Watford Grammar School for Boys

Policy for Off-Site Educational Visits

1. Introduction

1.1 Watford Grammar School for Boys is committed to the provision of educational visits and outdoor education. Such opportunities enhance and enrich the learning experience and may even serve to change the course of a child’s life. Educational visits and outdoor education can result in the development of self-esteem, interpersonal skills, independence, creativity and enhanced motivation. Watford Grammar School for Boys is passionate about the need to ensure that all of our students gain an experience of other cultures and exposure to native speakers in their own country and further afield.

1.2 The value of off-site educational visits is well recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

1.3 This document outlines the specific policies and procedures for Watford Grammar School for Boys. It supplements and follows the advice and guidance contained within the following significant publications:

- Hertfordshire County Council Guidelines for Off-Site Visits.
- The ‘Health and Safety Responsibilities and Powers’ statutory document published by the Health and Safety Executive in conjunction with the Department for Education and Skills (DfE).
- The DfE document ‘Health and Safety of Pupils on Educational Visits’ (HASPEV)
- The supplementary guidance published by the DfE –
  - Part 1 – Standards for LEAs in overseeing educational visits.
  - Part 2 – Standards for Adventure.

2. Criteria for approval

2.1 All visits will be considered in three categories in accordance with County guidance.

**Level 1:** Regular one day or less – low risk activities (e.g. theatre trips, student conferences, History trip to St Albans etc.)

**Level 2:** Non-routine, residential stays, adventurous activities run by licensed/accredited centres (e.g. Geography Field Trip to the Dare Valley Centre etc.)
Level 3: All overseas visits and school led adventurous activities i.e. those not run by a licensed/accredited centres (e.g. Sail France Sailing Trip, ski trips, World Challenge, scuba diving trips, Battlefields Trip, etc.).

The Governors’ Health & Safety Committee must approve Level 3 trips before the date of departure. Level 1 & 2 trips only require the Headmaster’s approval.

2.2 Additional points for consideration:
- Financial support from the hardship fund is available to support students attending those visits, which can be demonstrated to meet compulsory/examination syllabus requirements. Submission to be made direct to the Head Master for approval.
- Staffing/cover costs: In the interests of keeping cover costs as low as possible so that participation in school visits is affordable for students from lower income families, staff selected to accompany visits should, where possible, be those with the lowest cover requirements on the target dates.
- Best value for money should always be a key consideration in planning trips. It is important to enable the inclusion of students from low-income families.
- Dates for trips should also, whenever possible, be selected to minimise cover requirements (e.g. a one week visit should where possible run from one weekend to the next, necessitating *five days cover* rather than from weekday to weekday, necessitating *six days cover*. The School cannot charge for cover for residential trips.

3. Roles and Responsibilities

3.1 The Group Leader is responsible for identifying the purpose of the visit and for following the procedures outlined in this policy document. It is important to realise that compliance with these procedures will be crucially important in protecting staff in the event of something going wrong. The Group Leader is responsible for completing all trip documentation (see Appendix A – School Trip Procedure). This requires the production of a risk assessment, which is necessary for all off-site visits (see Appendix C & D– Form SV2 Risk Assessment & Guidance on Completing the Risk Assessment). The risk assessment will take account of:
- Generic risks: Risks that are associated with any trip that takes pupils off the school site.
- Event Specific Risks as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success, or otherwise, of planned activities and procedures. This may involve inclusion of a ‘Plan B’ in the risk assessment produced prior to departure. The participants and staff will be fully briefed on the purpose and the risk assessment control measures. Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

Other forms to be completed are SV1 Off-site Approval Request Form (See Appendix B) and SVF Finance Approval (see Appendix E).

The Group Leader will also keep records and make reports of accidents and “near accidents.” Using the appropriate discipline and medical forms (see Appendix F - Form DRF Discipline Form & Appendix G - Form MRF Medical Report Form).
The Group Leader, along with accompanying supervisory adults, has a duty of care both for the students and for each other at all times during the educational visit. In particular, all supervisory adults must take a sensible approach to the consumption of alcohol (see Appendix Q – Frequently Asked Questions).

Provided that all of these procedures are followed, the School will not take legal action against a member of staff and, in the event of legal action by a third party, WBGS will indemnify staff except in circumstances where the member of staff has been found guilty of criminal negligence, assault, or criminal damage.

3.2 The Educational Visits Coordinator (EVC) is responsible for ensuring that all off-site activities follow the correct procedures. The person with these responsibilities will approve the group leader for every visit and check all forms prior to signing to ensure good practice. In addition, the EVC has the following responsibilities and duties:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults.
- Ensure that DBS checks are in place where necessary.
- Act as or arrange for an Emergency School Contact and draw up proper procedures to be followed in such an event. Current procedures are listed in Appendix O.
- Review and regularly monitor procedures.
- To provide a list of all Level 3 off-site visits for the Chair of the Governors’ Health and Safety Committee for their meetings.

3.1 The Headmaster is delegated by the Governing Body to approve all off-site educational visits. The Headmaster is required to report a list of visits to the Governing Body for information on a termly basis.

3.2 The Governing Body satisfies itself that the appropriate procedures, risk assessment and control measures are in place and that the documented guidance notes are being followed. The Governing Body delegates responsibility for the approval of educational visits to the Headmaster. The Governors’ Health & Safety Sub-Committee will approve and countersign all Level 3 visits. The termly report to the Governors must be recorded in the minutes of the Governing Body.

4 Procedures for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

4.1 All group leaders will familiarise themselves with the Government advice and guidance available from [https://www.gov.uk/government/publications/health-and-safety-advice-for-schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools). Training for group leaders will be arranged to include all aspects of supervision, on-going risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

4.2 It is good practice for group leaders to use the checklist in Appendix P. In order to plan an off-site activity, the EVC should be involved in discussing plans at an early stage. Residential and overseas trips must be discussed in principle in the preceding academic year. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on an annual basis. No letter should be sent to parents and no financial commitment should be agreed until all relevant approvals have been achieved. It is advisable, before submitting appropriate approval forms, that the outline of
the trip is discussed with the relevant staff including the Headmaster, Deputy Head & Finance.

4.3 Approval forms (see Appendix A) must be submitted to the EVC at least **two months** in advance for any educational visits which involve any of the following:
- hazardous activities
- an overseas trip
- a residential trip.

4.4 All other educational visits will require the submission of approval forms (see Appendix A) at least **one month** in advance. The approval of visits where forms are submitted with less notice could be delayed. If a detail of the trip has not yet been confirmed, it is better that the application is submitted with the required notice and changed, if necessary, at a later date.

4.5 All communication including the initial letter must be sent home via the School Office.

4.6 Once the required approval has been given for an off-site visit, communication can be started with the parents. At the appropriate time in the planning a letter should be sent to parents with an attached parental information and consent form (Appendix I – Form PIF Passenger Information Form). For overseas visits the additional passport forms etc. must be used (see Appendix J – Form PIF Supplementary). Likewise, Form PIF Activities is to be used for activity-based trips (see Appendix K). Both these forms can be amended to suit the specific needs of the trip. Upon return of these forms to the school office, the details will be summarised in a contact sheet. Copies of which must be provided for the Main Office, SLT and the Home Contact. The Group Leader must retain the original consent forms until the completion of the visit.

4.7 Before the visit takes place, the group leader must ensure that all supervising adults are familiar with the risk assessment and the Emergency Action Plan (Appendix O). Emergency Response Cards must be carried by all supervising adults.

4.8 Evaluation Report: On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a ‘near miss’ or where an incident took place but fortunately did not require the completion of an Accident/Incident report form. Perhaps such a form was completed at the venue, however, this does not remove the need to place such an occurrence on the record at the ‘home’ establishment. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.
Appendices

Appendix A – School Trip Approval process
Appendix B – Form SV1: Approval Request Form
Appendix C – Form SV2: Risk Assessment Form
Appendix D – Guidance on completing risk assessment
Appendix E – Form SVF: Financial Approval
Appendix F – Form DRF: Discipline Report Form
Appendix F – Form MRF: Medical Report Form
Appendix H – First Aid and Administering of medicines to students on school trips
Appendix I – Form PIF: Passenger Information Form
Appendix J – Form PIF Supplementary: Passport, ESTA & ENIC
Appendix K – Form PIF Activities
Appendix L – Form SIF: Staff Information Form
Appendix M – Day Trip Letter Template
Appendix N – Residential Trip Letter Template
Appendix O – Emergency Action Plan
Appendix P – Checklist for all Off-site Visits
Appendix Q – Frequently Asked Questions
Appendix A:

SCHOOL TRIP APPROVAL PROCESS

School Trip means any time a member of staff takes students off the school site – during lesson time, a whole day or a residential trip abroad. Parents should be informed of all trips for all year groups (see template trip letter).

Stage 1 - Approvals
Forms SV1, SV2 Risk Assessment & SVF Finance must be filled out for all trips and, when complete will be filed in the Finance Office.

Only after all the above forms have been signed off, places can be allocated by the Trip Organiser or on a 1st come 1st served basis via Parentpay.

Please use letter template on system (for both Day and Residential Trips) for initial contact with parents.

When you have a list of students going on the trip, this must be circulated to Mark Allchorn, Geoff Curwen, Jim Macleod as well as the School Office, Finance, Matron, Learning Support and the Head of Year. Please note that particular students could be refused a place on a trip if their behaviour in School is not acceptable, to the extent that it is deemed that their attendance on a trip would compromise the safety of others. (Speak to Assistant Heads (Pastoral).

Stage 2 – Payment, Parental Consent & Information Forms

Day Trips
Parental consent is only required for trips outside School hours (i.e. 8.30pm – 3.30pm). Parents give consent for day trips on Parentpay during the payment process or by reply slip (use correct form SV4) if no payment is required. It is not necessary to send out any forms as contact and medical details for the trip are taken from SIMs.

Residential Trips
Form PIF (Student & Parent details & declaration) must be sent out by the School Office to all students going on residential trips.

- Residential Trips
  Form PIF and Form PIF Supplementary - (Overseas trips ONLY: Passport/EHIC/ESTA details etc.) must also be sent out to all students going on a residential trip.

- Activity Trips (e.g. ski, sailing etc.)
  Use PIF Ski and amend for any specific information needed.

- Form SIF (Staff Information Form) must be completed by all members of staff going on a residential trip.

PLEASE NOTE: Parents must provide all medication for their child, for example Epipens, antihistamines and asthma inhalers for all day and residential trips. Emergency school asthma inhalers will not be sent on the trips

Stage 3 – Contact Details and Student Needs
Before taking students on the trip:

- Discuss medical matters with Matron
- Make sure you are aware of any students with Special Educational Needs and behavioural issues.
- A School mobile phone must be taken on the trip – booked via the Finance Office.
For **Day Trips**, Kerry, Amanda & Dee will print contact information from SIMs for you to take on the trip.

For **Residential Trips**, the Group Leader will produce a spreadsheet containing information from the PIF forms.

Please copy this to the School Office before departure.

<table>
<thead>
<tr>
<th>TRIP ADMIN/STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>All letters and forms should be sent out by email via the school office. Copies of the forms will be available from the School Office if required.</td>
</tr>
</tbody>
</table>

Parentpay for Day trips will be set up by the School Office and Residential trips will be set up by Finance.

All forms should be returned to the Trip Organiser who can then collate the information into a spreadsheet for the trip.

**Forms and template letters can be found on:** T Drive > Trip Offsite Visits > Forms
Appendix B:

*Forms SV1, SV2 & SVF must be completed for ALL off-site visits*

**FORM SV1**

WATFORD GRAMMAR SCHOOL FOR BOYS

OFF-SITE VISIT APPROVAL REQUEST FORM

*PLEASE COMPLETE ALL SECTIONS*

<table>
<thead>
<tr>
<th>Trip Leader/Visit Organiser:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit to/Activity:</td>
</tr>
<tr>
<td>Dates and Times:</td>
</tr>
<tr>
<td>Purpose of Visit:</td>
</tr>
<tr>
<td><strong>Type of Visit</strong>**</td>
</tr>
<tr>
<td>Level 1</td>
</tr>
<tr>
<td>Level 2</td>
</tr>
<tr>
<td>Level 3</td>
</tr>
<tr>
<td><strong>Tick appropriate box - explanation of visit levels on next page.</strong></td>
</tr>
<tr>
<td>Details of Providers/Venues to be used (<em>where relevant</em>)</td>
</tr>
<tr>
<td>Accommodation Type:</td>
</tr>
<tr>
<td><em>where relevant</em></td>
</tr>
<tr>
<td>Transport arrangements:</td>
</tr>
<tr>
<td>Year level:</td>
</tr>
<tr>
<td>Approx number of students:</td>
</tr>
<tr>
<td>Supervision arrangements (<em>names &amp; numbers of staff, staff: pupil ratio, parents helpers, non-CRB checked helpers</em>)</td>
</tr>
</tbody>
</table>

I am fully aware of school trip procedure for organising excursions and all forms have been completed SV1, SV2 (RISK ASSESSMENT) AND SVF FORMS are all attached.

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Approval:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Signature</td>
<td>1. Educational Visits Co-ordinator (Ta)</td>
</tr>
<tr>
<td></td>
<td>2. Finance (Td)</td>
</tr>
<tr>
<td></td>
<td>3. Cover (AH)</td>
</tr>
<tr>
<td></td>
<td>4. Deputy Head (An)</td>
</tr>
<tr>
<td></td>
<td>5. Headmaster</td>
</tr>
<tr>
<td></td>
<td><em>Please return to M. Talbot (Ta)</em></td>
</tr>
<tr>
<td></td>
<td>6. Governors (Level 3 Visits only)</td>
</tr>
</tbody>
</table>

Page 8
Information for Trip Organizer:

Pupil emergency contact details are required (school/personal mobile phone, provider Tel Nos etc) copies must be given to Finance Office, Front Desk and Kathy Ranford before the trip departs.

1. **LISTS OF BOYS GOING ON THE TRIP SHOULD BE EMAILED TO KERRY MITCHELL OR AMANDA DE LUCIA FOR APPROVAL BY DEPUTY HEAD, SEN DEPT & MATRON.**

2. **THIS FORM MUST BE COMPLETED ALONG WITH THE FORMS SVF (Finance) and SV2 (Risk assessment). COPIES CAN BE FOUND ON T DRIVE IN OFFSITE VISITS FOLDER under FORMS**

3. **ALL FORMS MUST BE COMPLETED FOR EVERY OFF-SITE VISIT**

4. **PINK BOOKS MUST BE COMPLETED FOR ALL LEVEL 2 & 3 TRIPS – AVAILABLE FROM FINANCE OFFICE.**

5. **SCHOOL MOBILE PHONE REQUEST MUST BE ENTERED INTO THE DIARY AT LEAST TWO WEEKS BEFORE YOUR VISIT. DIARY & MOBILES ARE KEPT IN THE FINANCE OFFICE. YOU MUST SIGN THE MOBILE PHONE OUT AND SIGN IT BACK WHEN RETURNING IT ASAP AFTER THE TRIP - FAILURE TO DO THIS CAN AFFECT OTHER TRIPS**

6. **CURRENCY FOR FOREIGN TRAVEL MUST BE ORDERED AT LEAST TWO WEEKS BEFORE THE TRIP. PLEASE SPEAK TO MRS MARKS. SEE FINANCE OFFICE FOR DETAILS.**

7. **KEEP ALL RECEIPTS AND A RECORD OF MONEY SPENT (INCLUDING FOREIGN CURRENCY) IF YOU NEED TO CLAIM BACK ANY PERSONAL MONEY SPENT, KEEP RECEIPTS AND GET THE CLAIM FORM SIGNED BY THE TRIP LEADER OR H.O.D. TWO SIGNATURES ARE REQUIRED FOR EVERY CLAIM.**

8. **COVER : IF THERE ARE ANY STAFF CHANGES MADE AFTER THE FORM SV1 IS SUBMITTED, YOU MUST LET ALISON HOGG KNOW AS THIS WILL AFFECT COVER.**

9. **ALL PARENTAL PAYMENTS MUST HAVE BEEN RECEIVED BEFORE THE TRIP DEPARTS, THIS CAN STOP A TRIP FROM GOING AHEAD!**

10. **ONLY SIGN AND CONTINUE WITH A TRIP IF YOU ARE CONFIDENT THAT YOU COMPLY WITH ALL PROCEDURES. IF IN DOUBT SPEAK TO EDUCATIONAL VISITS CO-ORDINATOR, MR M R TALBOT.**

   ➢ **FURTHER DETAILED INFORMATION IS ON T DRIVE in TRIPS_OFFSITE VISITS**

   ➢ **ALL SIGNED FORMS ARE KEPT IN FINANCE OFFICE – SEE MRS MARKS IF YOU WISH TO AMEND THE FORMS**

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**Types of Visits**

| Level 1 | Regular one day or less – low risk activities  
(e.g. theatre trips, student conferences, History trip to St Albans, etc) |
| Level 2 | Non-routine, residential stays, adventurous activities run by licensed/accredited centres (e.g. Geography & Biology Field Trips, YR 7 Phasels Wood, etc.) |
| Level 3 | All overseas visits and school led adventurous activities i.e. those not run by licensed/accredited centres (e.g. Sail France Sailing Camp, Ski Trip, World Challenge, Battlefields Trip) |
Appendix C:

FORM SV2  WATFORD GRAMMAR SCHOOL FOR BOYS
RISK ASSESSMENT FORM
(To be completed for ALL off-site visits involving students from this school)

<table>
<thead>
<tr>
<th>Offsite Visit:</th>
<th>Group Leader:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit Details:</td>
<td>Date of Visit:</td>
</tr>
</tbody>
</table>

Risk Assessment completed by __________________________ Date __________________

Signature: Group Leader_________________________ Date ________________

Educational Visits Co-ordinator______________ Date ________________

Headmaster_________________________ Date ________________

Additional Notes
1. The template of this form can be found in the Risk Assessment folder on T Drive. Please leave a copy of the completed form in the folder for others to view. Make sure you take a copy of the signed risk assessment on the trip.
2. If you have been given a risk assessment or a safety management plan by the provider, make sure that you have carefully read the document and are happy with it. Then attach copies with this form
3 Remember that it is a SCHOOL REQUIREMENT to complete a written risk assessment for every offsite visit

FIRST AID: An assessment must be undertaken for the requirement of a fully-qualified First Aider to be on the off-site visit (First Aid at Work qualification or equivalent). As a minimum, one supervising adult on every trip must have completed the Educare online course – ‘First Aid Essentials’

Name (s) of Fully qualified First Aider (s) …………………………………………………
Name (s) of supervising adults who have completed the Educare course ……………………………………………………………………………………………………………

Signed (Group Leader) ……………………………

You must re-assess the first aid requirements and consult with Matron about any special medical requirements when you know which students are going on the trip (See Information for Trip Organiser on Form SV1)

Have you re-assessed the first aid requirements and consulted with Matron? Yes / No

<table>
<thead>
<tr>
<th>Hazard/Risk</th>
<th>Initial Risk Rating</th>
<th>Control Measures:</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also indicate who is at risk</td>
<td>VH/H/M/L</td>
<td>What can be done to eliminate or reduce the hazard and minimize the risk?</td>
<td>VH/H/M/L</td>
</tr>
</tbody>
</table>
Appendix D:

Watford Grammar School for Boys

Guidance on Completing the Risk Assessment Form

A risk assessment is a careful examination of how people may be harmed during activities being planned. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

The following table indicates how the risk assessment form can be used to assist you with your risk assessment. The assessment requires you to rate the risk before and after the controls are in place. This will help you identify whether the risk can be reduced sufficiently following the introduction of the control measure.

Remember that it is not advisable to complete the risk assessment on your own, but to consult others involved with the trip. Also view the bank of completed risk assessments in the Risk Assessment folder on T drive.

No risk assessment can have a 100% guarantee; we have a duty of care to do everything that is ‘reasonably practicable’ to ensure the safety of those on school trips (both staff and students). So it a requirement to review the risk assessment upon the return of the trip. Any amendments and additional risks or control measures identified can be added. This will increase the effectiveness of the risk assessment for the next trip.
Appendix E:

WATFORD GRAMMAR SCHOOL FOR BOYS

PROPOSED TRIP OR ACTIVITY

Activity/Trip to:  UK: ☐ Europe: ☐ Other: ☐

(Please state the name of the show & venue for all theatre trips)

Proposed Date(s): __________________________

Number in Class/Party: Pupils: ___________ Staff: ___________

ESTIMATED COST OF TRIP (EXCLUSIVE OF VAT) - PER STUDENT

Accommodation:  **DO NOT ADD VAT!!** £

BACS charges (e.g. foreign bank transfers) if required £

Cover (£170 per 2 teachers) – not chargeable for residential trips: £

Entrance fees:  **DO NOT ADD VAT!!** £

It is unlikely that all risks can be reduced to low levels. The following table will help you determine action that needs to be take.

<table>
<thead>
<tr>
<th>Risk Rating</th>
<th>Action required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Very High (VH)</strong></td>
<td>May only take place if good control measures can be implemented. Must not take place. You will need to identify further controls to reduce the risk rating.</td>
</tr>
<tr>
<td><strong>High (H)</strong></td>
<td>May only take place if good control measures can be implemented. Seek further advise from technical adviser</td>
</tr>
<tr>
<td><strong>Medium (M)</strong></td>
<td>If it is not possible to lower risk further, you will need to consider the risk against the benefit of carrying out the activity.</td>
</tr>
<tr>
<td><strong>Low (L)</strong></td>
<td>No further action required.</td>
</tr>
</tbody>
</table>
**Appendix F:**

**Form DRF**

**Offsite Visits - Discipline Report**

Student’s Name ________________  Group Leader’s Name ________________

Offsite Visit ________________  Dates of Visit ________________

Date of Incident ________________  Time of Incident ________________

**Full Description of Incident (incl. others involved)**
Staff Member dealing with incident ______________________________________

Other staff involved __________________________________________________

**Action taken:**

Have the parents been notified? Yes/No

By: Telephone Letter [Please attach a copy of the letter]

Has the incident been recorded on Sims? Yes/No

Copy to FT & HoY / & recorded on Sims

**Appendix G:**

*Form MRF*

**Offsite Visits – Medical Report Form**

Student’s Name ___________________ Group Leader’s Name ___________________

Offsite Visit ____________________ Dates of Visit _________________________

Date of Incident _________________ Time of Incident _______________________

**Full Description of Incident (incl. others involved):**
Did any member of the group receive medical treatment?  
Yes/No

If yes, give details of any treatment received:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Treatment / medication administered</th>
<th>Staff involved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have the parents been notified?  
Yes/No

By:  
Telephone  
Letter

Return forms to Matron together with copies of any medical reports received

Appendix H:

FIRST AID AND ADMINISTERING OF MEDICINES TO STUDENTS ON SCHOOL TRIPS

First Aiders: It is recommended that at least one adult on a school trip is a fully qualified First Aider (First Aid at Work or equivalent). As a minimum, one supervising adult on every trip must have completed the Educare online course – ‘First Aid Essentials’. However, it is accepted that all school staff may treat children for minor ailments and accidents.

Please make sure you complete and sign the first aid section on the risk assessment form (SV2).

If the member of staff organises frequent trips it is recommended that they or another regular member of the team attend a recognised First Aid course (See Marina Dreiser for further information about courses).

First Aid Kits: There are two designated First Aid kits for school trips, which are kept in Matron’s Office. Matron will do the re-stocking of the First Aid kit. Matron must be consulted if there is a need for any specific medication for more specialised trips.
Administering of medication to pupils: Whilst on a school trip a child might need some medications for minor injuries, ailments or accidents, staff should not administer any medication unless written parental consent has been given. This does not apply to plasters or dressings, which can be applied without parental permission. However, please ask if they are allergic to plasters. All trips must use the school approved student and parental information request form (Form PIF). The form state which medications could be administered with parental consent. The student information form requires parents to state any medical condition their child has, including allergies. Copies of this form can be found in the Trips_Offsite Visits Folder under Forms on T drive.

PLEASE NOTE: Parents must provide all medication for their child, for example Epipens, antihistamines and asthma inhalers for any day or residential trips. Emergency school asthma inhalers will not be taken on trips.

Pre-existing Conditions: Make sure that the list of students is given to Matron for checking to ensure all medical conditions are known. Likewise the list of students should be forwarded to the School Office.

If a child is taking prescribed medicines for a pre-existing condition, it is recommended that a member of staff retain the medicine for safekeeping. Parents must supply written instructions about amount required and frequency needed. The staff member can then ensure the right quantities of medicine are taken by the child at the right times.

Medical Report: Always keep a record of any medical incident and treatment given. The Medical Report Form can be found on T drive in Trips_Offsite Visits folder. Copies also in first aid bags. Complete this form and give it to Matron on return to school.

For any discipline (non-medical) incident, please complete the Discipline Report (Form DR1). Remember to forward copies to the Form Tutor and Head of Year on return from the trip. Make sure that the details are entered onto Sims

Appendix I:

FORM PIF [compulsory for all residential trips UK & OVERSEAS]

WATFORD GRAMMAR SCHOOL FOR BOYS
RESIDENTIAL TRIPS (UK & OVERSEAS) - STUDENT & PARENT DETAILS

Trip to: ........................................ Dates of Trip: .................................................................

Student Surname: .................................... Student First names: ...........................................

Date of birth: .................................. Age (on departure day): .................... Form .................

Home address: ............................................................................................................

Home Tel No: ........................................ Student Mobile: ..........................................

Medical Information: (Please give details of any medical condition from which your son suffers. All the information will be treated with utmost confidentiality. Any pre-existing medical condition must be declared. Failure to do so might invalidate any subsequent insurance claim)

PLEASE NOTE: Parents must provide all medication for their child, for example Epipens, antihistamines and asthma inhalers for any residential trips. Emergency school asthma inhalers will not be sent on the trips.

Name & Address of Doctor: ..............................................................................................
NHS Medical Card No: ....................................................

Condition.................................................................................................................................

Medication or treatment: ........................................................................................................

Known allergies to drugs or other medication, stings etc.: ......................................................

Any other condition: (e.g. specific learning needs, ADHD, dyspraxia, autism etc.)........................

**Particular dietary requirements:** ...........................................................................................................

**Parent Details:** Father’s Surname: ........................................ First name: ................................................

Home address: (if different from above)...........................................................................................

Home telephone number: .................................................Mobile: .........................................................

Email ...................................................................................................................................................

Mother’s Surname: ........................................ First name: .................................................................

Home address: (if different from above)...........................................................................................

Home telephone number: ...........................................Mobile: ..............................................................

Email ...................................................................................................................................................

**Contact name and phone number for the day of return:** ..............................................................

**Alternative emergency contact 1:** Name ........................................................Tel No: ...........................................

Relationship to student: ................................Tel No: .................................................................

**Alternative emergency contact 2:** Name ........................................................Tel No: ...........................................

Relationship to student: ..................Tel No: .................................................................

---

**WATFORD GRAMMAR SCHOOL FOR BOYS**
**RESIDENTIAL TRIP - STUDENT & PARENT DECLARATION**

**Student Name:** ....................... **Form:** ....................... **Trip:** ............................... 

Please read carefully and sign below:
I wish my son to be allowed to take part in the above school trip and, knowing the information about the visit, agree to his taking part in any or all of the activities involved.
I agree to impress upon him the necessity to behave responsibly and to help the leaders to ensure the safety of everyone on the trip. I understand that during trip normal school rules and sanctions apply. Staff may check rooms at any reasonable time. In the case of a breach of the rules, my son will be punished appropriately and may be sent home at his parent’s expense.

I am aware that the school has a detailed policy on the safe running of educational visits, which can be obtained from the school. I am also aware that the school’s educational visits are always well organised with particular attention paid to health and safety. I understand that this can be no absolute guarantee of safety, but appreciate that the school leaders of the visit retain the same legal responsibility for students as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit. I understand that my son will not be supervised at all times during the trip.

I understand that normal school rules, code of conduct and sanctions apply whilst on the trip. I am aware that smoking is not allowed and the purchase and consumption of alcohol is strictly forbidden.

I will impress upon my son that he must show consideration for others and behave courteously and avoid taking part in any form of verbal or physical harassment. That this includes the travel company guides, coach drivers, hotel staff etc. and that he will obey their instructions at all times. Also that he must take responsibility for his own safety and for the safety of others.

Any medical conditions from which my son is suffering to my knowledge will have been disclosed to the school leaders prior to the commencement of the trip.

**I give permission for my son to receive any of the following medications:**
- Paracetemol
- Ibuprofen
- Throat Lozenges
- Piriton tablets
- Arnica Cream
- Anti-histamine Insect Bite Cream
- Savlon Cream

**I consent to any emergency medical treatment necessary during the course of the visit.**

**I am aware that I must provide all medication for my son, for example Epipens, antihistamines and asthma inhalers for the trip (if appropriate). Emergency school asthma inhalers will not be sent on the trips**

**I undertake to inform the group leader if my son or any member of the family suffers from any infectious diseases within 21 days of departure (Insurance requirement).**

**I give permission for my son’s photograph to be used for publicity purposes**

Signed: ……………………………………. (Parent/Guardian) Date: …………………………….

Relationship to Student: …………………………………………………………………………

**Student’s Declaration:** I have read carefully the above expectations and the School Code and agree to abide its contents.

Signed: ……………………………………. (Student) Date: ……………………………………. 
Appendix J:

FORM PIF Supplementary [compulsory for all OVERSEAS residential trips]

WATFORD GRAMMAR SCHOOL FOR BOYS
RESIDENTIAL TRIPS (OVERSEAS)

Student Name:………………….. Form: ..........................Trip: ...............................

For all OVERSEAS trips - Passport

Please attach a copy of your son’s passport photo page in space below:

Copy of passport photo page here
For all trips to EUROPE – European Health Insurance Card (EHIC)

Please attach a copy of your son’s EHIC in the space below:

Copy of EHIC here

For all trips to the USA – Electronic System for Travel Authorisation (ESTA)

All passengers will need to apply for authorisation using the Electronic System for Travel Authorisation (ESTA). ESTA is a mandatory requirement – if your son does not hold a valid ESTA, they will be refused entry into the US. Applications can be made online and when complete, print out the 16-digit reference number and forward it to school for our records. The ESTA is valid for two years so the process can be done anytime from now. More details and the online application form can be found using the following websites: https://esta.cbp.dhs.gov and www.usembassy.org.uk.

NB PASSPORT RETURNED MUST BE THE ONE THAT WAS USED FOR THE ESTA APPLICATION. IF NEW PASSPORT IS OBTAINED THEN A NEW ESTA APPLICATION MUST BE COMPLETED. REFUSAL OF ENTRY TO THE US WOULD RESULT IF PASSPORT DETAILS AND ESTA DO NOT MATCH

ESTA 16-digit confirmation number: ……………………………………………………………

Appendix K:

FORM PIF - Activities

WATFORD GRAMMAR SCHOOL FOR BOYS
SKI TRIPS

Student Name:…………………………………… Form: ………………..

Trip: …………………………………………………..

Please attach a recent passport-style photograph of your son here

Dietary Requirement: (See dietary types below)
Dietary Types:
- N Normal
- V Vegetarian (eats dairy, no meat or fish)
- PV Pesco Vegetarian (eats fish and dairy, no meat)
- VG Vegan (no meat, fish or dairy)
- K Kosher
- O Other (e.g. nut allergy etc. – please specify)

Ski Information:

Shoe size: [UK] …………………... Height (m) …………………...Weight: [kg] …………………...

Ski Ability Level: …………………... (See ski level codes below)

Ski Level Codes:
- N No experience
- D Indoor snow centre only
- B Beginner (1–2 weeks on snow)
- LI Lower Intermediate (3–6 weeks on snow)
- HI Higher Intermediate (7–10 weeks on snow)
- A Advanced (more than 10 weeks on snow)

Appendix L:

FORM SIF Staff Information Form

WATFORD GRAMMAR SCHOOL FOR BOYS
RESIDENTIAL TRIPS (UK & OVERSEAS) - STAFF DETAILS

Trip to: ……………………….. Dates of Trip: ………………………..

Surname: ……………………….. First name: ………………………..

Date of birth: ……………………….. Age (on departure day): ………………………..

Home address: ………………………..

Home Tel No: ……………………….. Mobile: ………………………..

Email: ………………………..

Medical Information: (Please give details of any medical condition from which you suffer. All the information will be treated with utmost confidentiality. Any pre-existing medical condition must be declared. Failure to do so might invalidate any subsequent insurance claim)
Name & Address of Doctor: ...........................................................................................................
................................................................................................................................................
....................................................................................................................................................
....................................................................................................................................................
Tel No: ........................................................................................................................................
NHS Medical Card No (if known): ..............................................................................................
Condition........................................................................................................................................
Medication or treatment: ..............................................................................................................
Known allergies to drugs or other medication, stings etc.: ............................................................
Any other condition: ....................................................................................................................
**Particular dietary requirements:** ................................................................................................

**Contact name and phone number for the day of return:** ..............................................................

**Next of Kin Details:**

**Alternative emergency contact 1:** Name ...................................................................................
Relationship type: ............................ Tel No: ..............................................................................

**Alternative emergency contact 2:** Name ..................................................................................
Relationship type: ............................ Tel No: ..............................................................................

**Appendix M:**

Watford Grammar School for Boys
Rickmansworth Road, Watford WD18 7JF Tel: (01923) 208900 Fax: (01923) 208901
www.watfordboys.org email: office@watfordboys.org

Headmaster: Ian Cooksey M.A.  
Date .................

Dear Parents

**Name of Trip**

The ............... Department are organising a day trip to ............... on ............... . The students will be given the opportunity to explore (details of the trip). Students will leave school on ............... at ............... and arrive back on ............... at approximately ...........
The cost of the trip is …………. and this must be paid by ParentPay which can be accessed via the School website or www.parentpay.com. No cash or cheques will be accepted as payment for the trip. The payment system will go live on ……………. at ……………. and the deadline for payment is ……………. If we have not received payment by this date, your son will not have a place on the trip. If you have any problems accessing the ParentPay system please email accounts@watfordboys.org

It is important that you check the approval box in your ParentPay Account (or complete the reply slip if there’s no charge for the trip). We will use the emergency contact and medical details you have provided to the School. If these have changed please let us know.

**PLEASE NOTE:** Parents must provide all medication for their child, for example Epipens, antihistamines and asthma inhalers for the trip. Emergency School asthma inhalers will not be sent on the trip.

All payments made are voluntary contributions towards the cost of the trip and the visit can only take place if parents are prepared to meet this cost. The school has funds available to pay for students who are in particular hardship.

Yours sincerely

Trip Organiser

**NB Information to Trip Organisers**

All letters sent to parents advertising day must include all the information given in this letter template. Obviously you will need to include information specific to your trip. Please make sure that a copy of this letter is emailed to the School Office and sent out by Admin staff only. You will need to liaise with Finance about ParentPay.

**Appendix N:**

Watford Grammar School for Boys

Rickmansworth Road, Watford WD18 7JF Tel: (01923) 208900 Fax: (01923) 208901

www.watfordboys.org email: office@watfordboys.org

Headmaster: Ian Cooksey M.A.

Date …………….

Dear Parents

**Name of Trip**

The ……………. Department are organising a residential trip to ……………. on ……………. The students will be given the opportunity to explore (details of the trip). Students will leave school on …………….at ……………. and arrive back on …………….at approximately ………….
The cost of the trip is .......... and this must be paid by ParentPay which can be accessed via the School website or www.parentpay.com. No cash or cheques will be accepted as payment for the trip. The payment system will go live on .............. at .............. and the deadline for payment is ............. If we have not received payment by this date, your son will not have a place on the trip. If you have any problems accessing the ParentPay system please email accounts@watfordboys.org

As it is a residential trip, you will be sent a Passenger Information Form (Form PIF) prior to your son’s departure on the trip via ParentMail. The form must be completed and returned to the School Office.

As this trip is overseas, you must also return an additional form (Form PIF Supplementary). Please complete the relevant sections and return to the Trip Organiser (or School Office).

**PLEASE NOTE:** Parents must provide all medication for their child, for example Epipens, antihistamines and asthma inhalers for this trip. Emergency school asthma inhalers will not be taken on this trip.

All payments made are voluntary contributions towards the cost of the trip and the visit can only take place if parents are prepared to meet this cost. The school has funds available to pay for students who are in particular hardship.

Yours sincerely

Group Leader

**NB Information to Group Leaders**

All letters sent to parents advertising residential trips must include all the information given in this letter template. Obviously you will need to include information specific to your trip. Please make sure that a copy of this letter is emailed to the School Office and sent out by Admin staff only. You will need to liaise with Finance about Parentpay.

**Appendix O:**

**EMERGENCY RESPONSE PLAN**
In Case of Fatality or Emergency

Initial action

Immediately inform the Headmaster or nominated emergency contact for the trip. If neither is able to respond (they may be involved in the incident) the senior person present should follow the instructions below:

+ Assess the situation and establish a basic overview of the incident.
+ Take immediate action to safeguard pupils, staff and visitors.
+ Attend to any casualties and administer first aid, if appropriate.
+ If appropriate, dial 999 or local equivalent for the emergency services and provide them with an overview of the situation. If in doubt, dial 999.

The emergency services notify each other of incidents but consider speaking directly to each organisation required. This will ensure that each service has the information they need to respond appropriately.
These contact details should only be used in an emergency. Do not give them to the media, pupils, parents / carers or members of the public.

- Fetch any equipment that may prove useful (e.g. first aid kit, grab bag).
- Log all communications and actions.
- Notify school staff. Consider assembling a School Emergency Management Team (SEMT) to assist with the response.
- Refer to the list of emergency contact numbers for additional support if required.
- Where possible, avoid closing the school and try to maintain normal routines.
- Try to prevent staff and young people phoning home until contact has been made with your Duty Officer or Emergency Planning Officer

Other advice
When contacting emergency services be prepared to give the following information:

- Your full name
- The telephone number you are calling from
- Name of group involved
• Exact nature of the incident
• Is a fatality involved? Has it been confirmed? By whom?
• Full name(s) and ages of injured person(s)
• Exact nature of injuries
• Whether local police or emergency services have been informed
• Whether any next of kin have been informed, if so, how?
Appendix P:

**CHECKLIST FOR ALL OFF-SITE VISITS**

The following checklist may prove useful in the planning and administration of an educational visit, but it must not be used in isolation and the relevant sections of the guidelines must be read in full. Simple day visits not requiring transport or involving hazardous activities may not need to be processed in this way but the list may still prove useful as an ‘aide memoire’.

‘Who’ is the most appropriate person to perform the task, not necessarily the party leader. A name or initial should be used.

‘When’ indicates when the task needs to be completed.

‘Done’ shows that the task has been carried out – the box should be dated.

<table>
<thead>
<tr>
<th>Initial Planning</th>
<th>Who</th>
<th>When</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have the aims and objectives been set?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will the visits, aims and objectives be linked to part of a structured programme of classroom learning, prior to and following the visits?</td>
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<tr>
<td>Has the date been initially identified?</td>
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<td></td>
</tr>
<tr>
<td>Has the venue been initially identified?</td>
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<tr>
<td>Has the composition of the group been identified?</td>
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<tr>
<td>Have the supervisory requirements been identified?</td>
<td></td>
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</tr>
<tr>
<td>What is the cost and who will pay?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial approval from EVC and head of establishment</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>The venue</th>
<th>Who</th>
<th>When</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has a venue been chosen, having considered best value, soundness of reputation and its ability to meet the aims and objectives?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The preliminary visit</th>
<th>Who</th>
<th>When</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has a preliminary visit been undertaken?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the checklist been completed if appropriate?</td>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk assessments</th>
<th>Who</th>
<th>When</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has a satisfactory risk assessment been completed?</td>
<td></td>
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<tr>
<td>Have the young people been involved in the risk assessment?</td>
<td></td>
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<tr>
<td>Have all outcomes of the risk assessment been shared with all appropriate members of the party?</td>
<td></td>
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<tr>
<td>If appropriate, has the risk assessment been approved by the LEA?</td>
<td></td>
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<tr>
<td>Have any contractors’ risk assessments been checked by the Adventure Activities Licensing Authority or the LEA?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staffing</th>
<th>Who</th>
<th>When</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have staff been identified and booked with the Cover Manager?</td>
<td></td>
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<tr>
<td>Are the members of staff capable of meeting any special needs that might be in the party?</td>
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<tr>
<td>Do staff need any special training or qualifications?</td>
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<tr>
<td>Is there an appropriately trained first-aider available to the party at all times?</td>
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<tr>
<td>Have all supervisors understood and agreed their roles and responsibilities with the party leader?</td>
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<tr>
<td>Has a hierarchy been put in place and made clear to all in the party?</td>
<td></td>
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</tr>
<tr>
<td>Have all staff signed a medical disclosure form identifying any medical needs they have?</td>
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<tr>
<td>Have all Criminal Records Bureau checks been satisfactorily completed? Allow 10 weeks for this process.</td>
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<tr>
<td>Have a duty officer and a home contact (‘Duty Officer 2’ on the electronic form) been identified?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparing young people</th>
<th>Who</th>
<th>When</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have the young people been involved in the preparation and planning of the visit?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do the young people know what standard of behaviour is expected of them?</td>
<td></td>
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</tr>
<tr>
<td>Do the young people know any rules and regulations they must adhere to?</td>
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<tr>
<td>Do the young people know who their leaders are?</td>
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<tr>
<td>Have the young people been properly prepared, trained, qualified and tested to undertake the planned activities?</td>
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<tr>
<td>Do the young people possess hidden identity cards?</td>
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<td></td>
</tr>
<tr>
<td>Do they know what to do if lost or separated?</td>
<td></td>
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<tr>
<td>Do they know what to do if approached by a stranger?</td>
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<tr>
<td>Have pocket money limits been identified?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparing parents and carers</th>
<th>Who</th>
<th>When</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are parents and carers fully aware of what all aspects of the visit entail, including cost, timings, venue and activities?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have parents and carers given informed consent for all activities to take place?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have parents and carers disclosed medical details and given medical consent?</td>
<td></td>
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<tr>
<td>Have parents and carers given consent to use the various methods of transport involved?</td>
<td></td>
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<tr>
<td>Have parents and carers attended a pre-visit briefing and question-and-answer session?</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Has dietary information been gained?</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Health and general welfare</strong></td>
<td></td>
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<td></td>
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<tr>
<td>-------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Awareness</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are parents and carers aware of the kit list?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has a phone tree been set up to communicate with parents and carers?</td>
<td></td>
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<td></td>
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<tr>
<td>Does the party leader have emergency contact details for all parents and carers for the duration of the visit?</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Health and general welfare</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resources</strong></td>
</tr>
<tr>
<td>Has first aid been considered as part of the risk assessment?</td>
</tr>
<tr>
<td>Has appropriate first aid equipment been brought on the visit?</td>
</tr>
<tr>
<td>Are designated supervisors aware of and suitably trained to administer young people’s medication?</td>
</tr>
<tr>
<td>Have all young people’s medicines been collected and clearly labelled?</td>
</tr>
<tr>
<td>Are dosages and timetings for medicines clearly understood?</td>
</tr>
<tr>
<td>Do you have the contact details of local doctors and hospitals?</td>
</tr>
<tr>
<td>Do all party members have the appropriate clothing for either cold or very hot conditions?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Equipment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Materials</strong></td>
</tr>
<tr>
<td>Has a kit list been issued to the young people?</td>
</tr>
<tr>
<td>What equipment should the school/youth group take – including party and leader equipment?</td>
</tr>
<tr>
<td>What equipment will the contractor provide?</td>
</tr>
<tr>
<td>First aid kit(s)?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transport</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Safety</strong></td>
</tr>
<tr>
<td>What are the transport needs?</td>
</tr>
<tr>
<td>Obtain quotes (reputable rather than cheapest).</td>
</tr>
<tr>
<td>Check insurance.</td>
</tr>
<tr>
<td>Has transport been finally agreed and booked?</td>
</tr>
<tr>
<td>Have the relevant public transport services been made aware where and when your party will be travelling with them?</td>
</tr>
<tr>
<td>If parents’ cars are used, have they confirmed that they possess adequate insurance, tax, and MOT, where appropriate?</td>
</tr>
<tr>
<td>Is there back-up transport in the event of an emergency or a breakdown?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hazardous activities and higher-risk environments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning</strong></td>
</tr>
<tr>
<td>Has approval been sought from the LEA?</td>
</tr>
<tr>
<td>Have the activities been checked by the Adventure Activities Licensing Authority?</td>
</tr>
<tr>
<td>Has someone (usually the LEA) checked activities not covered by the Adventure Activities Licensing Authority?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Finance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Costing</strong></td>
</tr>
<tr>
<td>Costing (produce)</td>
</tr>
<tr>
<td>Communicate to parents</td>
</tr>
<tr>
<td>Collection schedule – devise</td>
</tr>
<tr>
<td>Collection schedule – communicate</td>
</tr>
<tr>
<td>Receipts – start</td>
</tr>
<tr>
<td>Receipts – end</td>
</tr>
<tr>
<td>Bursary</td>
</tr>
<tr>
<td>Account/Balance sheet</td>
</tr>
<tr>
<td>Refunds – calculate/give out</td>
</tr>
<tr>
<td>Pocket money – calculate</td>
</tr>
<tr>
<td>Pocket money – communicate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Insurance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cover</strong></td>
</tr>
<tr>
<td>Check cover for visit</td>
</tr>
<tr>
<td>Communicate level of cover</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Communications</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Plan</strong></td>
</tr>
<tr>
<td>Plan schedule of communications</td>
</tr>
<tr>
<td>Emergency communications (plan and tell parents)</td>
</tr>
<tr>
<td>Mobile phone for party leader?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Accommodation</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Suitability</strong></td>
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<tr>
<td>If centre has not been used before, describe and confirm suitability with head of establishment</td>
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<tr>
<td>Check if hot water/showers</td>
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<td>Fire drills and procedures</td>
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<td>Fire exits</td>
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<td>Local Authority Registration check (if one exists)</td>
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<td><strong>Boundaries</strong></td>
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<td>Out of bounds areas identified</td>
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<td>Communicated?</td>
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<td>Marked?</td>
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<td>On-site phone numbers</td>
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<td>24-hours contact number for site</td>
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<th><strong>Approval – received from:</strong></th>
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<tr>
<td>Head of establishment</td>
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<td>EVC</td>
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<td>Governors</td>
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<th><strong>Post-course evaluation</strong></th>
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Appendix Q:

FREQUENTLY ASKED QUESTIONS

Answers to most queries can be found by consulting the exhaustive Hertfordshire County Council Guidelines for Off-Site Visits [copy in Room P] or your HoD or EVC. However, there are some questions that are asked so frequently, it is worthwhile providing answers below in this readily accessible format:

Q. What are our insurance arrangements?

A. We use the insurance package, which we have bought from the Zurich Municipal Insurance. Our insurance policy can be found in the Finance Office. Parents should be informed about the nature and extent of the insurance being taken out on their behalf. Some trips may require additional insurance arrangements. Although winter sports are included in the policy.

Q. What is my duty of care as a supervising adult?

A. Adult supervisors in charge of young people during a visit are considered to be ‘in loco parentis.’ They have both a duty of care towards those young people and a common-law duty to act as a reasonable, prudent and careful parent would in similar circumstances. Adult supervisors should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Q. What is the required supervision ratio?

A. There is no single recommendation, as the ratio must be based upon the nature of the activities being undertaken and your associated risk assessment. However, as a minimum there should be 1 adult for every 15 young people, with at least two adults on every visit. For mixed groups there should be both male and female adults present. On residential or foreign visits, the ratio should be reduced to 1 adult for every 10 young people.

Q. Am I expected to be ‘on-duty’ day and night on residential trips?

A. No. Residential visits are very demanding of supervisors and it is extremely important that staff are given some time off when they are not ‘on duty’. Otherwise, supervisors may become overtired, reducing their ability to effectively supervise activities. Time off is likely to be in the evenings and should be organised through some sort of rota system that ensures adequate supervision at all times. Those designated, as ‘on-duty’ should either be directly supervising the party or be immediately available as required.

Q. What is the school policy on the consumption of alcohol by staff and students on school trips?

A. The Group Leader along with accompanying supervisory adults has a duty of care both for the students and for each other. In this respect the school’s policy on the consumption of alcohol states that no student will be allowed to consume alcohol whilst on a school trip even if they exceed the minimum legal drinking age for that country. All supervisory adults must take a sensible approach to the consumption of alcohol.

**Staff & Alcohol**

It should be noted that it is a potential disciplinary offence for a teacher to be at work (as they are when accompanying a school trip) when affected by drink (even if not ‘drunk’ in the everyday sense of the word) or indeed by other substances which may affect their judgement and behaviour.
(other than those medically prescribed and of which the school is aware) because being in such a state potentially puts pupils and colleagues at risk and may also undermine discipline and good order and perhaps bring the school into disrepute.

Staff who choose to drink alcohol whilst on school trips should remember;

- The core responsibility of staff, who are in loco parentis, must take priority over all other considerations.
- Staff must be able to respond in any emergency or unforeseen circumstances, for example during the evening, or where more than one teacher is needed.
- The example which pupils take from the behaviour of staff
- The nature and age range of the pupils and the context of the trip
- Any particular factors, such as the presence of guests, younger children, etc
- The possible effect on the school’s reputation, including how this may be perceived by others.

In practical terms, where there are several members of staff accompanying a trip, it may be acceptable for staff to drink alcohol in moderation, providing another member of staff acts as the ‘designated driver’, and remains ‘tee-total’, but who this will be depends on factors such as who has first aid qualifications, who can drive the available vehicles, etc.

All staff alcohol should be purchased by staff and not drawn from the contingency fund.

Q. A student with a serious allergy is coming on my trip and may require administration of adrenaline by epipen. I am not trained. Can I prevent this student from joining the trip?
A. No. You must either ensure that a member of staff who has received training accompanies the trip or that you watch the training video [see Matron].

Q. What is a hazardous activity?
A. All school journeys are potentially hazardous. However, some activities are clearly more hazardous and visits involving these activities will require approval by the School Governors in addition to that of the Headmaster. These are categorised as Level 3 visits and as such are countersigned by the Governor’s Health & Safety Committee. The following activities would be regarded as hazardous: Bathing, Canoeing/boating, Caving, Climbing, Flying, Gorge Walking, Hill/Mountain Walking, Riding, Rowing, Sailing, Skiing, Sub-aqua sports, Swimming. This list is not exhaustive and advice should be sought from the EVC if you are in doubt. No hazardous activity should be engaged in when such an activity was not notified on the application form.

Q. What can parents be charged for?
A. It is first of all necessary to decide whether the journey is a ‘curriculum-related activity’ or an ‘optional extra’ as defined by the 1988 Education Act. All journeys taking place mainly (i.e. more than 50%) within school hours are automatically deemed to be curriculum related. Where overnight stays are involved the test is based on the number of half days (ending at noon or midnight) of school missed compared to the total number of half days away. Journeys outside school time but which are required for an examination syllabus are also considered to be curriculum related.

Consequently, journeys which fall mainly outside school time and are not required for an examination are ‘optional extras’ and may be charged for.

On curriculum-related journeys it is only permissible to charge for Board and Lodging. However, it is permissible to ask for voluntary contributions towards the cost of such journeys. The letter to parents must make it clear that it is a voluntary contribution, that there is no obligation to contribute and that no pupil will be disadvantaged if a contribution is not made. It can, however, make it clear that without a sufficient number of voluntary contributions the trip will be unable to proceed.
Q. What information needs to be included in the letter to parents?

A. All of the following where applicable:

- Name and address of destination and any other bases; date of visit and duration;
- Travel arrangements including time, dates and places of departure and return (and arrangements for notification of delays), method of travel;
- Passport and visa requirements;
- Whether minimum numbers of pupils required; if so, arrangements for refunding money if number not attained.
- Itinerary, including dates and places of overnight stays;
- Details of anticipated activities and visits in which the pupils will be allowed to participate and whether included in the cost/voluntary contribution of the trip.
- Cost/voluntary contribution and method of payment; details of banking money; name of staff responsible for money; deposit and date after which deposit cannot be returned if cancelling;
- Insurance cover and name and address of insurers including details of what insurance is provided, what insurance is not provided, and optional extras that are suggested;
- Health formalities (i.e. inoculations) and the need to inform the school of any health problems concerning the pupil;
- Name of the group leader and members of staff accompanying the party; arrangements for supervision generally and during specific activities;
- Name and address of travel company through whom arrangements are made;
- Advice on clothing, equipment and pocket money;
- Code of conduct;
- Contact details of the Home Contact (‘Duty Officer 2’ on the application form).

Q. What is the role of the Home Contact 2

The Home Contact is the first point of contact for the group leader in case of an emergency/major incident - a fatality or a serious illness or injury. The contact details of the Home Contact must not be given to the parents. The Home Contact provides a channel for communication between parents and the group leader. This can be used for routine matters; for example, to inform parents of delays. The contact details of the Home Contact must be provided to the parents in the letter so that they can contact the group leader if necessary. The Home Contact must retain a copy of the Contact Sheet detailing the contact details of the parents and he/she must be able to contact the group leader at any point during the visit.