



St. Helen's School Educational Visits Policy

1. RATIONALE

Participation in school visits is an integral aspect of the education of any young person. St. Helen's School is committed to providing a wide and varied range of opportunities in this respect for all the girls so that they derive the maximum possible educational benefit from taking part. It is also committed to ensuring such visits are organised efficiently, effectively and with due regard for the health and safety of the individuals involved.

2. OBJECTIVES

- 2.1 To promote the educational benefits of taking part in school visits to the girls and their parents.
- 2.2 To encourage the staff to be constantly looking for ways in which the classroom/on-site experience can be enriched out of school but, at the same time, to be aware of the need to conduct a cost/benefit analysis if curriculum time is affected.
- 2.3 To establish procedures which ensure that educational visits are conducted as safely as possible.
- 2.4 To constantly review such procedures with a view to continuous improvement.
- 2.5 To ensure all matters relating to educational visits are communicated effectively and appropriately and accurate written records are kept.
- 2.6 To secure value for money from tour operators/residential centres, etc and to establish a robust and transparent financial audit trail for each educational visit.

3. SUCCESS CRITERIA

This policy will be deemed successful if:

- 3.1 A wide range of educational visits is on offer to the girls in all years of the school and they are actively encouraged to take part in them.
- 3.2 The staff are involved in educational visits as appropriate.
- 3.3 The agreed systems, processes and procedures for educational visits are enacted and health and safety is given the highest possible priority.

4. METHODOLOGY

Objective 2.1 is addressed by all members of teaching staff and by Heads of Section and Form Tutors/Form Teachers/Class Teachers at Pastoral Evenings/'Meet The Teacher' Evenings/Parents' Information Evenings, respectively.

The Senior Leadership Team is responsible for objective 2.2 but the Deputy Head acting as the Educational Visits Co-ordinator takes the lead.

The procedural objectives are achieved via section 37 of the Health & Safety Arrangements, the checklist for an educational visit (no overnight stay and not overseas), the checklist for an overnight and/or overseas educational visit and the trips and visits form to which the risk assessment is attached; these are attached as appendices to this policy, together with an incident report sheet.

5. EVALUATION

The Deputy Head acting as the Educational Visits Co-ordinator is responsible for assessing the effectiveness of this policy by:

- 5.1 Liaising with the Heads of Section, Extra-Curricular Co-ordinator and party/group leaders concerning the level of participation of the girls in educational visits.
- 5.2 Liaising with the Extra-Curricular Co-ordinator concerning the level of staff support and involvement in educational visits.
- 5.3 Monitoring the number of incidents taking place on Educational Visits in conjunction with the Health & Safety Committee.
- 5.4 Monitoring the effectiveness of the associated procedures and recommending amendments where appropriate.
- 5.5 Liaising with the Resources Director and the Accountant regarding the financial aspects of educational visits.

6. REVIEW

This policy is to be reviewed annually in the Spring Term.

The date of the next review is March 2012.

APPENDIX 1

Health & Safety Arrangements - Section 37 – Visits and Activities out of School

Introduction

Members of staff in charge of and assisting with school visits must be conversant with:

- this part of the policy
- any other more detailed school rules

and as appropriate:

- Safety in Outdoor Education (DfEE)
- Health and Safety of Pupils on Educational Visits (HASPEV) 1998 (DCSF)
- Advice on health and safety for Local Authorities, Headteachers, staff and Governing Bodies 2011 (Department for Education)

and the three supplements:

- ‘Standards for LEAs in Overseeing Educational Visits’
- ‘Standards for Adventure’
- ‘A Handbook for Group Leaders’.

All trips and visits will be preceded by an assessment of the risks involved. The party leader, who is responsible for all aspects of the visit whilst it is underway including the behaviour of the pupils, will prepare a written risk assessment as part of the planning process and written arrangements for individual visits and activities. Where necessary staff training will also be provided. The risk assessments and arrangements will include consideration of matters such as hazardous activities, fire precautions and fire procedures, first aid, pupil supervision, transport, pupil free time etc. Final authorisation for each visit will be made by the Deputy Head who is the school’s Educational Visits Coordinator (EVC). In all of the following the EVC acts on behalf of the Headmistress

General Functions of the Educational Visits Co-ordinator

The functions of the EVC are to:

- Formally review their own training requirements on an annual basis and report to the Resources Director.
- Liaise with the Headmistress and Governors to ensure that educational visits meet their requirements including those of risk assessment.
- Support the Headmistress and Governors with approval and other decisions.
- Assign competent people to lead or otherwise supervise a visit.
- Assesses the competence of leaders and other adults proposed for the visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience.
- Organise the training of leaders and other adults going on a visit. This will normally involve training such as first aid, hazard awareness, etc.
- Organise thorough induction of leaders and other adults taking pupils on a specific visit.
- Make sure that Enhanced Criminal Records Bureau disclosures are in place as necessary.

- Work with the party leaders to obtain the consent or refusal of parents and to provide the details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Keep records of individual visits including reports of accidents and ‘near-accidents’ (sometimes known as ‘near misses’).
- Review systems and, on occasion, monitor practice.

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. If a visit has not taken place before, a reconnaissance is usually advisable to enable the party leader to identify any potential hazards.

Staff Pupil Ratio

When arranging staffing for any trip, account should be taken of the temperament of pupils, the nature of the activity and the location etc. In general it is recommended that there should be a minimum of two members of staff accompanying visits in the ratio of not less than one to twenty pupils in Senior School and one to ten pupils in Junior School. A greater number of staff may be needed for girls in Little St. Helen’s. However, the staffing ratio will depend upon the risk assessment and the Headmistress may make exceptions. For example, for games matches and for small Sixth Form groups it may be appropriate for one member of staff only to accompany the group. Equally pupils considered to be sufficiently responsible, with the written consent of their parents, may be allowed to walk unaccompanied to where the activities are carried out provided they walk in groups of no less than four. Also, in the case of small Sixth Form visits to, for example, lectures in London, it is possible for them to attend unaccompanied as long as written consent has been obtained beforehand from their parents and the students involved are deemed to be responsible and trustworthy. The risk assessment needs to reflect this judgement and refer to the written parental permission.

Wherever possible, all members of staff accompanying the visit should be teachers employed by the school but the Head may allow members of the administrative staff, ancillary helpers or domestic staff to accompany the visit provided a teacher is always in charge and the majority of the supervisors are teachers.

The ratios described are recommendations. The Headmistress will be responsible for ensuring that a group is adequately staffed and, in considering whether a higher ratio of staff to pupils will be necessary for any particular visit, the following points will be taken into account:

- the ages and temperaments of the pupils involved.
- the length and purposes of the visit.
- the method of travel.
- the nature of the locality and the activities to be undertaken.
- whether or not any hazardous activities are involved.
- any special needs of any pupils taking part.

If a joint visit is arranged with another school so that staff share supervision, members of staff of the other school may be included in calculating the appropriate staff pupil ratio.

If female pupils are going on the visit a male employee should be accompanied by a female employee . However if compliance would result in difficulties in staffing small groups of pupils, the Headmistress has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. This requirement is primarily for the protection of employees.

Parent and other Adult Helpers

Whilst it is accepted that other suitable adults may play a useful role in connection with accompanying school visits they should not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. The Headmistress may, however, make exceptions to this general rule for:

- groups of 20 or more pupils where there are at least two members of staff accompanying the group.
- Sixth Form outings.

This is provided a qualified teacher is always in charge of the party and at least half the supervisors are staff. It must also be borne in mind that the ratio of pupils to teachers for any actual teaching of activities should be appropriate to the activities being taught.

Parents or other suitable adults should only be allowed to accompany the visit if:

- their inclusion is expressly approved by the Headmistress who reserves the right to refuse any offer of help. (N.B. Staff being accompanied by their spouse and/or children should be discouraged except in special cases.)
- they have been informed of the nature of the visit and made aware of their duties and responsibilities.
- in the case of visits involving girls in Junior School and Little St. Helen's, they have signed the appropriate Use of Parent/Adult Volunteers form.

The use of parent and other adult helpers is limited to educational visits which do not involve an overnight stay.

Information concerning Visits

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers. Where possible the Headmistress or a senior member of the teaching staff who is not involved in the visit will also attend to give an objective view and independent advice.

Written information should include safety items such as the following:

- accommodation type and meal arrangements.
- travel arrangements including time of return.

- activities and visits (including remote supervision, if relevant) in which pupils will be allowed to participate.
- insurance cover and name and address of insurers.
- health formalities (e.g. inoculations/vaccinations) and any other special and medical needs.
- names of party leaders and members of staff accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given).
- name and telephone number of emergency contact for the visit.
- advice on clothing and equipment (if school uniform or school PE kit is not worn, means of identification in an emergency or close supervision arrangements are required) and pocket money
- code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules on smoking and alcohol.

Parents should also be advised that the Head reserves the right to exclude a pupil from a visit on behavioural or medical grounds.

Consent Forms

A pupil will not be allowed to participate in a school visit unless an appropriate consent form has been signed by her parents/guardian and returned to school. For overnight and/or overseas visits this will include permission for emergency medical treatment if the parents/guardian cannot be contacted.

For PE activities/fixtures off-site or at other schools, parents are notified via letter each year of the arrangements: girls are driven either by minibus or by coach to the venue. If one of the school minibuses is used then the member of staff driving the vehicle will be appropriately qualified to do so. Occasionally a minibus from a hire company is used but only recognised companies whose credentials have been thoroughly checked and, once again, using only drivers who are appropriately qualified. The same applies to coaches and their drivers. Parents are given the opportunity to withdraw their consent for these travel arrangements by writing to the Deputy Head who is the school's Educational Visits Coordinator.

It is also the responsibility of the member of staff involved to ensure he/she is up to date with any medical issues relating to the girls concerned at the time of the activity; this information can be accessed via the school's management information system (SIMS).

For girls in Senior School written information regarding the specific arrangements for such activities/fixtures will be available to the girls via the PE noticeboard closer to the time. For girls in Junior School a separate letter is issued to parents for each activity/fixture. Girls in Little St. Helen's do not take part in PE activities/fixtures off-site or at other schools.

Employees Conveying Pupils in Private Cars or Minibuses

It is recommended that, where possible, pupils should be transported in a coach, school minibus or by public transport and that the use of private cars should be discouraged. Before allowing a member of staff to drive a private minibus or to use her/his own car to transport pupils the Resources Director will check as appropriate that the member of staff has a satisfactory driving licence; staff must bring any endorsements to the attention of the Resources Director. Provided the driving licence is satisfactory, the school's insurance policy covers the member of staff concerned whilst pupils are passengers in the vehicle.

Only those school employees who have attended and passed a formal minibus driving course and test are allowed to drive the school minibuses or a private minibus to transport pupils.

Whenever employees are driving the risk assessment relevant to the trip must address the problem of driver fatigue.

Hazardous Activities

Where hazardous activities are involved it is important to ensure that members of staff accompanying the visit are qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained. Where possible, these activities should be undertaken at a specialist centre where properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of any hazardous activities involved such as, for example, mountain walking, rock climbing, water-sports, pony trekking etc.

The Headmistress must be provided with written evidence that any activity centre used has a licence and that all instructors and supervisors are formally qualified and experienced. If an activity centre or similar is used the Head must be provided with a copy of the centre's Health and Safety Policy and assess its suitability.

Shared Responsibilities - Residential Centres

The centre's safety procedures should be obtained in writing and checked at the initial planning stage.

It is likely that there will be times when centre staff will be responsible for the pupils. These times (and in what circumstances) should be set out and agreed in writing prior to the start of the visit. The pupils must know who is in charge at any given time.

If the visit is unaccompanied, then this must be made clear to parents and the Headmistress must be satisfied with the safety procedures.

Joint Trips with other Schools

There should be one overall party leader and the Headmistress should be satisfied with the procedures in place at the partner school if these are to form the basis of the planning of the trip. The responsibility of the staff of each school for the pupils of the other should be agreed and made clear to the pupils.

First Aid and Mobile Phones

Every educational visit involving an overnight stay or overseas is accompanied by a nominated qualified First Aider who is knowledgeable in how to treat conditions such as an epileptic fit, asthma attack and how to use an EpiPen, etc. On all such visits a full First Aid Kit and a mobile phone is taken, together with contact details and medical information for all the girls taking part.

For day trips, the School Nurse will provide a basic First Aid Kit which must be taken together with contact details and medical information for all the participants and a mobile phone. All staff have also received general first aid training.

All visits involving girls in Nursery and Reception are accompanied by at least one member of staff with a Paediatric first aid certificate as per EYFS requirements.

Contact Details and Medical Information

The party leader will be provided with a report containing this data for the girls taking part in the visit. The report is generated from the school's management information system (SIMS) and it is the responsibility of parents to notify the school of any changes.

Residential Visits

All visits involving a period of residence need to be planned well ahead.

Whether at home or abroad, residential visits will include periods of time which are not taken up with organised activity. Pupils may want to leave the group accommodation in order to shop for souvenirs, to take a walk, or to have a cup of coffee at a cafe. After careful risk assessments, guidelines must be laid down by the party leader and clearly understood by all members of the party, staff and girls. The following points maybe helpful:

- Pupils should not be allowed to walk unsupervised in groups of less than four. Larger groups and the presence of older students may be required.
- The geographical area which pupils are allowed to access should be clearly defined.
- A time limit should be set in proportion to the age of the pupils. Anyone who returns late should understand that she will subsequently be penalised. Before dispersal, everyone should know where a member of staff can be found during the whole of the period and exactly where the group is to reassemble.
- If pupils are leaving from and returning to the group accommodation, a signing in and out book should be used.
- Pupils should only be allowed out of group accommodation after the evening meal if it is appropriate to their age. 'Younger' pupils must only go out in escorted parties accompanied by members of staff
- If the party is staying in a hotel or near shops etc., pupils should be reminded that the School's Substance Abuse Policy applies throughout the visit. This includes, but is not limited to, cigarettes and alcohol, which may not be used at any stage.

- Pupils away from home may well strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must, therefore, be frequently reminded of the guidelines for behaviour, which they have signed, and of the School's expectations of them.
- The group register should be checked regularly, say at meal times and whenever the party is about to move from one venue to another. It is often convenient to give small groups of pupils responsibility for one another, reporting to the party leader if anyone is missing.
- The party leader should check the fire exits in any group accommodation and ensure that pupils are aware of them and of the fire procedures. If possible a fire drill should be held on the first evening, before bedtime.
- If pupils are staying in private homes, appropriate guidelines in connection with their safety and conduct (based on those set out above) should be given to host families.

Insurance Cover

This matter should be discussed with the Resources Director but a copy of the School's travel insurance cover is available on the website in the School Policies section of the Information area or from the Bursary.

Health

A check should be made to see whether inoculations/vaccinations are required. Parents and pupils should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the pupils will be travelling. Initial letters should remind parents that EU citizens should carry a valid European Health Insurance Card (EHIC) to cover emergency medical treatment whilst in European Economic Area countries.

Items to keep in mind:

- Tap water is not always safe to drink
- In some localities, salads may need to be avoided and fruit should be carefully washed in purified water or peeled.
- The strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat
- Rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.

Funds

Careful estimates should be made of the need for cash in the currency of the country to be visited in collaboration with the school's Accountant. Staff should have sufficient funds in appropriate form to provide for all anticipated needs plus an emergency fund which would purchase at least 2 return tickets to the UK and cover immediate medical costs. This can conveniently be covered via a personal credit card which the school will reimburse as soon as possible once the visit has returned. Equally, if preferred, travellers' cheques can also be used for this purpose. If further funds are required, the party leader should telephone the emergency contact member of staff and/or the school office for assistance.

Foreign Customs

Pupils should be advised beforehand of any local customs they may meet which might surprise them and warned of the possibility of giving offence.

Exchange Visits

These usually involve groups of pupils travelling to a foreign country and staying with a host family on a reciprocal basis and may be organised by a specialist company or in conjunction with a school in that country. The following points should be borne in mind:

- The Headmistress will normally expect a member of staff to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency.
- Parents should be fully informed of the arrangements and given all necessary details in connection with the host families. Recent legislation surrounding the safeguarding of young people means checks on parents who are hosting exchange students must be carried out. The Deputy Head who is the school's Educational Visits Co-ordinator will liaise with the HR & Health and Safety Manager over this process. When pupils are staying with their partner's families in other countries, every effort should be made to ensure whatever checks are possible are carried out. If this is not possible because the country concerned does not have a system in place then reassurance regarding the appropriateness of the parents involved must be sought from the partner school. Whatever action is taken must be recorded in the risk assessment for the visit.
- Members of staff should accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio of staff to pupils on the flight, provided the appropriate number of staff accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- Ideally a member of staff should be present in the locality. If this is the case it should be made clear to pupils and host families when the member of staff will be available at an agreed location and pupils should be given details of the member of staff's telephone number or other contact arrangements.

- Host families should be aware of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever a member of staff is advised of the illness of/accident to a pupil s/he should personally investigate immediately and if the situation warrants inform the pupil's parents straight away and the emergency contact who will inform the Headmistress.
- If activities are planned with a foreign school, it is important that the extent of responsibility of that school's staff is agreed in advance and that pupils know when the foreign school staff are in charge and how to contact their own teacher if s/he is based at a location remote from the pupils.

Travel Guidelines

In advance of the trip, pupils should be given clear safety instructions based upon the risks associated with the particular type of travel to be used.

Emergency Procedures

Part of the written arrangements or risk assessments for the visit must include details of how to contact the school or the emergency contact/designated senior member of staff.

Serious or Fatal Injury

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves.

The party leader (or staff member in charge of small sub-group if out of contact with party leader until the party leader can be contacted) should:

- establish the nature and extent of the emergency.
- call whichever emergency services are required.
- if there are injuries, immediately investigate their extent and administer appropriate first aid.
- make sure all other members of the party are accounted for and are safe.
- establish the name(s) of the injured person/people.
- advise other party staff of the incident and that emergency procedures are in operation.
- if possible an adult from the party should accompany the casualty to hospital. If this is not possible ask the police the name and address of the hospital concerned and write it down.
- ensure that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base.

- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all members of the party are accounted for.
- discourage pupils from contacting their parents until they are briefed and until contact is made with the emergency contact point or designated senior member of staff who will inform the Head and the parents/next of kin of the injured person/people.
- commit to writing full details of the incident as soon as possible:
 - name(s)
 - nature, date and time of incident
 - location of incident
 - details of injuries
 - details of police who attended/witnesses names, addresses (and telephone numbers if possible)
 - action taken to date
 - telephone numbers for future communication.

In any shared responsibility situation, the procedures should be agreed in advance with the centre/other school involved.

Emergency Procedures for other Accidents/Incidents

Fill in the school accident/incident report form or commit to writing full details as above as soon as possible after the accident/incident has taken place.

APPENDIX 2

Checklist for an Educational Visit (No Overnight Stay and Not Overseas)

Planning Stage

1. **Initial Idea**

Has the initial idea been discussed with the Deputy Head who is the school's Educational Visits Coordinator and a date agreed for the School Calendar? Visits in Junior School and Little St. Helen's need to be discussed with the respective Heads of these two sections of the school. Ideally this will take place the term before the proposed date and the event entered into the calendar on the website so that parents can be notified well in advance (see Section 7 – Communication with Parents).

2. **Staffing**

Has the visit got the necessary staff in terms of ratios and experience? In the case of visits involving girls in Junior School and Little St. Helen's, have any parent/adult volunteers signed the appropriate Use of Parent/Adult Volunteers form?

3. **Finance and Insurance**

Has the finance for the visit been discussed with the Accountant and the insurance with the Resources Director? Please see also Section 7 – Communication with Parents. It is acceptable for tickets to be purchased at the outset once the idea has been agreed (as described in Section 1 above) so that discounted rates can be secured. However, the party leader must be sure the tickets can be sold because, if this proves not to be the case, the appropriate Departmental budget will need to cover the shortfall. The party leader will need details of the school's travel insurance policy and the emergency telephone number for assistance.

4. **Risk Assessment, mauve Trips and Visits form and yellow Catering/Security form**

Have the risks associated with the visit been assessed? Has a SLT emergency contact been established? The Trips and Visits form and Risk Assessment need to be completed **at least four school weeks before the visit**. If there are any catering (e.g. packed lunches) or car parking requirements then a Catering/Security form must be also be completed at least four school weeks beforehand.

5. **Preliminary Visit**

Is a preliminary visit to the site or centre to check arrangements necessary?

6. **Transport**

Has the transport been booked?

7. **Communication with Parents**

Have letters been sent to parents, with details of the cost and arrangements for the visit, including any planned hazardous activities and a relevant consent form? If the total cost is less than or equal to £30 then it can be added to the next school bill but parental permission must be obtained for this on the consent form. Payment for visits exceeding this amount must be via a cheque made payable to "St. Helen's School". In both cases it must be clearly stated in the letter that payment is non-refundable. **N.B.** In exceptional circumstances it is possible for amounts greater than £30 to be added to the school bill. Please liaise with the Accountant if this would be desirable.

8. **Has a list of names of all the girls taking part in the visit been sent to the Accountant?**

9. **At least three school weeks before the visit**, has the party leader provided Vanessa Sharwood-Smith with a list of students involved so that she can generate the Contact Details and Medical Information Report from SIMS? Vanessa will give copies to the Front Office, the emergency SLT contact and the Head of Section.
10. Is the party leader aware of any dietary and/or medical needs of staff and any other adults accompanying the trip?
11. Has a mobile phone/s been booked from the Front Office in Senior School?
12. Have suitable and sufficient first aid arrangements been made? N.B. At least one of the staff accompanying the visit must be first aid trained.

2 Weeks Before

14. Have all the consent forms been returned? These must be returned dated and signed at the same time as, or before, payment for the visit is accepted because as soon as payment is accepted there is a contract between the school and the parents.
15. **Transport**
Check there are suitable and sufficient qualified drivers still available for a planned minibus journey.
Check that the departure and return times are known to accompanying staff, girls and parents.
Check that the Bursary knows times if any gates need to be opened.
Check booked transport has been confirmed.
Make sure the names of the girls and staff on/in each coach/minibus/car are given to the Front Office, the emergency SLT contact and the Head of Section.

1 Week Before

16. **Medical Details**
Has the party leader received the Contact Details and Medical Information Report? Remember, from this point on, any changes must be notified directly to the party leader. The party leader must let Sarah Heath know of any changes to Contact Details and make Sally Shackman/Jan Godecharle aware of any amendments to Medical Information.
17. Has a list of the names of the girls involved been attached to the whiteboard in the Resources Room?
18. **Catering**
Check arrangements with Catering Manager and note in particular the Food Safety requirements for packed lunches.
19. **Briefing for girls**
Have the girls been properly briefed on the activities they will be undertaking including:
 - Appropriate clothing and equipment.
 - Rendezvous procedures.
 - Groupings for study or supervisory purposes.
 - A system of recall and action in emergencies, including contact numbers.
 - Agreed codes of conduct and behaviour.
 - Significant hazards.
 - Relevance to prior and future learning.

20. Briefing for staff

Has the party leader briefed other staff and voluntary helpers on the following:

- Anticipation of hazards and the nature of the programme.
- Defining roles and responsibilities of staff.
- Careful supervision of the girls.
- Regular counting and registration of girls.
- How much help to give to the girls in their tasks.
- A list of names of people in sub groups.
- Emergency procedures.

The Day of the Trip

21. Programme

- Do the girls and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?
- Have all the girls (and staff) who need to take drugs or similar e.g. epi-pens, inhalers, travel sickness tablets, got the required items and are they carrying them? (or identify which member of staff will have these items).
- Has the Front Office been notified of any absentees?

After the Trip

22. Follow Up

A final break-down of the accounts for the visit, with receipts for all the costs, should be given to the Accounts Department as soon as possible.

APPENDIX 3

Checklist for an Overnight and/or Overseas Educational Visit

Initial Planning Stage

1. **Initial Idea**
Has the initial idea been discussed with the Deputy Head who is the school's Educational Visits Co-ordinator and a date agreed for the School Calendar? Unless there are exceptional circumstances, this should take place at least two terms in advance of the proposed date and the event entered into the calendar on the website so that parents can be notified well in advance (see Section 4 – Initial Communication with Parents).
2. **Staffing**
Has the visit got the necessary provisional staffing in terms of ratios and experience?
3. **Finance and Insurance**
Has the finance for the visit been discussed with the Accountant and the insurance with the Resources Director? Please see also Sections 4 and 8. It is acceptable for places to be reserved (e.g. airline tickets) at the outset once the idea has been agreed (as described in Section 1 above) so that discounted rates can be secured. However, the party leader must be sure the tickets can be sold because, if this proves not to be the case, the appropriate Departmental budget will need to cover the shortfall. The party leader will need details of the school's travel insurance policy and the emergency telephone number for assistance.
4. **Initial Communication with Parents**
At least one term in advance of the visit, have initial letters been sent to parents with details of the arrangements, including any planned hazardous activities, the likely cost and with a proforma to be returned by those who are interested in going on the trip? Does there need to be an information evening for parents and girls to find out more details and to ask questions?

Further Planning once the visit has been confirmed - at least one term in advance

5. **Preliminary Visit**
Is a preliminary visit to check arrangements necessary?
6. **Risk Assessment, mauve Trips and Visits form and yellow Catering/Security form**
Have the risks associated with the visit been assessed? The Trips and Visits form and Risk Assessment need to be completed **at least one term in advance of the visit**. If there are any catering (e.g. packed lunches) or car parking requirements then a Catering/Security form must be also be completed at least four school weeks beforehand.
7. Has the party leader provided Vanessa Sharwood-Smith and the Accountant with a list of students involved?

8. Communication with Parents

Have the school Consent Forms and Guidelines for Behaviour been sent home to parents? These must be returned dated and signed at the same time as, or before, the initial deposit for the visit is accepted because as soon as payment is accepted there is a contract between the school and the parents.

Has a second letter been sent to parents asking for an initial non-returnable deposit and setting out the exact payment arrangements (this could be sent with the Consent Forms and Guidelines for Behaviour)? These arrangements, and particularly any exceptions to them, must be agreed by the Accountant. The initial deposit must be no less than that required by the tour operator/external provider. Payments must be via cheques made payable to "St. Helen's School" and the dates for the instalments must be at least 10 days before payment has to be made to the tour operator/external provider. In most cases it is advisable to request post-dated cheques for the instalments at the same time as the initial deposit is collected. The deposit is non-refundable and refunds relating to the other instalments are governed by the terms and conditions of the tour operator/external provider which must be made available to parents at this stage.

Does there need to be a further parent information evening?

9. Transport

Has the transport been booked?

10. Passports and Medical Insurance

If the visit is overseas, have all the girls and staff got current passports and the necessary visas? Have all EU citizens obtained EHIC's if the visit is to a European Economic Area country? The school's travel insurance policy covers all members of the party but any exceptional medical conditions need to be checked with the Resources Director beforehand (see Section 14).

11. Has a mobile phone/s been booked from the Front Office in Senior School?

12. Has a member of SLT been established as an emergency contact?

13. Have suitable and sufficient first aid arrangements been made? N.B. At least one of the staff accompanying the visit must be a qualified first aider.

14. Is the party leader aware of any dietary and/or medical needs of staff and any other adults accompanying the trip?

2 Weeks Before

15. Transport

Check there are suitable and sufficient qualified drivers still available for a planned minibus journey.

Check that the departure and return times are known to accompanying staff, girls and parents.

Check that the Bursary knows times if any gates need to be opened.

Check booked transport has been confirmed.

16. Briefing for girls

Have the girls been properly briefed on the activities they will be undertaking including:

- Appropriate clothing and equipment.
- Rendezvous procedures.
- Groupings for study or supervisory purposes.
- A system of recall and action in emergencies, including contact numbers.
- Agreed codes of conduct and behaviour.
- Significant hazards.
- Relevance to prior and future learning.

17. Briefing for staff

Has the party leader briefed other staff accompanying the visit on the following:

- Anticipation of hazards and the nature of the programme.
- Defining roles and responsibilities of staff.
- Careful supervision of the girls.
- Regular counting and registration of girls.
- How much help to give to the girls in their tasks.
- A list of names of people in sub groups.
- Emergency procedures.

18. Medical Details

Has the party leader received the Contact Details and Medical Information Report as well as the details on how to use Clarion Call to contact all the parents immediately via text/voice message? Remember, from this point on, any changes must be notified directly to the Group Leader. The Group Leader must let Sarah Heath know of any changes to Contact Details and make Sally Shackman/Jan Godecharle aware of any amendments to Medical Information.

19. Has a list of the names of the girls involved been attached to the whiteboard in the Resources Room?

20. Catering

Check arrangements with Catering Manager and note in particular the Food Safety requirements for packed lunches.

21. Emergency SLT Contact

Has the emergency SLT contact been provided with a copy of the Contact Details and Medical Information Report, details of the accommodation, itinerary and travel arrangements (including the names of the girls and staff on/in each coach/minibus/car) and the mobile telephone numbers of the staff on the trip ? The Head, Head of Section and the Front Office must also be provided with all this information by the party leader.

At the time of departure

22. Programme

- Have the girls and staff brought the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?
- Have all the girls who need to take drugs/medication handed them to the Party Leader or designated member of staff, including spare epi-pens and inhalers? In the cases of epi-pens and inhalers, do the girls involved have theirs with them? Do any staff taking medication have it with them?
- Has the emergency SLT contact, Head, Head of Section and Front Office been notified of any absentees?

After the Trip

23. Follow Up

A final break-down of the accounts for the visit, with receipts for all the costs, should be given to the Accounts Department as soon as possible.

APPENDIX 4 - Trips and Visits Form

TRIPS AND VISITS (from Sept 10)

Type of Trip/Visit			
Destination/Location			
Year Group/s		Number of Girls	
Party Leader		Mobile Tel. No.	
Other Staff Involved			
Parent/Adult Helpers			
Departure Date and Time		Return Date and Time	
Transport Arrangements (if minibus, name/s of driver/s)			
First Aid Arrangements			
Risk Assessment completed by			
Emergency Contact at School – Name & Tel. No.			

Checked by:

Paul Tiley		Date	
Janet Parker (if required for cover purposes)		Date	

PLEASE TURN OVER

PLEASE REFER TO THE SCHOOL'S EDUCATIONAL VISITS POLICY AND THE RELEVANT CHECKLIST. The checklists are also available in the teaching staff handbook.

You must:

- ❖ attach copies of all the letters sent home to parents about the trip/visit;**
- ❖ attach a risk assessment;**
- ❖ ensure everyone has the Emergency Contact Name and Telephone Number;**
- ❖ ask all teaching staff accompanying the trip/visit to organise cover via Janet Parker and Sue Page;**
- ❖ organise any associated catering arrangements (e.g. packed lunches) and/or security requests (e.g. gate left open) by completing a yellow Catering/Security form;**
- ❖ provide Vanessa Sharwood-Smith with a list of the girls involved by highlighting their names on the standard Tutor Group Lists – see relevant checklist for timeline involved;**
- ❖ attach a copy of the list of names to this form and put one on the relevant Staffroom Noticeboard.**

APPENDIX 5

INCIDENT REPORT SHEET

NAME OF TRIP/VISIT:	
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DATE/S:	
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PARTY LEADER:	
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<p>DETAILS OF INCIDENT</p> <p>DATE: TIME: PLACE:</p> <p>SUMMARY:</p>

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SIGNED:

DATE:

This form needs to be returned to Paul Tiley asap