

3.1 **SCHOOL TRIPS**

3.1.1 The Governors of Coventry School Foundation require the Head/Group Leader to demonstrate that their plans meet legal requirements, the 'Good Practice Guide on Health and Safety of Pupils on Educational Visits' published by DfES and this Foundation Safety Policy document.

3.1.2 The Governors of Coventry School Foundation will appoint an Education Visit Co-ordinator (EVC). The responsibilities of the EVC will be as follows:

3.1.2.1 To be a primary source of information for each Group Leader.

3.1.2.2 Keep on file copies of the DfES publication entitled 'Health and Safety of Pupils on Educational Visits' and its three supplements.

3.1.2.3 To be able to provide advice as regards the methodology of completing Visit Risk Assessments.

3.1.2.4 Progressively accumulate examples of School Visit Risk Assessments as an information database.

3.1.2.5 Provide any other assistance that would be commensurate with the above.

3.1.3 Each Headmaster will be responsible for the following:

3.1.3.1 That the Group Leader is competent.

3.1.3.2 That the School visit is organised in line with this Policy Statement and utilising the forms at Annexes A – D or locally produced forms (provided they reflect the required elements in the aforementioned annexes) and Risk Assessment Methodology .

3.1.3.3 That adequate child protection procedures are in place.

3.1.3.4 That the Visit Risk Assessment has been completed and appropriate controlling action has been taken.

3.1.3.5 That any training identified by the EVC and the Group Leader as being necessary is put in place.

3.1.3.6 That the Group Leader is allowed sufficient time to organise the visit properly.

3.1.4 The Group Leader will:

3.1.4.1 Liaise with the EVC.

3.1.4.2 Correctly follow the procedures laid out in Annexes A – D or locally produced forms (provided they reflect the required elements in Annexes A – D).

3.1.4.3 Be responsible for determining the appropriate supervision ratio according to the activity and ages of pupils and ensuring that the supervision, whether academic or non-academic are competent for the role.

- 3.1.4.4 Make sure that child protection information is in place.
- 3.1.4.5 Undertake and complete a comprehensive Risk Assessment of all appropriate elements of the visit including First Aid requirements (see Section 3.5, Annex B).
- 3.1.4.6 As a result of the above, identify what further controlling actions are necessary and put these in place.
- 3.1.4.7 Schools with EYFS pupils must ensure that they include a paediatric first aider, with a current certificate, on their staff list and take an appropriate first aid box.
- 3.1.4.8 Ensure that alternative plans and arrangements are in place, should the visit not proceed as intended.
- 3.1.4.9 Ensure that pupils' special needs are cascaded down to the supervision.
- 3.1.4.10 Ensure that any volunteers accompanying residential trips have been CRB checked.
- 3.1.4.11 Ensure that a form of mobile communication and an appropriate first aid kit is carried whilst away from School on both sporting and educational trips.
- 3.1.4.12 Ensure that emergency procedures are set out for each trip and that all members of staff are familiar with them. Guidance is given at Annex E
- 3.1.4.13 Ensure that he/she has available a copy of the Group Leader's Handbook which is Part 3 of the supplement to Health and Safety of Pupils on Educational Visits.
- 3.1.4.14 Ensure that upon return the trip is evaluated using the form at Annex F and this information passed to the EVC for future reference.

3.1.5 Teachers on Foundation School-led visits act as employees of Coventry School Foundation, whether the visit takes place within normal hours or outside these hours, by agreement with the Head and Governors. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- 3.1.5.1 Follow the instructions of the Group Leader and help with control and discipline.
- 3.1.5.2 Consider stopping the visit or the activity, notifying the Group Leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

3.1.6 The Governors of Coventry School Foundation require that non-teacher adults, acting as adult volunteers, on the visit are made clear about their roles and responsibilities during the visit. In particular, non-teacher adults acting as supervisors must be informed that they should:

- 3.1.6.1 Do their best to ensure the health and safety of everyone in the Group.
- 3.1.6.2 Not be left in sole charge of pupils, except where it has been previously agreed as part of the Risk Assessment.
- 3.1.6.3 Follow the instructions of the Group Leader and Teacher Supervisors and help with control and discipline.

3.1.6.4 Speak to the Group Leader or Teacher Supervisors if concerned about the health or safety of pupils at any time during the visit.

3.1.7 Exchange Visits. Guidelines are given at Annex G for any trip that involves Foundation students staying with host families and/or exchange students being hosted by Foundation families.

COVENTRY SCHOOL FOUNDATION
APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS BY HEADS OR
GOVERNORS OF COVENTRY SCHOOL FOUNDATION

The Group Leader should complete this form as soon as possible once the preparations are complete. The group Leader should have already received approval of the proposed visit in principle and should have regularly updated the Head on the progress of the preparations. The Group Leader should obtain parental consent (see Annex B & B1).

Not all sections will be relevant to every proposed visit:

Foundation School/Group:

Educational Visit Co-ordinator (EVC):

Group Leader:

Categorisation of Visit

DURATION CATEGORY	ADVENTURE CATEGORY
1. Day Trips	a. Walking in parks or non-remote paths, Field studies in non-hazardous environments.
2. Overnight	b. Walking in non-remote country, camping, cycling, field trips near water.
3. Abroad	c. All water activities, climbing, caving, skiing, expeditions

Tick both columns

1. Purpose of visit and specific educational objectives:

.....

.....

.....

2. Place to be Visited:

.....

.....

3. Dates and Times:

Date of Departure:

Date of Return:

.....

Time:

Time:

.....

4. Transport Arrangements: Include the name of the transport company and vehicle registration number(s) (if known)

.....

.....

5. Organising Company/Agency (if any): Include license reference number if the body is registered with the Adventure Activities Licensing Authority.

Name: Address:
.....
Tel: License No if registered:

6. Proposed cost and financial arrangements:
.....

7. Insurance arrangements for all members of the proposed party, including voluntary helpers: *Include the name of the insurance company.*

Insurance Cover: Policy No:
Address

8. Accommodation to be used:

Name: Address:
.....
Telephone No:
Name of Head of Centre (if available):

9. Details of programme of activities:
.....
.....

10. Details of any hazardous activity and the associated planning, organisation and staffing:
.....
.....

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:
.....
.....
.....

Have the above been agreed with the EVC? YES/NO

12. Names, relevant experience, qualifications and specific responsibilities of other adults accompanying the party:
.....
.....

13. Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency:
.....
.....

14. Existing knowledge of places to be visited and whether an exploratory visit is intended:

.....

15. Size and composition of the Group:

Age range:

Number of Boys:

Adult to pupil ratio:

Number of Girls:

Leader/participant ratio:

Type of Visit	Recommended Number of Adults
Local Swimming Pools	a. At least 1 adult for every 20 pupils b. At least 1 adult for every 12 pupils between years 4 and 6 c. A higher ratio of adults for pupils below year 4
Local visits, such as to historical sites	a. At least 1 adult for every 15-20 pupils in Year 7 and above b. At least 1 adult for every 10-15 pupils between years 4 to 6 c. At least 1 adult for every 6 pupils in Years 1 to 3 d. A higher ratio of adults for under 5's and reception
Overnight visits or trips abroad	a. At least 1 teacher for every 10 pupils

16. Information on Parental Consent:

Information on whether the Group Leader has received all consent forms duly completed and signed (parental consent may precede or follow approval):.....

Please attach copy of information sheet sent to parents, the parental consent form and the Risk Assessment Form.

17. Names of pupils with special educational or medical needs:

.....

18. Risk Assessments.

All completed: YES/NO Will be Completed by Date

Signed: Date:

Group Leader full name:

COVENTRY SCHOOL FOUNDATION
PARENTAL CONSENT FOR SCHOOL VISITS AND SPORTING FIXTURES

NOT INVOLVING AN OVERNIGHT STAY FOR ACADEMIC YEAR ****

1. This form is to be sent out to all parents for completion each Academic Year. Unless expressly stated at Paragraph 5, once completed this form will be taken as the parents' authority for their child to take part in any activity authorised by the school and taking place during or after the school day. **Visits or activities involving an overnight stay will be subject to an authorisation document specific to the activity.**
2. Given below are examples of the activities/visits that are included in this authorisation:
 - a. All sports activities on school grounds or at the Bablake or King Henry VIII sports fields and away matches not involving an overnight stay.
 - b. Visits to local nature reserves, libraries, museums, theatres, historical sites, on foot or by transport
3. The school will ensure that:
 - a. All visits or activities are properly supervised
 - b. Transport arrangements meet legal requirements
 - c. Risk Assessments relevant to each activity are available
4. The parent (s) / guardian (s)
 - a. Agree that may take part in school activities and visits as described above.
 - b. Acknowledge the need for responsible behaviour.
 - c. Will make arrangement to meet any notified collection time.
5. The parents (s) / guardian (s)

Do not wish to agree to taking part in the activities noted on the separate sheet attached to this form.

NB In this case the parent must make an appointment with the school to ensure that any implications are fully understood.

Signed by: Parent/Guardian (Name):.....

<p>IT IS IMPORTANT FOR YOU TO UNDERSTAND THAT IF YOU DO NOT COMPLETE THIS FORM YOUR CHILD WILL NOT BE ABLE TO TAKE PART IN THE TYPE OF ACTIVITIES DESCRIBED ABOVE</p>
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COVENTRY SCHOOL FOUNDATION

PARENTAL CONSENT FOR SCHOOL VISITS AND SPORTING FIXTURES

INVOLVING AN OVERNIGHT STAY

1. This form is to be sent out to all parents/guardian when an overnight stay is involved. Unless expressly stated at Paragraph 5, once completed this form will be taken as the parent's/guardian's authority for their child to take part in the specific activity notified below.

2. The activity or visit is:

.....

An itinerary is given on the attached sheet.

3. The school will ensure that:

- a. The visit or activity is properly supervised.
- b. Transport arrangements meet legal requirements.
- c. A Risk Assessment is available.

4. The parent (s) / guardian (s)

- a. Agree thatof Form may take part in the activities or visits as described above.

AND

- b. Acknowledge the need for responsible behaviour.
- c. Will make arrangement to meet any notified collection time.
- d. Consent to any emergency medical treatment that may be necessary
- e. Confirm that their son/daughter is in good health and consider him/her fit to participate

5. The parents (s) / guardian (s)

Do not wish to agree toof Form..... taking part in the visit or activity noted above.

MEDICAL

6. Medical Information

a. Any conditions requiring medical treatment, including medication?	YES/NO
if YES please give brief details:	
b. Please outline any special dietary requirements:	
c. What pain or flu relief may be given if necessary e.g. Paracetamol/Calpol Please specify:	
d. To the best of your knowledge, has your son or daughter been in contact with any contagious or infectious diseases or suffered from any such condition in the last 4 weeks, please give date of contact (if this changes the school must be informed)	YES/NO
e. Is your son or daughter allergic to any medication? If 'Yes' please specify	YES/NO
f. When did your son or daughter last have a tetanus injection?	

SWIMMING ABILITY

7. To be completed if relevant to the activity or visit

a. Is your child able to swim 50 metres?	YES/NO
b. Is your child water confident in a pool?	YES/NO
c. Is your child confident in the sea or in open inland water?	YES/NO
d. Is your child safety conscious in water?	YES/NO

Signed by: Parent/Guardian

Name:

COVENTRY SCHOOL FOUNDATION

SUMMARY OF INFORMATION ABOUT PUPILS & ADULTS PARTICIPATING IN A VISIT

NAME	ADDRESS	NEXT OF KIN	CONTACT PHONE NUMBER	RELEVANT MEDICAL INFORMATION

COVENTRY SCHOOL FOUNDATION

OFF SITE SWIMMING POOL CHECKLIST

Serial	Item	YES	NO
1	Is there regular testing of water quality?		
2	Are accurate signs displayed indicating the depth?		
3	Is the depth of the water less than 1.5m? (if so diving should not be permitted)		
4	Is there a resuscitator? Are lifeguards trained in its use?		
5	Is there poolside rescue equipment?		
6	Is there a poolside telephone and an alarm?		
7	Is an emergency action plan displayed?		
8	Are normal operating procedures available?		
9	Is there constant pool supervision?		
10	Is the swimming pool room, in the case of an indoor pool, locked when not in use?		
11	Do the supervisors have current National Lifeguard Qualifications?		
12	Is the number of pupils/students supervised by one qualified adult fewer than 20?		
13	Are the changing facilities in keeping with basic hygiene and personal safety?		
14	Do the pupils/students know not to leave any group member alone at any time in the pool?		

COVENTRY SCHOOL FOUNDATION

EMERGENCY PROCEDURES

General

- 1 Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.
- 2 Emergency procedures are an essential part of planning a school visit.
- 3 If an accident happens, the priorities are to:
 - a) Assess the situation.
 - b) Safeguard the uninjured members of the group.
 - c) Attend to the casualty.
 - d) Inform the emergency services and everyone.
 - e) Who needs to know of the incident.

Who will take charge in an emergency?

4. The group leader The group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.
5. Pre-arranged school home contact The school contact's main responsibility is to link the group with the school, the parents and the LEA (where appropriate), and to provide assistance as necessary. The named person should have all the necessary information about the visit. See Annex C1 for a suggested checklist for the named person.

Emergency procedures framework

6. All those involved in the school trip, including supervisors, pupils and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Emergency procedures framework during the visit

7. If an emergency occurs on a school visit the main factors to consider include:
 - a. Establish the nature and extent of the emergency as quickly as possible.
 - b. Ensure that all of the group are safe and looked after.
 - c. Establish the names of any casualties and get immediate medical attention for them.
 - d. Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
 - e. Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
 - f. Notify the police if necessary.
 - g. Notify the British Embassy/Consulate if an emergency occurs abroad.

- h. Inform the school contact. The school contact number should be accessible at all times during the visit.
- i. Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom).
- j. Notify insurers, especially if medical assistance is required (this may be done by the school contact).
- k. Notify the provider/tour operator (this may be done by the school contact).
- l. Ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties, and should not replace usual communication procedures.
- m. Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- n. Keep a written account of all events, times and contacts after the incident.
- o. Complete an accident report form as soon as possible. Contact HSE or local authority inspector, if appropriate.
- p. No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area.
- q. No-one in the group should discuss legal liability with other parties.

Emergency procedures framework for school base

8. Prior to the visit, the name and school and home telephone numbers of a school contact should be identified. It is advisable to arrange a second school contact as a reserve. Head teachers and group leader should bear in mind that the contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful.

8. The main factors for the school contact to consider include:

- a. Ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base;
- b. Contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
- c. Liaison with governing body. The school contact should act as a link between the group and chair of governors and arrange for the group to receive assistance, if necessary;
- d. Liaison with media contact. If a serious incident occurs, the school contact should liaise with the designated media contact as soon as possible;
- e. The reporting of the incident using appropriate forms, if necessary. Some incidents are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Media contact

9. The School media contact should liaise with the school contact, the group leader and, where appropriate, the emergency services. In the event of an emergency all media enquiries should be referred to the media contact. The name of any casualty should not be given to the media.

After a serious incident

10. It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected. In some cases reactions do not surface immediately. Schools in this situation have sometimes found it helpful to contact local community support services and to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy.

COVENTRY SCHOOL FOUNDATION

EVALUATION OF THE VISIT

To be completed by the group leader for future reference.

Foundation School/Youth group			
Group Leader			
Number in Group:	Boys:	Girls:	Supervisors:
Date(s) of Visit:			
Purpose of Visit:			
Venue:			
Commercial Organisation:			

Please comment on the following:

	Rating out of 10	Comment
1. The Centre's pre-visit organisation:		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Instruction:		
5. Equipment:		
6. Suitability of environment:		
7. Accommodation:		
8. Food:		
9. Evening activities:		
10. Courier/Representative:		
11. Other comments and evaluation including 'close calls' not involving injury or damage:		

Signed:	Date:
Group Leaders full name:	

To be detached and completed after all ventures and logged with the EVC

GUIDELINES FOR EXCHANGE VISITS

1. Agree in advance with the partner school what standards of behaviour are expected.
2. Pupils to be made aware that parents are in charge and they must respect their wishes.
3. Host families, should act as they would for their own children in the event of a medical emergency, but should contact the child's teacher.
4. Host parents are to be given a copy of the permission form containing health details of the child. If necessary have a translated version available and consider a phone call to the host if there is anything serious and/or embarrassing that they may need to be aware of.
5. Parties, which are organised for children, must be supervised by an adult.
6. Both schools carry out basic checks on host parents to ensure there is nothing untoward in regard to child protection. The trip organiser is to ensure that the School's Child Protection Officer is consulted prior to the exchange visit.
7. Pupils instructed to get to a place of safety and contact party leader if they felt a situation was getting difficult.
8. Pupils to have a bed to themselves but not necessarily their own room.
9. If parents want to take pupils away overnight they should be requested to give the party leader details and to leave a contact number.
10. The group leader to have names and numbers of all host families.
11. Pupils should be given contact numbers of the group leaders
12. It should be agreed that hosts are responsible for all meals for their visitor whilst hosting them.