



WESTMINSTER UNDER SCHOOL

Policy on Pupils' Safety Outside School – Educational Visits

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Introduction

Visits outside school, both in the form of trips directly related to a curriculum area and those as an extra-curricular activity, are extremely beneficial to the pupils of Westminster Under School (“the School”). However, outside the confines of School there is the potential for an additional level of risk. To ensure the safety and welfare of pupils taking part in educational visits, trips, exchanges and other outings, the staff who organise, lead or accompany trips are required to follow the guidelines in this Policy. This Policy details the action required when planning and leading a School Trip and the documentation that must be prepared with the support of the Assistant Master, Extra-Curricular.

This policy is in line with the DfE guidelines as presented in the *Health and Safety: advice on legal duties and powers* (last updated February 2014) document and current HSE guidelines (links to both documents in the appendices). It applies to all overnight trips, trips abroad and day trips.

Consent for the Visit to take place

Potential visits must first be discussed with the Assistant Master, Extra-Curricular. This will include significant elements such as:

- Dates of the trip; to avoid other big school events
- Staffing; to ensure correct ratios and a fair spread of staff
- Any non-WUS staff or boys who may accompany the visit, e.g. spouses or children
- Any potentially dangerous activities
- Accommodation, where applicable
- Approximate cost of the trip

Once signed off by the Assistant Master, Extra-Curricular and then the Master, the Financial Secretary will then be in a position to book the trip.

Parental Consent

No boy should go on the trip that falls outside the normal school day (7:45am – 5pm) without a signed *Parental Consent Form*. This may be either a paper-based consent form or using electronic means such as an email or the *Clarion Call* system. Such consent may be granted only by a parent or guardian. Additional written permission must be given for water activities, exchange visits, foreign trips and for pupils travelling home alone after a trip. For trips that fall entirely within the School day and the School curriculum and additionally have no cost to parents, a briefing letter sent to parents will suffice.

Parental consent provides:

- Parental agreement for the pupil to take part in the trip
- Details of any medical matters that the School needs to know for duty of care together

with their terms of use

- Permission for water activities (if required)
- Passport details (if required) which also indicate visa or visa waiver requirements
- Contact details of parents or guardians during the trip and the contact details of the pupil's doctor
- Parental agreement for emergency medical care if recommended by a qualified medical practitioner.
- Extra Permission for hazardous activities might also be required

Planning

The following key actions should be taken by the Trip Leader as appropriate:

- Liaise with the Assistant Master, Extra-Curricular regarding the documentation required for the trip.
- Check the certification of centres and leaders, where appropriate.
- Ensure that the centre holds a licence (such as the Adventure Activities Licensing Authority certification) for higher risk activities that are offered, for example: caving, climbing, trekking above 600m, skiing and water sports. Water sports include sailing, canoeing, kayaking, rafting and windsurfing on the sea, tidal waters at a location where any part of these waters is more than 50m from the nearest land and turbulent inland waters. These conditions apply to all the listed water sports. Rowing is exempt.
- If not staying at an official activity centre, visit the site prior to the trip to check its suitability and carry out a risk assessment.
- Identify if inoculations are required for the trip. These often need to be done several weeks before departure. Identify any special precautions that should be taken when travelling to remote areas (e.g. carrying a sharps kit to Africa).
- Ensure there is separate sleeping accommodation for pupils and staff. Pupils and teachers should not share bathroom facilities.
- Ensure enhanced DBS clearance is in place. In the case of non-School employees (e.g. a spouse or partner) going on the trip, they must have had an up-to-date DBS check. DBS checks are done through the Personnel Bursar – they take up to three months to be completed. The cost of this should be factored into the trip. If an individual is providing a service via a third-party (e.g. Activity Centre staff) the School will accept written confirmation from the Centre that their staff are fully DBS checked and vetted.
- Ensure that other required documentation is completed as documented on the Risk Assessment section of Aptus. This includes full pupil lists, lists of medical and dietary issues, maps of the areas, the Emergency Card, contact details, etc.
- Ensure that any Travel Agent used is registered with ABTA and that any Tour Operator is registered with ATOL.
- Ensure that the Bursar's Secretary is aware, through the Assistant Master, Extra-Curricular, (at least three weeks in advance of departure) of any vehicles that are being hired for the trip to ensure that proper insurance is in place.
- Though the Assistant Master, Extra-Curricular ensure that those persons intending to drive are on the Authorised Drivers List and are legally permitted to drive the vehicle being used. Details are provided in the document 'Driving for the School' on Aptus.

Finances for the Trip

Finances for the trip should be calculated using the appropriate proforma which breaks down both the fixed costs for the trip, e.g. transport and accommodation, and the variable costs, such as food or contingency money. This will require planning with the Financial Secretary and the Assistant Master, Extra-Curricular who will both verify that the likely costs of the trip are covered and are fair and appropriate.

Where a trip is not all-inclusive, i.e. not at an activity centre, there must be a clear plan of how expenses incurred, e.g. at restaurants, should be paid for. It may be that the Trip Leader takes a pre-agreed amount of cash or arranges for an invoice to be addressed to the Financial Secretary. A final alternative would be for the Trip Leader to pay for bills using a personal credit card for to receive reimbursement at the end of the trip.

For trips away from all-inclusive centres, reasonable costs of food and refreshments will be provided which is usually calculated on a per-teacher, per-day amount, e.g £50 per teacher, per day where lunch, dinner and other refreshments, e.g. water, are required. The Financial Secretary and the Assistant Master, Extra-Curricular, will decide on an appropriate amount.

Where trips begin or end very early in the morning or late at night when public transport is not available, private taxis will be paid for in order for staff to get to the meeting point. Outside of these times, if colleagues wish to meet at a central location, e.g. school, and organise a group taxi of three colleagues or more, this too can be added to the budget in advance of the trip. Individual taxis when public transport is available will not normally be added to the trip budget.

The aim of any trip is for the Financial Secretary to pay as much as possible either in advance of the trip or by invoice afterwards. Both of these options are preferable to taking large amounts of currency on a trip. However, visits to some countries will inevitably require larger amounts of currency to be taken.

In this case, any money should be split up between different members of staff so as to be below the maximum amount of cash allowed to be held by any one person under the School's insurance policy. The Financial Secretary will advise Trip Leaders of this before a visit takes place.

Carrying large amounts of money is not advisable and contingency money (as opposed to, say, cash already budgeted for restaurants, etc.), for counties and types of trips where it may be required, will generally be kept to a low reasonable amount to account for unforeseen circumstances while on the trip.

Recce visits

There is a recce budget for the planning of new trips. However, before any recce trip takes place there should be a discussion with the Assistant Master, Extra-Curricular, who will then liaise with the Financial Secretary and the Master.

Authorisation for a recce visit may then be given subject to the following conditions:

- There is a strong likelihood that the recce will result in an educational visit for boys
- The itinerary of the recce is well documented
- When working with a company, the air fare, accommodation and airport transfer should normally be paid for by that company. If this is not the case it should be agreed with the Assistant Master, Extra-Curricular beforehand
- A recce visit should be for a maximum of two nights with up to two members of staff. No one who does not work for the School will be permitted to join the recce
- A national trip is likely to have a maximum spending money budget of approximately £200 with a European recce having a maximum spending money budget up to £400. There will be a pre-agreed limit for trips which are further afield
- The likely costs should be broken down and agreed with the Financial Secretary and the Assistant Master, Extra-Curricular before going, Costs for expenses which have not been pre-authorized will not be paid by the School
- Recce costs are likely to be factored into the costs of the next two trips which take place

Information to be given to parents

A briefing letter must be sent to parents by the Trip Leader. This must include:

- The exact start and end time and location of the visit
- Method of transport
- Address and, if possible, the telephone number of the trip destination
- Name of Trip Leader and other staff going on the expedition
- The School's Base Contact name and contact details (landline/mobile) with information to say that the Base Contact should be the primary point of contact for parents in an emergency situation only.
- An itinerary for the trip. This list must be comprehensive and should not be significantly changed during the trip unless necessary due to unforeseen circumstances (e.g. dangerous weather, a failure in transport, etc.)
- Total cost of the entire visit to the parent
- Information to state clearly that School rules apply on the trip and the consequences of poor behaviour
- Kit list
- Advice on spending money
- Clarification that a copy of the School's insurance policy is available on the School's Aptus site
- Information about EHIC cards (if required)
- Appropriate visa advice (if required)
- A list of activities involved which must be comprehensive and should not be added or substituted whilst on the trip. Parents should be invited to comment if they do not wish their child to participate in any activity on the understanding that the child may then need to be withdrawn from the trip.
- The mobile phone policy for the trip (see below)

Information to be given to boys

The Trip Leader should brief the boys going on the trip at least one full day before departure. Pupils should be given the opportunity to ask questions, where appropriate. The precise information given to pupils will depend on their age and the complexity of the trip but pupils should always be specifically briefed of what to do if they get separated from the group. If they are going abroad they should be given *Lost and Lonely* cards at the point of departure which will have the mobile telephone number of at least two members of staff participating in the visit and additionally a UK-based telephone number, usually the designated Base Contact.

Information to be given to colleagues

The Trip Leader and the accompanying staff should hold a briefing meeting at least a week prior to departure. This should include information about travel arrangements, pupils with medical or dietary needs, specific activities while on the trip, sleeping arrangements, where appropriate, and any contingency plans made if the itinerary has to change due to unforeseen circumstances. Colleagues should have an opportunity to ask questions. A list of all pupils attending trips in term time should be placed on the board in the Common Room (unless it is whole year group or a whole class). All colleagues should be informed that the trip is taking place by discussing it in a pre-school staff briefing at least a few days prior to the visit. The following should also be informed in good time: the Deputy Master for purposes of cover, the Director of Music to arrange music lessons around the trip, the Bursar's Secretary, through the Assistant Master, Extra-Curricular, to ensure that all insurance arrangements are in place, the Secretary and the School Chef.

Special consideration to be given to contact details

The Base Contact's contact details (mobile/landline) should be included in all briefing documentation.

Individual risk assessments

There must be a specific Risk Assessment, signed by the Trip Leader, for each activity undertaken. Risk Assessments from an activity centre may be used if they are deemed to be comprehensive by the Trip Leader and additionally by the Assistant Master, Extra-Curricular.

Completed Risk Assessment packs

A complete copy of the entire Risk Assessment, after being signed-off by the Assistant Master, Extra-Curricular and the Master, must be lodged with the School Office (and in the case of a trip being out of school hours, a full copy given to the Base Contact). A full copy should also be taken on the trip.

Important information, such as the *Contact Details* form and the collated medical and dietary needs should be photocopied and given to each member of staff accompanying the visit. **Staff should understand that this information is confidential** – further information on Data Protection is included below.

Data protection

It is important that staff are well informed about the pupils whom they are taking out of School, however the protection of this data must also be considered. The Trip Leader is in charge of distributing relevant information to staff. Depending on the length of the trip this may include confidential information about pupils' medical and dietary requirements as well as contact details of parents. The Trip Leader is responsible for distributing this information as well as collecting it in again at the end of the trip so that it can be shredded. Staff should be informed of this issue during the pre-trip briefing. This is in accordance with the School's Data Protection policy.

Staffing

All trips must have more than one member of staff even if there is just one boy. The minimum ratio should be two staff for up to 20 pupils and one for each extra 15. Factors such as the types of activities conducted, the method of transport, whether the trip is in the UK or abroad and whether there are any children with Special/Additional Educational Needs on the trip may influence the number of staff required.

If a child of a member of supervising staff is on the trip then that member of staff counts towards the staffing ratio only if his/her child is at the School as part of the cohort that is going on the trip.

If the spouse/partner of a member of supervising staff is going on the trip then s/he can be counted in the staffing ratio if s/he agrees and is able to provide duty of care, has been DBS cleared, and the Master's permission has been given.

If the spouse/partner of a member of the supervising staff is going on the trip together with their child, but that child is not part of the cohort, then the spouse/partner cannot be counted as part of the staffing ratio nor be expected to have duty of care for the School pupils. The spouse/partner must be DBS cleared and the Master's permission given.

The spouse/partner and/or children of a member of staff who are going on a school trip must usually pay the standard trip rate to attend the trip.

First Aid Kits and Medicine

These are compiled by the Matron and should be collected from the Matron's Office before departure. Another teacher, who is not the Base Contact, should be allocated the role of the designated *First Aider* and carry the kit. Any specific medical needs should be fully discussed between the Matron, the Trip Leader and the designated First Aider. All members of staff on the visit should acquaint themselves with all the medical information specific to his/her trip which will be distributed to relevant staff by the Trip Leader. Specific medication carried for individual pupils must **not** be given to other children on the trip. The designated First Aider must check that affected pupils have brought sufficient medication for the duration of the trip

With the exception of Epipens and inhalers all medication to be administered should have an Administration of Medicines form completed by parents prior to the trip commencing. This states the timing and dosage required for each medicine and has a section for the designated First Aider to confirm that the medication has been dispensed. This information may be important in an emergency situation.

Guidelines for administering medicines by staff on school trips is covered in Appendix A.

Conduct of the Outing

School rules apply on **all** School trips. This should be made known to pupils in the pre-visit briefing and to parents in the visit information letter. The consequences of repeated poor behaviour should be made clear in both the Parental Consent Form and in the visit information letter.

Mobile phones and use of electronics

The policy on the use of mobile phones and electronics depends on the type of trip and the age group of the pupils. In general, mobile phones are not used by boys in Years 3 – 5 as they do not come to school or go home by themselves: the use of mobile phones becomes more prevalent in Year 6 onwards.

Normal day trips do not require mobile phones and they should be left at school, turned off as usual. Should a pupil have to bring a mobile phone, for instance because they are going straight home afterwards without coming back to school, then it should be switched off, as it normally would be in school.

Residential trips in term time take place regularly with Years 3 to 8. These trips do not ordinarily require electronic games or mobile telephones – parents are routinely informed by Clarion Call that the group has arrived safely and are also given an emergency number which they can contact at any time. It is made clear to parents in the first trip letter that this is the policy. If electronic devices were to be found on a visit then the device will be taken by the Trip Leader and returned at the end of the trip. Where *remote supervision* is employed, i.e. where boys leave the teachers for an agreed amount of time in groups, the Trip Leader will, where appropriate, distribute School Pay-as-you-Go telephones which pupils can use to call the Trip Leader in an emergency.

Holiday trips are often longer and further and it is understandable that pupils and parents might want to contact each other. Where this is the case members of staff on the trip would hold these phones and arrangements would be made whereby pupils have access to the devices at agreed times, e.g. during supervised recreation time in the evenings or during part of a visit when boys are separated from teachers, i.e. remote supervision activities. Similarly, when boys are on an exchange visit, guidance should be given to the family looking after the individual boys.

During any visit, should a boy have a genuine reason to contact home then the Trip Leader will facilitate this.

In all cases the rules for each trip should be made clear to parents in the form of the standard trip letter to parents and additionally to pupils in the standard pre-trip briefing. In all cases bringing of electronic equipment is at the family's own risk.

Exchange Visits

The success of an exchange largely depends on good relationships and communications with the partner schools. Individual school exchanges differ from other visits abroad in that boys will spend most of their time with host families and are, therefore, not always under the direct supervision of School staff. Host families abroad will not be subject to English Law. It is essential therefore that the Trip Leader should have a good relationship with the host school counterpart and have a clear understanding established about discipline, codes of conduct, child protection and other pupil welfare matters.

Supervision on the exchange is through School staff from while on school activities and at other times through host families. All due effort and care is made to ensure that the family environment is safe. If a pupil feels that s/he is under any form of duress, then efforts are made to address this through the families and the Host School. The letter to parents prior to the visit states that the host families are *in loco parentis* outside school hours.

School staff are responsible for the pupils during school hours and accompany them on all activities: this must be taken into account when compiling the risk assessments for planned activities. The letter to parents must state that there may be local differences in school rules compared with those of the School. However, where local rules are less strict, such as seatbelts being optional on coaches, the School will follow British rules. Some local schools are unable to do DBS checks on their parents and people living in the accommodation used by pupils from the School. Parents must be made fully aware of this possibility and the specific *School Exchange Risk Assessment* proformas make this clear. All parents are given the email and phone numbers of the host parents and can contact them at any time. Additionally the pupils (and the host families) are made aware that pupils can contact the Trip Leader at any time.

Pupils must be aware of the ground rules agreed between the Trip Leader and the Host School and through them the host family.

Satisfactory pairing relationships should be made. The Trip Leader should tell the Host School and host families of any special medical or dietary needs, as well as of the age of the pupils.

The Base Contact should have a list of all of the contact details for each pupil including each host family's address and phone number while they are abroad.

Pupils should have adequate sleeping arrangements; they should normally have their own bedroom and certainly their own bed.

For such exchanges, parents will also need to be clearly briefed about how their child will be cared for by the Host School and family and what measures are in place should their child have any concern.

Where the School is the Host School to a visiting school, the teacher from the School co-ordinating the visit should, at the time of planning the trip, contact the Designated Safeguarding Lead to ensure that each family concerned is suitable to host a child. The Trip Leader should contact the Designated Safeguarding Lead and ensure that no family known to have significant problems is hosting an exchange pupil visiting the School. The Master will approve the final list of host families hosting visiting students.

Similar assurances should be sought from the teacher in charge of the Host School when pupils from the School make their reciprocal visit.

Emergency Procedure for Educational Visits

Every Trip Leader on a visit includes a copy of the *Emergency Procedure for Educational Visits* in their Trip Pack that states clearly what to do should something go wrong while on a trip. This document is included in Appendix A. This information forms part of all risk assessment packs.

If, while out on a visit, a major incident takes place such as a terrorist attack in London, the Trip Leader should follow the procedures listed above. After co-ordinating with the Assistant Master, Extra-Curricular or the Master, it is highly likely that trip would be cancelled, even if the group was not in the proximity of the incident. The entire group would then make their way as quickly and directly as possible back to School, e.g. by taxi.

If a group was out on a visit while the School was in *lockdown mode*, i.e. an incident was occurring near the School, they, like all members of staff, would receive a text message to alert them of this. The group should stay where they are if safe to do so and make arrangements for the boys to go home - this would involve contacting the parents of all boys on the visit.

Accidents on a Visit

In the event of an accident the Trip Leader should fill out an accident form that complies with the RIDDOR requirements for reporting accidents and injuries as soon as possible. RIDDOR reports may only be made by the Master or the Bursar.

First Aid

All staff at the School have completed a one-day First Aid Training course which takes place every three years. The last course was in April 2018. The next one is due in April 2021.

On all trips a designated *First Aider* will carry a first aid kit. Their role will be to deliver first aid where necessary before notifying the activity centre where applicable or, if not available, seeking professional medical advice. A First Aider's job is **not** to diagnose an injury and if

there is any doubt whatsoever regarding an injury, professional medical help should be sought.

If abroad, the School's insurers can be contacted who will then provide details of doctors to see or hospitals to use. The contact details of the School's insurers can be found in every Risk Assessment Pack.

If a boy hurts himself or is injured which requires any first aid or medical attention the Assistant Master, Extra-Curricular, who is usually the Base Contact, should be informed as soon as possible. If they are not available, the Master should be informed. A decision will then be made together regarding who contacts parents.

Media Contact

In the event of an emergency/accident there could be media interest. If contacted, the Trip Leader should **not** decline to comment using vocabulary such as 'no comment' as this can be misrepresented by the media. Instead refer all media enquiries to the Master.

Specifically:

- No pupils in the group should speak to the media
- Pupils should not have unsupervised use of mobile phones or other devices
- Names of those involved should not be given to the media under any circumstance as this could cause distress to their families.
- Nobody in the group should discuss legal liability with other parties.

The Master will deal with the media at the School end. He will notify the Chairman of the Under School Committee, the Chairman of the Governing Body and the Bursar.

Contingency Plan

There should be a clear plan, usually for return to base in the event of an unforeseen circumstance (e.g. no trains, accommodation uninhabitable, etc.). Key elements of this plan should be known to all members of the party. The Base Contact should usually be informed before putting the Contingency Plan in place and certainly at the earliest opportunity after putting it in place.

Pupils with AEN/SEND and/or medical needs

Prior to any trip, the parents of any pupil with more complex AEN/SEN/Medical issues must be contacted and full details of the trip given along with a discussion of the pupil's requirements for the trip. Additionally, the Matron will be involved in discussions relating to medical issues.

A discussion between the trip leader, the Assistant Master, Extra-Curricular and the Master should then take place as to staffing and any special measures that will need to be undertaken.

The Trip Leader will make accompanying staff fully aware of the AEN/medical issues to

allow for planning.

Extra staffing may be required to support the pupil on a one-to-one basis during the trip and the cost of this is required to be factored into the planning of the trip.

From the parental permission form, all data regarding dietary issues and ongoing medical issues should be gathered and held by the Trip Leader and accompanying staff.

All staff attending the trip should be familiar and confident with the application of medical equipment such as EpiPens, etc.

Supervision on trips

All staff attending trips should be prepared to be on duty at all times and to ensure the safety of the pupil. Staff should be aware that the Staff Code of Conduct document also applies on School trips. In particular, staff should also take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Further, more detailed, guidance can be read in the Staff Code of Conduct document.

On any School trip School staff must directly supervise pupils at all times other than when the pupils are under the supervision of host families during an exchange visit. Staff are to supervise pupils when they are under the instruction of an outside agency and also during 'free time'. Volunteers accompanying groups (such as parent helpers) may assist teaching staff but should not take responsibility for pupils and they should be briefed on what is expected of them before the trip departs.

When walking, staff are to be approximately positioned at front, middle and rear. When in an urban environment all road crossings are to take place at designated crossing points.

When taking a train or a tube the group is to remain in one carriage at all times. Staff are to count pupils off at each stop. When using London Underground if possible take the front carriage – it is recommended that a member of staff lets the driver know the destination station - drivers are trained to be sympathetic to school groups and will not close the doors of the train until you are happy all pupils are accounted for, which is especially useful in crowded environments. A designated member of staff should board and alight the train last to ensure no pupil is left behind. Pupils should then be counted as soon as possible in a safe place, e.g. lined up against a platform wall. Pupils are to walk in pairs and single file on stairs or escalators.

When using coaches staff are to count pupils on and off. Staff are to distribute themselves around the coach at the front, middle and rear. On the continent staff must ensure safety when alighting from the 'wrong side'. All staff and pupils are to wear seat belts at all times.

Pre-Trip Deadlines For Teachers

Initial planning

- Check dates/trip outline with the Assistant Master, Extra-Curricular
- Obtain the approval for the trip from the Master
- If the trip is abroad, establish the need for inoculations
- Send a letter to parents of relevant year group(s) to advertise trip/cost/details.

8 weeks before departure

- Ensure that any DBS checks, which may be necessary, are submitted to the Personnel Bursar. It is necessary for the group leader to ensure that DBS checks are also applied and held by all instructors. This is usually sent with the course details from the provider. Evidence must be obtained to ensure this is compliant.
- The *Parental Consent Form*, with full accompanying information about the trip, should be sent to parents for them to sign. The *Parental Information* form lists all the information that should be given to parents for any given trip including:
- Travel timetable and modes of travel
 - Destination Address and telephone number
 - Name of the Trip Leader and their mobile phone number
 - Description of Activities
 - Advice on clothing, equipment and pocket money
 - Names of staff
 - Contact telephone numbers
 - Base Contact details (School)
 - Travel insurance details
 - Information on EHIC cards if required
- Where necessary arrange a time to have a parental briefing about the trip where further details may be handed out.

3 weeks before Departure you should have:

- Checked with the Assistant Master, Extra-Curricular to ensure that the trip is fully covered by the School's insurance policy and if not, ensure that additional cover is arranged or another policy is used.
- Ensured that any member of staff going on a trip has informed the Assistant Master, Extra-Curricular of any pre-existing medical conditions which may affect the School's Insurance Policy. If this is not done insurance, for example to cover repatriation, may be invalid.
- Requested any foreign currency from the Financial Secretary.

2 weeks before departure you should have:

- Submitted all paperwork to the Assistant Master, Extra-Curricular.
- Requested any sterling petty cash from the Financial Secretary.

What to Take With You

- Risk Assessment Forms (e.g. contact details, individual risk assessments, medical and dietary information, etc.)
- Pupil registers for use on the trip
- Base Contact details (landlines/mobile)
- Parental Consent Forms and contact details
- Water-based activity consent forms, if appropriate
- Travel Insurance Details
- Travel Documents and pupils' passports (tickets, visas, EHIC cards for travel in Europe)
- Written consent (e.g. an email) for pupils returning from a trip alone
- Address and contact details of the British Consulate/Embassy if the trip is abroad
- First Aid Kit, including Epipens where appropriate.
- If going abroad the Travel Insurance Card on the final page of the insurance schedule

During the trip

The Base contact is the first point of contact, particularly for emergencies. All documentation for the trip should be held by them so that they are able to assist with an emergency from any location they may be.

On return

On return from the trip the Trip Leader must inform the Base Contact of the safe return of the party. Any incidents, if not already reported, must also be reported to the Assistant Master, Extra-Curricular.

Related external documents

Health and Safety Executive: School Trips and Outdoor Learning Activities
(<http://www.hse.gov.uk/services/education/school-trips.pdf>)

Department for Education: Health and Safety – advice on legal powers and duties
(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

Appendix A – Emergency Card

EMERGENCY CARD Emergency Procedure Check off list/Actions

The Trip Leader

- Take charge of the emergency if able to do so
- Notify the Base Contact as quickly as possible with the following information:
 - names of the casualties
 - extent of their injuries as far as is possible
 - the date and time of the incident
- Confirm with the Base Contact who will be responsible for contacting the Master, parents and the School's Insurers, as appropriate. In most cases this will be the Base Contact.
- Ensure a teacher accompanies any injured pupil to hospital.
- Ensure that all members of the trip know about the incident
- Notify the police if necessary
- Notify the British Embassy/Consulate if abroad
- Notify the Tour Operator if appropriate
- Write down accurately and as soon as possible after the incident, all the relevant facts and witness details and preserve any vital evidence
- Keep a written account of all events, times and contacts after the incident

MEDIA CONTACT Procedures in an Emergency

The Trip Leader

DO:

- refer all media enquiries to the Master or, in his absence, the Base Contact

DO NOT:

- allow any pupils in the group to speak to the media
- allow the names of those involved to be given to the media under any circumstance
- allow legal liability to be discussed with other parties

Appendix B - Guidelines for the Administration of Medicine by Staff on School Trips

Protocol for administering a non-prescribed medicine

- Establish a clear reason for giving the intending medication
- Establish a private area for dispensing the medication
- Before dispensing the medication check whether that pupil is allergic to any medication and whether permission has previously been denied, which would be noted on the pupil's medical details in the Risk Assessment Pack.
- Check the date of expiry on the medication and the time of any previous dose of medicine administered. Manufacturer's instructions should be followed with regard to the time frame of giving repeated doses of medication.
- Record the details on the supplied Treatment Record Sheet. This includes the pupil's name, the reason for giving the medication, the name of the medication and dosage, the time the medication was supplied and how parents have been informed. The pupils should then be given a medication wristband to wear, alerting other adults to the fact that medication has been administered.

Examples of non-Prescribed medicines used in School

Depending on the location and length of the trip the following medicines and topical applications (creams into the skin) are available to be administered to the boys. Staff administering the medicine should always check the dosage instructions as guidance can change or be different between similar types or brands of medicine.

Ibuprofen is not administered due to its potential reaction with Asthma sufferers. If this medication is deemed necessary, a permission form must be signed by parent prior the trip.

Paracetamol suspension – usually Calpol Six Plus Sugar-Free Suspension

This is used to relieve pain and / or bring down fever (high temperature) in many conditions including cold and flu, headache, toothache, earache, post immunisation fever, sore throat and other aches and pains.

Piriton Syrup (Chlorphenamine Maleate)

Piriton is no longer held in school

Anthisan 2% Cream. (Mephyramine maleate)

This is an anti-histamine cream that blocks the histamine reaction that the body makes (causing a rash and/or swelling) during an allergic reaction. It is most often used to relieve pain, itching and inflammation caused by insect stings, bites and nettle rash.

Additional Protocols for administering a prescribed medicine

- All medication is to be brought by parents to the Matron at least two days before the departure. The medication must stay in its original container, the original dispensing label should not be altered and ideally the container should be childproof.
- The Matron will discuss the medication with the parents to clarify dosage, administration frequency, etc. The Matron will make notes of this if it is not already clear on Trip Consent Form and will explain the medication, dosage, frequency, storage of medication, etc. with the Trip Leader and, if applicable, the member of staff on the visit responsible for First Aid. The teacher in charge of First Aid should be aware of the correct storage location for the medication, e.g. some medication needs to be stored in the fridge.
- Prescribed medicine must only be issued to the pupil for whom they have been prescribed.

Epipen and Inhalers

Epipens and Ventolin inhalers are clearly named in individual Orange Medpacs. Medpacs should be nearby and accessible at all times – this may mean that each group leader may need to take the individual orange Medpacs for children in their group. In an emergency an inhaler may be used by another boy. An Epipen must, currently only be used for the boy to whom it has been prescribed.

Controlled Medicines

Good practice dictates that the storage of controlled drugs should comply with the *Misuse of Drugs (Safe Custody) Regulation 1973 (amended 2007)*. In a school situation this would usually be Ritalin or its associated tradenames.

Before any trip the controlled drugs should be provided in person by the parent and signed into the Controlled Drugs Book.

During the trip the controlled medication should be placed, alone, inside a secure, lockable cupboard. If a lockable cupboard is not available it should be kept, at all times, in the room of the member of staff on the visit responsible for medication. This room should be kept locked. Each time the controlled drug is administered the amount of the medication should be checked and recorded.

Separate records for the administration of any controlled drugs should be documented in the Controlled Drugs for Trips book, which will be provided to the member of staff in charge of medication by the Matron.

At the end of the trip any unused controlled drugs should be returned to the parent, and signed out in the Book.