting driver</p>	<p>Students to keep noise level reasonable and not do anything to attract the drivers attention OR to attract the attention of other drivers e.g. from the back or sides of the coach.</p>	<ul style="list-style-type: none"> • Instructions given to students before departure to keep noise level reasonable and not to distract the driver or other drivers.
<p>Student misbehaviour</p>	<p>Consider re-positioning students and staff to ensure closer supervision.</p> <p>In an extreme situation ask the driver to stop the coach.</p>	

2. ACTIVITY HAZARD RISK ASSESSMENT

ACTIVITY UNIT: **Coach Journeys**

ASSESSMENT DATE:

REVIEW DATE:

Name of risk assessor (s): _____

Hazards identified	Existing controls/ precautions/ procedures (ie risk control)	
1. Road injury/fatality	Students receive a verbal warning about walking towards oncoming traffic, taking care etc. Extra care when leaving vehicle and if considered preferable by the driver, use of an emergency exit.	Students warned about entering and leaving vehicle and the dangers of traffic.
2. Loss of group member(s) at stops	The students know where the coach is located/parked. The students are given meeting times and points to reconvene. Student numbers are then checked before departure.	Students given times to meet back at coach and made aware of coach's location
3. Illness/asthma attack	First aid kit on coach always carried by law. Health problems of students identified prior to trip and held on file at school.	None
4. Accident	All coaches used are operated by reputable companies. EU driving rules are followed.	None
5. Sun/Heat stroke	Appropriate clothing should be worn. Air conditioning may be fitted.	None
6. Injury due to sudden halt	Seat belts must be worn when the coach is in motion. Movement by staff around the coach should be limited.	Verbal warning given. Staff to check that students are wearing seat belts before coach starts.
7. Trapped in vehicle	Emergency exits are identified at start of journey. Teachers with young students should seat an adult at the emergency exit.	Indicate where emergency exits are to students
8. Travel sickness	Advise before on length and nature of journey. Travel medication taken if necessary	None
9. Theft from Vehicle	Valuables should be taken away from the coach and not left on view. If coach is left unattended, warning should be given about items left at 'own risk'. Coach should be locked when unattended.	Confirm with driver if they are staying with the coach.
10. Injury by manoeuvring vehicle	Passengers remain on coach whilst manoeuvring, or keep a safe distance away.	Warn if necessary.

Signature of Assessor _____

Date: _____

3. FIELDWORK HAZARD RISK ASSESSMENT

FIELDWORK UNIT: **Wroxham**

ASSESSMENT DATE:

REVIEW DATE:

HAZARDS IDENTIFIED	EXISTING CONTROLS/ PRECAUTIONS/ PROCEDURES (IE RISK CONTROL)	STUDENT INSTRUCTION OR ADVICE REQUIRED
1. Road injury/fatality	Students receive a verbal warning about traffic, taking care in the town etc. Students told where staff can be found during lunch hour.	Students warned before leaving coach of traffic dangers and told to be in groups of 3 or 4 during visit.
2. Loss of group member(s)	<p>The town is very small and students know where the coach is located.</p> <p>Students are given the mobile phone number of staff in case they get lost.</p> <p>The town is relatively small - hard to get lost and easy to search.</p> <p>The students are given times to return to coach. Student numbers are then checked.</p>	<p>Students given mobile phone number of staff on coach.</p> <p>Students given time for return to coach.</p>
3. Injury/Illness eg cut, fall, asthma attack	<p>First aid kit always carried.</p> <p>Students told to be in groups of 4 at least – advised that 1 person stays with injured student, 2 others go to get help.</p> <p>Search to begin if students fail to arrive at given meeting point and time.</p> <p>Transport always close at hand (for trip to hospital/doctors).</p> <p>Health problems of students identified prior to trip and held on file at centre.</p> <p>Students are aware where staff can be found at all times, students issued with the school mobile phone number</p>	Students advised of whereabouts of staff while they are in the town should they need help
4. Risk of Abduction	Students must remain in groups.	None – other than above.

Name of risk assessor(s)

Signature of assessor :

Date:

Appendix 6 – Visit file contents

This file contains the following **Confidential Information**:

Contact Telephone Numbers: During the School Day:

01728 860213

After School Hours:

Susan McBurney
Simon Martin
Louise Ramsay

- School Mobile Phone Number
- Minibus Breakdown Number -
- Guidelines to staff supervising school trips
- Student list, Parent Contact Numbers and Student Medical Details
- First Aid protocols and relevant individual health plans
- Risk Assessments
- Insurance Cover details

Appendix 7 – Summary of Insurance Cover

The school has opted into the government Risk Protection Arrangement (RPA). Although not a commercial insurance product it does provide comprehensive cover for travel within the UK. For overseas travel the school has purchased cover from Zurich.

Cover is as follows:

For travel within the UK. Cover has been purchased using the RPA Scheme. Cover is provided for employees, governors, trustees, volunteers and students travelling within the UK on academy business. There is no excess and cover provides for claims for baggage up to £2,000, money up to £2,000 and cover for cancellation up to £5,000.

Details of other aspects of cover such as personal accident and professional liability are available upon request

For travel abroad. Cover is provided by the Department for Education’s Risk Protection Arrangement **SUMMARY OF COVER – UK travel and Overseas Travel (including winter sports) and Personal Accident Policy**

Membership number: 136416

Policyholder: Debenham High School

This is a summary of the significant features, benefits and limitations of the cover the Department for Education’s Risk Protection Arrangement. The full terms, conditions and exclusions are shown in the Policy Document, which can be obtained on the following link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021331/RPA_for_academy_trusts_Membership_rules_.pdf

Type of insurance and cover

The Arrangement provides compensation for travel related costs including loss of baggage, cancellation, curtailment, rearrangement and change of itinerary, medical expenses, repatriation, and emergency travel.

Significant features and benefits

Insurance is provided for each employee, governor, volunteer or pupil undertaking a school trip, excursion, or work experience placement anywhere in the world (excluding locations where the Foreign & Commonwealth Office are advising against all travel or non-essential travel) which is related to education.

Insurance is provided against the following major events, up to the limits shown:

UK Travel

Cancellation £1,000 per person

Baggage and money £2,000 per person

Overseas Travel

Cancellation £4,000 per person (limited to £250,000 per trip)

Medical expenses £10,000,000 per person

Personal Accident Death £100,000

Permanent total disablement £100,000

Loss of limb or eye £100,000

Money £750 per person (limited to £5,000 per event)

Baggage £500 - £2,000 per person

Appendix 8 – Group Leader’s Emergency Action Card

Immediate action in an emergency	v
Assess the situation and take immediate action to ensure the safety of students and staff	
Establish if anyone is injured and how	
Call the emergency services if necessary	
Be aware that you and others may be suffering from shock	
Next steps:	
Contact the Headteacher or Deputy Head; phone numbers in Visits file	
Give clear details of what has happened and who is involved	
Discuss with the Headteacher or Deputy Head who should inform parents and next of kin of students and staff	
The Headteacher or School Business Manager should contact the relevant Insurance company	
Avoid speaking to the media – if necessary direct them to the designated PR Officer Staff and students should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones)	
Make notes of what has happened and your actions	
Keep in contact the Headteacher , Deputy Head or School Business Manager	