



WESTMINSTER UNDER SCHOOL

Trips and Visits Policy

Written by:	TEW
Version number:	v7.0
Effective date:	June 2021
Approved by:	SMT
Audience:	Governors, staff
Next review date:	June 2022
Person(s) in charge of review:	Assistant Master, Extra-Curricular

Contents

Introduction.....	3
Responsibilities	4
The Master	4
Assistant Master, Extra-Curricular	4
Trip Leader	4
Teachers.....	5
Parents.....	5
Pupils	5
Planning for an Educational Visit.....	5
Finances for the Trip.....	6
Staffing.....	7
First Aid Provision	8
Staff Driving	9
Duty of Care.....	9
Mobile Phones and use of Electronic Devices.....	9
Pupils	9
Staff.....	10
Communication with Parents and Consent	11
Communication with Pupils and Pupil Conduct.....	12
Communication with Staff attending the visit	13
Communication with the Wider Staff Body	13
Disability and Special Educational Needs	14
Risk Assessments.....	14
Individual risk assessments.....	14
Risk Assessment and Staff Information Packs	14
Data Protection.....	15
Critical Incident Management.....	15
Accidents on a Visit.....	15
Contact with the Media.....	16
Trip Evaluation	16

Appendix A: Checks required to be carried out on Activity Providers who do not hold a Learning Outside of the Classroom Award.....	17
Appendix B: Critical Incident Plan.....	18
Appendix C: Day Trip Planning Checklist.....	19
Appendix D: Residential Trip Planning Checklist.....	20
Appendix E: Educational Visit Financial Approval Form.....	21
Appendix F: Trip Overview Form.....	22
Appendix G: Trip Evaluation Form:.....	23

Introduction

We are very grateful to the staff at Westminster Under School for organising an exceptionally large range of education trips and visits in the UK and overseas. These trips are extremely beneficial to the pupils, enhancing their learning experience as well as furnishing them with cultural and pastoral opportunities that cannot always easily be provided solely within a classroom setting.

The levels of risk that are encountered on trips outside the confines of the school are clearly enhanced. This document sets out how staff should plan and carry out these trips, to ensure the safety and welfare of pupils and staff taking part in the trip.

Staff should familiarise themselves with the following documents upon which this policy is based:

- [DfE guidance for Health and Safety on Educational Trips](#)
- [OEAP National Guidance](#)
- [HSE guidance on School Trips](#)

Staff should also be familiar with the following School policies:

- Safeguarding Policy
- Data Protection Policy
- Staff Code of Conduct
- First Aid Policy
- Administration of Medicines Policy

Responsibilities

The roles and responsibilities for the safe and effective management of Educational Visits are as follows.

The Master

The Master has overall responsibility for all trips and visits, although much of this is delegated to the Assistant Master, Extra-Curricular. The Master authorises and signs Risk Assessments for all residential trips and liaises with the Assistant Master, Extra-Curricular with regard to trips. If The Master runs a trip, the authorisation for the trip needs countersigning by the Assistant Master, Extra-Curricular, who will also sign off the Risk Assessment.

Assistant Master, Extra-Curricular

The Assistant Master, Extra-Curricular is responsible for the implementation of this policy and is the first point of contact for staff who are planning trips. They are also responsible for ensuring that staff have sufficient training and support to be able to discharge their duties as a Trip Leader effectively. For any trip that the Assistant Master, Extra-Curricular runs, the Master assumes the responsibility for authorisation and signing the Risk Assessment. The Assistant Master, Extra-Curricular is the School's designated EVC.

The Assistant Master, Extra-Curricular has annual training with the Royal Geographical Society related to educational visit updates.

Trip Leader

The Trip Leader is responsible for the timely planning and preparation of all paperwork, with help from the Assistant Master, Extra-Curricular if required. Comprehensive guidelines are given to all Trip Leaders and they liaise significantly with the Assistant Master, Extra-Curricular prior to the trip to ensure that all planning for the trip is complete to a high standard and that expectations are understood.

The Trip Leader is in sole charge of the trip from the moment the group leaves the confines of Westminster Under School to the moment the group arrives back onto school premises, or other mutually agreed location (e.g., an airport or a train station).

The Trip Leader is responsible, as far as reasonably practical, for the safety and conduct of the group at all times, following the agreed itinerary.

The Trip Leader should evaluate the trip and feed back to the Assistant Master, Extra-Curricular with any incidents, near misses or comments that could be useful for future trips.

Teachers

Teachers will do their best to ensure the health and safety of everyone in the group and act as any reasonable and prudent parent would do in the same circumstances. They will:

- follow the instructions of the Trip Leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the Group Leader, if they think the risk to the health or safety of the pupils they are responsible for is unacceptable;
- be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.

Parents

Parents authorised by the Trip Leader are welcome to accompany day trips provided where space and logistics allow, however they are guests and are acting simply as a set of additional eyes and ears for the Trip Leader, helping to ensure the smooth running of the trip. They have no legal authority and are not DBS checked, and should therefore never be left alone with any child who is not their own, in line with the School's Policy on Visitors. They should be briefed by the Trip Leader before the trip about the itinerary and expectations.

Pupils

Pupils have a responsibility for their own and to look out for their peers' welfare. Boys have a responsibility to listen to instructions and to behave in a sensible manner, following the School Rules as they would normally at school.

Planning for an Educational Visit

All trips should be planned well in advance, although the timescales will vary depending on the complexities of the trip; a simple walking trip to a museum can be effectively planned and carried out safely with a few weeks' notice, whereas the planning for any overseas trip should start at least a year in advance.

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 – liaison with the Deputy Master will be required initially.
- Proposed staffing; to ensure correct ratios and skillsets, including members of staff qualified in First Aid.
- Any potentially dangerous activities.
- Accommodation, where applicable, including that staff and students are not sharing rooms nor toilet facilities.
- Approximate cost of the trip.
- Confirmation that the trip provider holds a LotC certificate or equivalent [LotC Checker](#) and are ABTA/ATOL members. If a provider does not hold a LotC certificate there must be checks carried out, as detailed in Appendix A.

After an initial discussion with the Assistant Master, Extra-Curricular the Trip Leader should complete the Microsoft Form [‘Educational Visit Consent Form’](#) on Aptus.

Once agreed by the Assistant Master, Extra-Curricular for day trips and the Master for residential trips, the Financial Secretary will then be able to book the trip.

The following key actions should be taken, Appendix C has the day trip and Appendix D has the residential trip planning checklists.

- Liaise with the assistant Master, Extra Curricular regarding the documentation required for the trip.
- Arrange a visit to the site if not previously used; overseas trips through external providers will normally include the cost for a short familiarisation visit. This visit should only be carried out by employees of Westminster School and the visit is authorised by the Assistant Master, Extra-Curricular. It will need discussing in full before any visit takes place.
- Identify if inoculations are required for the trip.
- Ensure that the Bursar’s Secretary is aware, through the Assistant Master, Extra-Curricular, of any hired vehicles (at least 3 weeks in advance) to ensure that the correct insurance is in place.
- Through the Assistant Master, Extra-Curricular, ensure that anyone intending to drive the school minibuses as part of the trip is on the Authorised Drivers List and are legally allowed 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 Trips and Visits Finance Form.

Things to consider when completing the form are:

- Accommodation
- Food not included in the package (allow £15 per meal for staff and £10 per child)
- Any additional activities that are not included in the package
- Travel to and from the airport for pupils, if meeting at School
- In the instance of early start or late finishes to trips, staff may need to have taxis provided if public transport is not a reasonable means to get to school or home with luggage
- A small surplus for treats/prizes at the end of the trip
- A reasonable contingency fund, in agreement with the Assistant Master, Extra-Curricular
- A familiarisation visit. No familiarisation visit should take place without the knowledge and agreement of the Assistant Master, Extra-Curricular

The aim of any trip is for the Financial secretary to pay as much as possible either in advance or by invoice afterwards. Both options are preferable to taking large quantities of currency on a trip. Some countries, however, will require larger amounts of cash to be taken than others.

In the instance that large quantities of currency need to be carried, this should be split up and carried by different members of staff so that no member of staff is carrying more than the maximum amount covered by the school's insurance policy. The Financial Secretary will advise staff of this before the trip departs.

Staffing

Staffing should be discussed with the Assistant Master, Extra-Curricular at the early stages of planning to ensure appropriate ratios and skills. There are no set ratios required in law, but the trip leader and Assistant Master, Extra-Curricular should consider the following:

- The nature and duration of the visit and the planned activities
- The location and environment in which the activity is to take place
- The nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational)
- Staff competence
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time
- The availability of a native or fluent speaker on a trip to a country where the main language is not English
- First Aid provision

- Any specialist skills, such as sports coaches on a sports tour

No trip should ever be accompanied by a single member of staff, as in event of an incident involving that member of staff, there is no one to manage the incident. It is always a good rule of thumb to ask if the trip would still be safe if any individual member of staff becomes indisposed.

The trip should ideally be staffed by teaching members of staff, although admin or support members of staff may accompany trips.

Any staff member whose children are pupils at the school should not be counted in the ratios for the following reason according to OEAP: *‘If a leader or helper is the parent of a young person taking part in a visit, there is the potential for them to be distracted by the needs of their own child when their responsibility extends to all or some of the group. This could compromise group management, particularly if there is a serious incident.’* Ideally the member of staff would not attend the trip, although due to subject specialisms, it may be necessary.

Partners of staff should not attend trips unless they, too, are employed by the school.

Consideration should also be given to having a ‘reserve’ member of staff on standby if the trip would not be viable in the case of a member of staff having to drop out at short notice.

First Aid Provision

National Guidance for First Aid on Educational Visits can be found [here](#).

The nature, duration and distance from school will all affect the level of First Aid cover required for a school trip and the trip leader should discuss what level of cover is required with the Assistant Master, Extra-Curricular at the initial planning stage.

The following are three examples of reasonable cover:

- A 2-hour walking trip from school to the Tate Gallery: No specific First Aid cover is required for this; the levels of risk are not enhanced compared with activities that happen in the school day such as walking to Church or swimming.
- A full day Geography field trip to do field work in a rural location: at least one member of staff should hold an EFAW certificate as there is a reasonable chance that if an incident occurs, there may be a requirement to stabilise an injury and reassure the casualty while waiting for an ambulance.
- A one-week overseas residential trip: this would normally require at least one member of staff to hold a FAW certificate or similar qualification with duration of more than one day.

The Trip Leader should not be the designated First Aider; in a critical incident the role of the trip leader is to manage the situation and other pupils, whilst the First Aider’s role is to preserve life, prevent further injury, reassure and promote recovery.

The designated First Aider should liaise with the Medical Administrator, who will provide an appropriate First Aid kit for the risk associated with that trip. The First Aider is also responsible for ensuring that they have spare AAIs and inhalers for pupils with allergies. The First Aider should also check that those pupils are carrying their inhaler or AAI on all trips out of school, however simple.

Any medicines other than inhalers and AAIs require a pupil's parents to have completed a Permission to Administer Medications form. These forms are available on Aptus.

Staff Driving

Staff driving school Minibuses as part of a school trip must be on the '*Authorised Drivers List*', as held by the Assistant Master, Extra-Curricular, which can be found on Aptus. The Trip Leader should book the minibus through the Assistant Master, Extra-Curricular.

Staff driving any hired vehicles should read the Hiring a Vehicle guidance on Aptus.

The use of private vehicles should be avoided. If a private vehicle is to be used for school business, the owner of the vehicle must provide the school, through the Assistant Master, Extra-Curricular with a copy of the MOT, tax and appropriate insurance.

Duty of Care

On residential trips there is limited time away from pupils though a rota may be employed where staffing allows to allow for some *down time* away from direct supervision. At all times during a trip, teaching, admin and any support staff should act in a professional manner and be in a position to care for a child, or otherwise to be called upon at short notice, at all times.

Mobile Phones and use of Electronic Devices

Pupils

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 email 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. Where any remote supervision is employed, this will be taken into account with the risk assessments written as part of the trip documentation.

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.

Staff

Staff should be in possession of a mobile phone at all times whilst on any school trip, so that help can be called for if required.

Staff should have the telephone number of the SMT member who is the Base Contact at school saved as a contact in their phone.

At least one member of staff should have downloaded the 'What 3 Words', which is a very quick and accurate way to communicate a location to the emergency services.

Staff should not use their mobile phone for taking pictures of pupils at any point. The school's iPads or electronic cameras should be booked by the Trip Leader for this purpose. Staff should not take photographs of pupils who have been opted-out of being photographed and in good practice

is that pupils should have a choice of whether to be photographed or not, e.g., ‘Come over here if you want to be in the photograph.’

Devices are returned to School and photographs are uploaded onto the School’s servers and/or Aptus to be kept.

Communication with Parents and Consent

All trips require parents to be informed about the details of the trip, even for a walking visit to a museum, although not all require explicit consent. There are essentially three types of trip and the following sets out what level of information and consent is required.

Within school hours (7:45-17:00), and no cost to parents:

Information letter with timings, location and purpose of the trip. No explicit consent needed.

Within school hours (7:45-17:00), cost to parents:

Information letter with timings, location and purpose of the trip. Some form of reply authorising the cost (email, hard copy or email authorisation). Evidence of authorisation should be retained until the following term, in case a parent raises a query over an item added to the school bill.

Outside of school hours and cost to parents:

A detailed information letter to include a draft itinerary, address of the accommodation, details of the activities and educational objectives of the trip. A full *Parental Consent Form* needs to be completed by parents and returned to school.

For all residential trips a briefing meeting for parents should be offered a few weeks before departure. Parents are often anxious when their children are staying away from home, and this is an opportunity to allay any fears. This briefing should include a detailed, finalised, itinerary, details of the daily activities and potentially some photos from previous trips or a familiarisation visit.

The Briefing Letter and Meeting (where appropriate) should cover all the following points:

- The exact time and location of the start and end of the visit
- Method of transport
- Address and Telephone number (if possible) of the trip destination
- Name of the Trip Leader and other staff members going on the visit

- The name and phone number for the Base contact for the visit and with information to say that the Base Contact is the primary point of contact, but that they should only be contacted in an emergency
- An itinerary for the trip. This should be detailed and comprehensive and should only be altered due to unforeseen circumstances, such as extreme weather or transport failure. This should include the activities that the pupils will undertake, and the parents should have the opportunity to withdraw their child from these activities on the understanding that the child may then need withdrawing from the trip
- Total cost of the entire visit to parents
- A reminder that school rules apply at all time on visits and the potential consequences of poor behaviour
- Kit List
- Advice on spending money
- Clarification that the School's insurance policy is available to view on the School's Aptus site
- Information about EHIC/GHIC cards (if required)
- Appropriate Visa advice (if required)
- The mobile phone policy for the trip (see above). It can be useful to ask the parents if they want to have a phone call from their child mid-trip or not
- The Base Contact's contact details (mobile/landline) should be included in all briefing documentation

Communication with Pupils and Pupil Conduct

The Trip Leader should brief the boys at least one 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.

The 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 also be made clear in both the Parental Consent Form and in the visit information letter.

Any significant disciplinary issues should be recorded in the Trip Evaluation form, as this may affect both staffing considerations for future trips, or in extreme instances the pupil's future participation in school trips.

Communication with Staff attending the visit

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. The following points should be covered:

- Check that all staff have each other's mobile phone numbers and the Base Contact number.
- That all staff have 'What 3 Words' app installed on their phone.
- All staff are aware of those with key roles (Trip Leader, Assistant Trip Leader, First Aider).

Communication with the Wider Staff Body

- A list of all pupils attending trips in term time should go into a Daily Briefing email and be placed on the eNoticeboard on the MIS (unless it is a 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 week 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 School Chef

Disability and Special Educational Needs

The School will make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group.

Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

Accompanying staff will be briefed specifically so that they are prepared for any implications of attending pupils who have SEND, physical or emotional issues that need consideration. The Group Leader will have responsibility for ensuring appropriate communication with the Head of Learning Development and accompanying adults. If a pupil has particular medical needs these will be identified by the Medical Administrator, and a detailed briefing protocol will be produced for the accompanying staff. Non-standard medication will be carried and stored by staff, rather than the pupil, and a routine of 'surgery' times will be established so as to ensure medication is dispensed appropriately – keeping a written record in the same way as would be applicable on the School campus. Boys, as they do in School will carry their own inhaler and AAIs. Where necessary, the Medical Administrator will provide relevant training to accompanying adults so that a particular pupil's medical needs can be catered for.

Risk Assessments

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. Centres and providers that have the LotC certificate do not need to provide their Risk Assessments nor does the Trip Leader need to request them. Completed Risk Assessments not related to centres or providers, e.g., transport arrangements, are to be included in the Trip Pack.

Risk Assessment and Staff Information Packs

A complete copy of the entire Risk Assessment, after being signed-off by the Assistant Master, Extra-Curricular and the Master, must be saved into the relevant trip folder on Microsoft Teams. A full copy should also be taken on the trip.

Essential information, included in the Trip Overview Form and Contact Details, should be carried by all staff on the trip in either hard or electronic, password-protected, form. 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 oversees 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. Electronic copies of all documents relating to the visit should be saved in the relevant folder on Microsoft Teams for inspection and audit purposes.

Critical Incident Management

The Trip Leader in particular, but ultimately any member of staff on a trip must be familiar with the '*Emergency Card*', which is part of the '*Trip Pack*' and should have ready access to it at all times on the trip. This document is included in Appendix B.

If while out on a visit a critical incident takes place, whether affecting part of the party or takes place in the vicinity of the party, the Trip Leader or member of staff at the scene of the incident should remain calm and follow the procedures listed on the '*Emergency Card*'.

After coordinating 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 member of staff who witnessed, or was the first on scene, should fill out an accident form on WUSMIS as soon as possible. For serious accidents the Trip Leader should liaise with the Bursar to ascertain whether a RIDDOR report is required. RIDDOR reports may only be made by the Master or the Bursar.

Contact with the Media

In event of a major incident on the trip it is possible that the media will show interest in reporting the incident in a negative light, as has been shown in recent years with other high profile independent schools. 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.

All staff have been provided with guidance on contact with the media and the key points are:

- 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. They will notify the Bursar who will communicate with the Governing Body as appropriate.

Trip Evaluation

All trips should be evaluated after the trip concludes for educational merit, meeting the aims of the trip and for incidents or near miss incidents. This should lead to a conversation with the Assistant Master, Extra-Curricular to decide if the trip should be repeated, modified or replaced in the future.

The Trip evaluation form for staff can be found in Appendix G.

Appendix A: Checks required to be carried out on Activity Providers who do not hold a Learning Outside of the Classroom Award

The full guidance from the Department for Education is available [here](#), but if unsure staff should liaise with the Assistant Master, Extra-Curricular about whether their trip falls under this remit, or is exempt.

If an organisation does not hold the badge, the school must check that they are an appropriate organisation to use. This could include checking:

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

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

Appendix B: Critical Incident Plan

The National Guidance for Leaders in Emergencies and Critical Incidents can be found [here](#).

The Immediate Actions of the Trip Leader are:

The Visit Leader should take charge of an incident and follow the agreed Emergency Procedures unless and until relieved by the emergency services or by an appropriate member of employer/establishment staff. If the Visit Leader is incapacitated, all members of the visit leadership team should be able to take charge and to at least initiate the Emergency Procedures.

The Visit Leader should:

1. Assess the situation, establishing the nature and extent of the problem but ensuring that they do not put themselves or others at further risk.
2. Make sure all members of the party are:
 - a. accounted for;
 - b. safe;
 - c. adequately supervised;
 - d. briefed to ensure that they understand what to do to remain safe;
3. Allocate roles to other leaders and/or suitable participants. An effective emergency response requires several things to happen at once and the Visit Leader cannot attend to casualties, ensure that others in the group are moved to a safe place and kept safe, call for help from the emergency services, instigate the Emergency Procedures and keep notes of the incident all at the same time.
4. If there are injuries, take action to establish their extent and give appropriate first aid. Aim to:
 - a. Preserve life;
 - b. Prevent the condition worsening;
 - c. Promote recovery: treat for shock; reassure and keep warm.
5. Contact the appropriate emergency service(s) – in the UK dial 999 or 112 for the police, fire and rescue, ambulance or coastguard (for mountain/cave/mine rescue ask for the police); if overseas, ensure that your Emergency Procedures include the appropriate numbers. They will guide you through the information they need but this will include:
 - a. Your name and the name of the group/establishment;
 - b. Location;
 - c. Nature of emergency and number of injured persons;
 - d. Action taken so far .
6. Alert your Emergency Contact. You may be in shock and need support. News travels fast and your establishment/employer will need accurate information.

Appendix C: Day Trip Planning Checklist

Day Trip Checklist

1. Things to do to prepare for the trip

- Have an 'in-principle' discussion with Assistant Master, Extra Curricular
- Complete an '[Educational Visit Consent Form](#)' and an '[Educational Visits Financial Approval Form](#)'
- Write a letter to parents with timings and details such as lunch arrangements and clothing for boys. This must be checked by the Assistant Master, Extra Curricular and the Deputy Master.
- Book any transport required.
- Complete a Full Trip Pack for the Leader and Partial Trip packs for other members of staff. These can be either paper or downloaded onto an [ipad](#) provided it is password protected.
- Brief staff who are attending the trip.
- Brief the boys who are going on the trip

2. Things to take on the trip

- One (possibly two) Full Trip Packs including contact details
- Partial trip packs for other staff
- First Aid kit and spare AAIs and inhalers. Checks should be done before departure to ensure boys are all carrying their own.
- Fully charged mobile phone.
- School phone or [ipad](#) for taking pictures

3. Things to leave in the School Office

- Partial Trip Pack

4. Things to do after the Trip

- Return all Trip packs to Reception
- Complete and Incident or near miss reports
- Write a short report for Acta Adrianna
- Complete a '[Trip Evaluation Form](#)'

Appendix D: Residential Trip Planning Checklist

Residential Trip Checklist

1. Things to do to prepare for the trip

- Have an 'in-principle' discussion with Assistant Master, Extra Curricular.
- Ensure the Activity Provider holds a Learning outside the Classroom (LoC) certificate.
- Complete an '[Educational Visit Consent Form](#)' and an '[Educational Visits Financial Approval Form](#)'
- Write an initial letter to parents with timings and outline details such as the aim of the trip and an estimated cost. This must be checked by the Assistant Master, Extra Curricular and the Deputy Master.
- Book any transport required.
- Complete a Full Trip Pack for the Leader and Partial Trip packs for other members of staff. These can be either paper or downloaded onto an iPad provided it is password protected.
- Brief staff who are attending the trip.
- Arrange a meeting for parents a couple of weeks before the trip departs.
- Write a detailed letter to parents that includes contact details, an itinerary and guidance on clothing and money that boys will need.

2. Things to take on the trip

- One (possibly two) Full Trip Packs including contact details
- Partial trip packs for other staff
- First Aid kit and spare AAIs and inhalers. Checks should be done before departure to ensure boys are all carrying their own.
- Fully charged mobile phone.
- School phone or iPad for taking pictures
- Passports/Visas/Residency documents for all staff and boys

3. Things to leave in the School Office

- Partial Trip Pack

4. Things to do after the Trip

- Return all Trip packs to Reception
- Complete and Incident or near miss reports
- Write a short report for Acta Adrianna
- Complete a '[Trip Evaluation Form](#)'

Appendix E: Educational Visit Financial Approval Form

The electronic version of this can be found [here](#).

Trip Description:		
Date of Departure:		
Date of Return:		
Trip Leader:		
Number of Pupils		
Expenditure:		
	Details	Total Cost (numbers only)
Accommodation		
Travel/Transfers		
Food		
Activities		
Staff Transport		
Treat/prize money		
Contingency		
Familiarisation Visit		
Other		
		Grand Total: 0
		Total Cost per Pupil #DIV/0!

Petty Cash requirements: Please give approximate amounts and currencies if relevant.	

	Date:
Approved by Assistant Master, Extra-Curricular:	
Approved by Master: (Residential)	
Agreed by Finance Secretary:	

Appendix F: Trip Overview Form

[Electronic version can be downloaded from here.](#)

Trip Overview Form

Name of Trip:			
Date of Trip:		End date of Trip	
Departure time:		Return time:	
Address of Venue:			
Party Leader:		First Aider:	(1 Day/3 Days)
Other Staff:	N/A		
Mobile Number:			
Emergency Contacts:	Tom White: 07714 738618; Michael Woodside: 07748803607 School Office: 02078020374		
Outline Itinerary:			
Attach on additional page if this formatting for page one is disrupted.			
Return/Dismissal:			
No and Year of Pupils:			
Completed by:			
Date:			
Authorised by:			
Date:			

Medical Emergencies:

Address of Nearest Hospital with an A+E Dept:	Use this website to find the A+E closest to your main activity or accommodation.		
Who goes to Hospital?	Who Contacts School?	Who Contacts Parents?	What is the Contingency Plan in event of a serious injury?

Appendix G: Trip Evaluation Form:

[Electronic Version available here.](#)

Educational Visit Evaluation Form

1. Which Education Visit are you evaluating? *

Enter your answer

2. How well did the visit meet it's aim? *



3. How engaged were the boys during the visit? *



4. How much fun did the boys have? *



5. What was the highlight of the visit? *