

TORMEAD

VISITS POLICY

This whole school policy also applies to the Early Years Foundation Stage

Tormead School values the contribution of educational visits to the education of its pupils. Visits may be day, evening or residential, in this country or abroad and may be directly or indirectly supervised. Such visits provide girls with opportunities for development through learning, discovery, exploration and challenge in ways that cannot be achieved in the classroom.

All visits from Tormead should be conducted in accordance with the following guidelines, which are designed to ensure that such visits occur within a structured and supportive framework. Attention to the safety of all members of any group is of paramount importance and our Visit Leaders will be experienced, well prepared and well supported both by their party members and by staff, both in term time and holidays. The Visit Leaders in turn have a duty to keep all other members of the group well informed and to ensure that all guidelines are clearly stated and understood by everyone involved.

Responsibilities

The Governing Body has overall responsibility for the Visits Policy, which it delegates to the Headmistress.

The Headmistress is responsible for ensuring that all visits are appropriately planned and safely executed for the benefit of the girls. She delegates this responsibility to the Educational Visits Coordinator (EVC).

The Educational Visits Coordinator (EVC) oversees all aspects of School policy and procedure and has specific responsibility for oversight of the planning and execution of individual visits in the Senior School (SS). In the Junior School (JS), specific responsibility for oversight of individual visits lies with the Junior School Senior Team.

The EVC role is fulfilled by the Assistant Head: Adventure and Service.

THE DUTY OF CARE

Teachers looking after girls are *in loco parentis*.

In exercising the duty of care and interpreting the meaning of “reasonable, prudent and careful”, those involved:

- Should try to think as a parent might in similar circumstances.
- Should consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect, and ultimately in a court of law.
- If they are in doubt they should not proceed unless they have sufficient further information and advice to remove the doubt.

GENERAL POINTS

- The purpose of the visit must be established and agreed with the EVC/ Junior School Senior Team
- The visit must be consistent with the general aims of the School
- The visit must be appropriate to the age and experience of the girls involved
- Parents must be informed promptly and fully of all appropriate matters
- All members of the staff team must be knowledgeable about the details of the visit and the extent of their responsibilities
- Girls must be knowledgeable about the details of their visit

- Safety considerations must be paramount and a risk assessment must be in place for every visit.

The visits calendar is overseen in the Senior School by the EVC and the Assistant Head: Curriculum. In the Junior School, it is overseen by the JS Senior Team.

Public Events

Sometimes staff will wish to promote public events to Tormead pupils and their families. In these instances, where the event is publicly advertised and accessible and where attendance is optional, staff do not need to plan a visit, even if they wish to attend themselves. Any communication sent to parents should make clear that this is not a school-run visit. The following wording is suggested:

Please be aware that this event is not being run as a school visit; any members of Tormead staff who happen also to be present will not be responsible for your daughter's safety and wellbeing.

Naturally, any event which is marketed specifically to schools will be defined as a school visit and should be planned and organised according to the guidelines set out in this policy.

Contacts with School

Should contact need to be made with the School (for example, in the case of any incident involving illness or injury or any change of plan), the School Office is open from 8am until 6pm and should be the first point of contact between those hours. At any other time a member of the Executive Group (EG) should be contacted directly; a contact card detailing their telephone numbers will be included in the visit pack.

Residential visits will be allocated a senior member of staff as a duty officer; this person should be the accompanying staff's first point of call in the event of an incident or emergency.

PLANNING THE VISIT

Safety Standards

The Visit Leader must check that external activity providers and venues have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LotC Quality Badge to organisations which meet national recognised standards. Where the organisation does not hold the badge, staff must establish whether or not it is appropriate to use, initially by checking the details in the list below. Once they have done so, they should consult the EVC; the EVC will then discuss the visit's suitability with the EG, who will ultimately decide whether or not to grant permission.

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

Hazardous Activities

Hazardous activities are activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking and watersports or activities in or around water. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.

Where the main activity is a hazardous activity or any activity which is facilitated by an external provider, the leader will have regard to the appropriate up to date guidance from the Department for Education, found at GOV.UK.

When planning an activity involving caving, climbing, trekking, skiing or water sports (other than rowing), the Visit Leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). This may be checked, and general advice on safety for school visits found, on the HSE website.

Supervision

There must be an adequate ratio of adults to supervise girls at all times during the visit. The ratio of adults to girls will derive from the risk assessment undertaken and the risk factors identified.

The number of staff accompanying a visit will vary according to factors such as the age of the girls and the nature of the visit. The ratio will be closer the more complex or hazardous the activity. Supervision can be close or remote, but must always be 24 hours a day. Exceptions to the following supervision requirements should be discussed with the Deputy Headmistress (SS) or Deputy Head: Logistics (JS) as appropriate.

- For Senior School visits a ratio of between 1:12 and 1:15 is recommended
- For Years 4 – 6 a ratio of 1:10 is recommended
- For Years 1 – 3 a ratio of 1:6 is recommended
- For Reception a ratio of 1:4 is recommended.

Staff must be aware of and adhere to all the mandatory requirements (including those relating to ratios) under the Early Years Foundation Stage Framework at all times on visits which include girls under five years old.

PERSONNEL

Role of Accompanying Adults

The visit must have a Visit Leader and will normally include other accompanying adults. At least one member of staff must be qualified in first aid, unless the visit is to a local venue and travel will be by foot, in which case the normal requirement for first aid provision may be waived, after discussion with the EG.

All accompanying adults must:

- Recognise that those in charge of young people are *in loco parentis* and must take at least that degree of care;
- Must have a clear view of the purpose of the visit and the standards of behaviour expected of young people; and
- Adhere to the Staff Code of Conduct (found in the Employment Manual) both in their own behaviour and by reporting any breaches to the Visit Leader.

Responsibilities of the Visit Leader

In addition to the above the Visit Leader must:

- Ensure that all accompanying staff are fully briefed as to the purpose of the visit, their responsibilities, the level and type of supervision required at all times, the standards of behaviour expected and any potential hazards
- Ensure that all girls are fully briefed as to the purpose of the visit, the standards of behaviour expected and any potential hazards
- Confirm with the Bursar what insurance is required
- Confirm costs with the Accounts Office
- Take all reasonable steps to ensure the safety of all transportation and venues
- Ensure that the choice of adults accompanying the visit in a supervisory role is approved by the EVC (SS) or Deputy Head: Logistics (JS).
- Be responsible for all the planning of the visit
- Carry out a risk assessment and re-evaluate it as necessary
- Deal promptly with any problems, ensuring that the EG is informed immediately of any significant concerns and seeking additional help and support when necessary.

For further guidance, see Appendix 2 – Guidance for Visit Leaders

PRELIMINARY VISITS

When a new visit is planned, a preliminary visit should take place, if possible, to evaluate the venue, plan the programme and make a full risk assessment. Many reputable companies will include a free staff inspection visit but, where necessary, finance for such visits should be included in the overall budget.

RISK ASSESSMENT

It is the responsibility of the Visit Leader to undertake appropriate risk assessments relating to the visit. In doing so, it is necessary for the Visit Leader to decide whether hazards are significant and whether they are mitigated by satisfactory precautions so that the risks are minimised to an acceptable level.

External providers may conduct their own risk assessments. The Visit Leader should ask for these in advance and check that they satisfy the School's requirements for the relevant part of the visit. An additional risk assessment will be required to cover travel to and from the venue and any aspects of the visit not included in the external risk assessment.

For further guidance, see Appendix 3.

FIRST AID AND HEALTH

The Visit Leader will have regard to the School's First Aid Policy and ensure that there is adequate first aid provision on each visit.

The minimum requirements for visits are:

- At least one appointed and appropriately qualified person to take charge of first aid arrangements (except for visits involving girls aged 5 or under when at least one person who has a current paediatric first aid certificate must attend the visit)
- An adequate risk assessment dealing with first aid requirements considering factors such as: the nature and complexity of the activity, the number of girls, the risk and type of possible injury and how effective first aid would be in those circumstances, proximity to hospitals and the availability of ambulance services and other medical assistance.

Please note that, when visits take place to local venues where the girls travel on foot, the normal requirement for first aid provision may be waived, after discussion with the EG.

All staff must be aware of girls with special medical needs and with how to cope with problems that may arise as a result of these.

If, during a visit there is any doubt as to whether a girl should see a doctor or visit a hospital, always err on the side of caution and keep the EG informed as appropriate.

Parental consent is given for the administration of a number of non-prescription medicines and remedies by staff, in accordance with the guidance given in the Medical Information pack. Further permission is not required to administer any of these, but accurate records of what is administered must be kept, using the Administration of Medicine on School Visit form which is provided in the Medical Information pack.

Any incidents, accidents or near misses and action taken, as well as an evaluation of the visit, must be recorded by the Visit Leader on the Visit Review Form. This should be submitted to the EVC (SS) or Deputy Head: Logistics (JS) who will evaluate, review and log these records.

The following procedure has been approved by the School for girls in Reception – Year 9

- A minimum of a fortnight before departure each girl is given a Medicine Dosage and Administration form in a named bag (samples available).
- Enough time must be given so that duplicate inhalers etc. may be obtained
- Medicines are placed in the bag and the form is completed and signed by the parents
- All bags are then kept together (on correct coaches) in a manner appropriate to the visit
- Girls have set “surgery time” to take medicines
- Staff are present to ensure girl takes correct dose
- Staff sign off the medicine dose on the form, filling in time box, and return medicine to bag and bag to box
- Girls who need medicines at different times make special arrangements with their group leader

For older girls a version of this scheme may be applied.

Staff should ensure that all asthmatics, Jext, epipen and anapen users who are permitted to carry their auto-injectors, do so at all times.

Nominated staff members will carry such medication for younger girls for use in an emergency.

Disability, medical and special educational needs

The school will make every effort to ensure that visits cater for and are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion or gender.

Where there are doubts over the inclusion of a girl on the grounds of disability, special educational or medical needs, ethnic origin, religion or gender, there will be consultation between the School, the girl and the parents.

If despite making reasonable adjustments there remains a significant, unmanageable and unacceptable risk to the health and safety of girls or anyone else on the visit, it may be reasonable to exclude a girl from the visit on those grounds.

A record should be maintained by the school of the reasons for the exclusion of that girl from the visit.

INSURANCE

- It is the responsibility of the Bursar and the Visit Leader to ensure that adequate insurance is in place.

- The Visit Leader will take a copy of the relevant insurance policy(ies) with them on the visit, will be familiar with the cover arranged and any conditions applying and will know how to claim on the policy(ies), if necessary.
- The School arranges comprehensive insurance for all visits for which an extra insurance charge is levied. **The Visit Leader must ensure that they have arranged this with the Accounts department**
- If travelling in the EU all EU citizens should be required to have an EHIC
- There are some significant exclusions for “high risk” activities. The Visit Leader must check with the Bursar to ensure that such activities are covered by the School’s insurance policy. Additional insurance may be necessary. The parents of some girls with special health needs may prefer or be required to take out additional insurance cover of their own.
- Some companies offer their own insurance and include it in the overall cost of the visit. The Visit Leader should check the level of the cover carefully.
- If abroad on high risk activities check whether you will have to pay “up front” for ambulances etc, whether the cost of a member of staff remaining with an injured/sick girl is covered and whether parents will be flown out
- The Visit Leader must have all appropriate contact numbers including those for in-country emergency services and the British Embassy/ Consulate.
- Paragraph 6.20 of ‘Tormead School Terms & Conditions’ states
“Parents are responsible for insurance of the Pupil’s personal property whilst at school or on the way to and from school or any school-sponsored activity away from school premises”

Any insurance policy(ies) should include the following cover

- Personal liability covering claims against the school and its members
- Personal accident cover for Visit Leaders, Staff, volunteers and participants
- Medical Treatment
- Transport and passenger liability
- Damage to or loss of personal or hired equipment
- Programmed and non-programmed activities
- Transport and accommodation expenses in case of emergency
- Compensation against cancellation or delay
- Compensation for loss of baggage and effects
- Legal assistance for claims
- Failure or bankruptcy of a centre or travel company

FURTHER GUIDANCE

Further guidance will be found in Appendix 1 – Sequence of Events, Appendix 2 – Guidance for Visit Leaders and Appendix 3 – Risk Assessments and Hazardous Activities

Date of Last Review: 21 January 2020

By Resolution of the Governing Body:

MRS R HARRIS
Chair of Governors

MRS C FOORD
Headmistress

3 February 2020

Appendix 1: Sequence of events

Day visits

1. Submit a proposal. If approved, the event will be added to the calendar and, for staff in the Senior School, a member of the Office staff will be assigned to manage the administration.
2. Check costs, insurance and travel arrangements with the Accounts department.
3. Carry out preliminary risk assessment and pass to the EVC (SS) or Deputy Head: Logistics (JS) for approval.
4. Draft permission letter to parents and pass to the Office for formatting and approval. If a third party is involved, the letter should request consent for any personal data (particularly special category personal data) to be shared.
5. Check medical information for all girls taking part and note any special requirements and potential problems.
6. Check MI5 and/or any other relevant websites for any pertinent information regarding security and threat levels.
7. Telephone venue no earlier than 48 hours before visit to establish whether there is any additional security in place (this might delay entry and lengthen the day).
8. Print hard copy of map covering area of one mile radius of the venue to be visited; this will provide a back up in the event of needing to find a walking route out of an emergency zone.
9. Complete final risk assessment and pass to the EVC (SS) or Deputy Head: Logistics (JS) for approval.
10. Complete the Final Details form to confirm arrangements and pass to the Office for approval from a member of the EG (SS) or Deputy Head: Logistics (JS).
11. Collect information pack from the Office. The member of staff assigned to manage your visit will assist with catering arrangements, collecting medical and other information, setting up a Clarion group and other administrative matters.
12. Collect first aid pack from Health Care Lead.

Residential Visits

1. Submit a proposal. If approved, the event will be added to the calendar and a member of the Office staff will be assigned to manage the administration.
2. If this is a new visit, carry out a preliminary visit if possible and consider an outline risk assessment.
3. Inform parents of the proposed visit and gauge interest. This may be done by letter, or you may want to organise a meeting.
4. Check costs, insurance and travel arrangements with the Accounts department.
5. Carry out preliminary risk assessment and pass to the EVC (SS) or Deputy Head: Logistics (JS) for approval.
6. Draft permission letter to parents and pass to the Office for formatting and approval. If a third party is involved, the letter should request consent for any personal data (particularly special category personal data) to be shared. The member of staff assigned to manage your visit will assist with collecting passport photocopies and EHIC documents and arranging a payment schedule.
7. Check medical information for all girls taking part and note any special requirements and potential problems.
8. If desired, arrange an information meeting to brief parents about the visit.
9. Check with the Office that all administration and organisation is complete.
10. Arrange briefings for accompanying staff and pupils.
11. Check MI5, FCO and/or any other relevant websites for any pertinent information regarding security and threat levels.

12. Telephone venue no earlier than 48 hours before visit to establish whether there is any additional security in place (this might delay entry and lengthen the day).
13. Print hard copy of map covering area of one mile radius of the venue to be visited; this will provide a back up in the event of needing to find a walking route out of an emergency zone.
14. Complete final risk assessment and pass to the EVC (SS) or Deputy Head: Logistics (JS) for approval.
15. Complete the Final Details form to confirm arrangements and pass to the Office for approval from a member of the EG (SS) or Deputy Head: Logistics (JS).
16. Collect information pack from the Office. The member of staff assigned to manage your visit will assist with catering arrangements, collecting medical and other information, setting up a Clarion group and other administrative matters.
17. Collect first aid pack from Health Care Lead.

Appendix 2: Guidance for Visit Leaders

Groups and Briefings

- Ensure that all staff and pupils are fully briefed and that all accompanying adults are introduced at the start of the visit, or before.
- You may need to plan groups for various aspects of the visit, e.g. bedrooms, activities, coaches. Organise these in advance where possible.
- Large groups may be better managed as sub-groups with their own group leader. Make sure that everyone is aware of who is responsible for whom. Group leaders need their own copies of pupil lists, medical details, and any other relevant information, including a hard copy of a map covering area of one mile radius around the venue to be visited.
- Consult regularly with other staff to monitor and review progress and planning for the visit.
- Talk to the pupils during the visit to keep aware of their experience.

Venue

Factors guiding the choice of venue may include:

- Safety – stairs/fire arrangements
- Access arrangements
- Pupil and staff accommodation
- Security of site
- Safeguarding concerns
- Catering arrangements
- Hygiene arrangements
- Qualifications and number of staff
- Supervision arrangements
- Transport arrangements
- Insurance
- Equipment – guarantee of standards/safety/maintenance
- Medical arrangements
- Written accident and emergency procedure
- Written operations procedure

The Visit Leader should check the site on arrival and make any immediate necessary changes.

Finance

Major considerations in the financing of any visit are keeping the cost to pupils as low as possible while at the same time allowing for all major expenses and extras as well as having enough in reserve as a contingency fund. Funds can be refunded to pupils on return. It is hard to ask for more money after the visit.

Points to consider:

- Any letter to parents must state clearly what is being included in the main cost and what likely extras there may be.
- Any adult taking a sub-group must be adequately funded
- Check all brochures for hidden extras
- Check costs carefully before including them in a letter. It is a good idea to write that the visit will cost “not more than xx amount” and allow a certain amount of “float” in your calculations
- Do not forget extras such as tips, prizes, presents and always add on a certain amount for the extra drink or snack when the pupils have spent all their money
- Carry enough change in the appropriate currency for loos, phones etc

- Be clear about how much pocket money is to be allowed and decide whether or not to run a bank. If you are going to do this, run it at a set time and do not alter this. Pupils soon get organised when their money is involved. All pupils should split their money into small amounts with no large notes, particularly if a bank is being run. If running a bank make sure pupils keep money out for the first journey
- If travelling abroad with foreign currency make sure the funds are always kept securely and that amounts are split between the Visit Leader and other staff in case of theft or loss
- Monies for a day/evening visit will usually be billed
- Monies for residential visits will be collected by the Office at the advice of the Visit Leader
- Parents must be told whether payments are non-refundable or not
- Accidental damage to property abroad or in hotels usually has to be paid for "up front". Check all rooms, equipment and facilities carefully before use to avoid being charged for damage done by another party
- If on a residential visit abroad and you get into financial difficulties contact: allocated senior member of staff, travel rep, consulate (make sure you know their numbers)
- Take a credit card of your own for emergency use
- If you will have known entry fees while away, prepare the money in advance to avoid fuss at ticket offices. Never have pupils paying one by one even for extras. Take advantage of group rates.
- Preview costs need to be included in the budget

Transport

General points

- Any journey must be included in the risk assessment(s) for the visit, which should include arrangements for any emergency, eg coach breakdown, party getting separated if using public transport
- Any journey should be seen as an exciting and worthwhile part of the visit
- Any disturbance or irritation to the general public should be avoided if possible
- Regular head counts should be made and must certainly be made after any stops on route
- Sub-groups make checking easier and give other staff the chance to get involved and get to know the pupils
- Prepare for travel sickness – seat known sufferers sensibly and make sure that transport is well ventilated
- The wearing of safety belts is obligatory and non-negotiable at all times
- Parents must be aware of their responsibilities in terms of departure and collection. Special arrangements for individuals can cause problems for the whole group and should be avoided
- A Clarion group will be set up to contact parents for collection times if appropriate.
- The Visit Leader should have an easily accessible contingency fund.

Coach Travel:

- Book only with approved companies and ensure that you have an emergency contact number for the company
- Make sure adequate arrangements are in place in the event of a breakdown
- Seat belts must be in working order for all passengers and the Visit Leader should require pupils to put these on.
- Pupils should remain seated while the coach is moving
- All passengers must be made aware of the position of the safety exits
- Incorporate rest stops as appropriate to the needs of the party
- Ensure that all members of the party are aware of information re meeting times etc after stops

- If there are any doubts about the safety of the driver or the vehicle do not proceed until confident that it is safe to do so
- If early morning departures with large groups are taking place make careful plans for embarkation
- Take plenty of bin bags
- On long-distance visits, it is customary to give the coach driver a small tip, which should be included in the costings.
- DVDs may be shown at the discretion of the Visit Leader and by agreement with the coach driver. They must be appropriate to the age of the party.

Minibus Travel:

Please refer to the Minibus Policy

Ferry Crossings:

- Consideration must be given to the potential danger on board for the particular group. In particular, great care and diligent supervision must be given if the group is allowed on deck
- Sub-groups are essential
- Clear meeting points must be designated
- If combining coach and ferry all members of the party must know which deck their coach is on
- Briefing must be given on:
 - Emergency evacuation and location of muster stations
 - Feeling unwell
 - Care of property
 - Respect for others
 - Meeting points
- Rules must be clearly established with regard to duty free shops, alcohol, aerosols, tobacco and illegal substances
- Supervision at the port should be carefully managed with the group working in sub-groups and no one moving on without the permission of the Visit Leader
- Minimum group size if given free time is three

Air Travel:

- Use sub-groups for check-in etc but the whole group should move to and from the flight together with the Visit Leader at the back to avoid the party being split
- Establish a base while waiting
- Make sure all members of the group know the flight number and time and know how to check the boards
- Give clear instructions about meeting times
- While waiting, minimum group size is three
- Emergency arrangements must be clear and understood by all
- All passengers will be made aware of the position of the safety exits, pupils must be instructed to listen to these carefully
- Pupils should be reminded to show respect for other travellers
- Where possible seat all pupils ahead of staff in the aircraft
- Ensure that special dietary needs have been catered for
- Seat pupils with special needs near staff

Rail Travel:

- Whenever possible seats should be booked in advance
- Whenever possible pupils should be seated together or in sub-groups with a member of staff
- Each member of staff needs to be aware of emergency exits and procedures and to inform their group

- Seat pupils with special needs near staff
- On long journeys pupils should be encouraged to remain in their seats and permission should be sought if they need to leave their seats
- No one may leave the train before the destination without the permission of the Visit Leader
- Pupils should be reminded to show respect for other travellers
- If using a train eg an underground train where seats cannot be booked it is a good idea to divide the party into sub-groups each of which will board together into a separate carriage
- Ensure that pupils know where to meet if they become separated from the rest of the party
- For sixth form visits, when meeting pupils, give clear instructions about meeting times and place

Emergency arrangements during travel must be clear and understood

Overnight Accommodation and Visits Abroad

Where possible, the accommodation should be assessed in advance of the visit to ensure that it is satisfactory. Aspects to consider:

- Sufficient and suitable bed and bedding for each pupil (or the camping equivalent)
- Separate sleeping provision for all genders wherever practicable
- Ability to lock doors of bedrooms for safeguarding and security
- Hotel rooms should ideally be located together on the same corridor, preferably not on the ground floor
- Safety of rooms: trip hazards, windows, electrical cables etc
- Fire safety: location of fire exits and routes to exit building in case of fire; whether smoke detectors are fitted
- Sufficient access to toilet and washing facilities (separate for each gender if possible) appropriate to the nature of the activity
- Regular provision of sufficient and appropriate food and drink, stored and prepared under sufficiently hygienic conditions to minimise risk of disease
- Ability to contact medical services, and provision for return to school or home, in case of accident or illness
- Satisfactory and contactable adult supervisors who are competent to supervise activities involved and with back up staffing to deal with emergencies.
- Sufficient clothing or equipment which is suitable for the activities to be undertaken, and sufficient to ensure adequate protection
- Adjustment of activities for any special needs of individual pupils (e.g. disability, asthma, enuresis, dietary needs, allergies) and safe storage and provision for administration of any medication.

School staff should have daily contact with pupils and regularly discuss any concerns that they may have in relation to their accommodation or case, or any other aspect of the visit. They should make them aware of basic safeguarding procedures such as locking their door at night and not admitting any adult other than school staff. They should also inform them of whom to contact should they have any concerns.

The Visit Leader must ensure that pupils have details of the designated contact person on the visit, who will be contactable at all times.

Communication with Parents

It is necessary and desirable to keep parents well informed at all stages of a visit.

- For residential visits, an initial letter outlining details of the visit would be sent; this would normally followed by an evening information meeting. Parents of each pupil should be advised to have an adult representative at that meeting if possible.
- The initial letter should contain the following information:
 - Venue
 - Purpose
 - Departure date and approximate time if known
 - Return date and approximate time if known
 - Insurance details
 - Mode of travel and company
 - Staffing for the group
 - Approximate cost and information about what is included
 - Any further costs
 - Any special equipment that may be needed
 - Date of information meeting
- The information meeting for parents will normally last no longer than forty-five minutes (excluding questions) and should have some visual input. Parents may be given the consent form with the request for first deposits. The meeting may address the following:
 - Welcome parents and thank them for giving up time etc
 - Introduce the visit – new venture or has it been done before
 - Explain the purpose and relevance
 - Departure dates/return dates
 - Mode of travel
 - Destination
 - Location
 - Accommodation/style and security
 - Food
 - Costs:what is covered/ payment schedule and deadlines/ cancellation arrangements
 - Expectations of behaviour
 - Medical details requirement
 - Items that will/will not be allowed
 - Advice on pocket money/bank/small denominations
 - Special activities/safety arrangements/ equipment needed
 - Passport requirements (if appropriate)
 - Information on obtaining an EHIC card (if appropriate)
 - Staff information/Information on staff at centre + qualifications
 - Details of insurance cover
 - Details of emergency procedures
- Subsequent letter(s) will include further documentation and confirmation:
 - Forms to be completed
 - Clothing list
 - Acknowledgement of payment
 - Confirmed travel arrangements
 - Contact numbers

Contact with parents during the visit, e.g. to advise of safe arrival, to confirm collection times, can be done using Clarion.

Behaviour

- The Girls' Code of Conduct applies on all visits. In addition, during briefings prior to the visit girls should be given clear instructions about the behaviour expected for the specific circumstances of the visit.
- For pupils, alcohol and cigarettes are forbidden at all times.

- Members of staff should not drink alcohol whilst on a school visit.
- Members of staff who smoke must be discreet and must never smoke while on duty.
- Where mobile devices are allowed to be taken on a visit, clear guidelines should be given as to their use and security.

Final Arrangements

7 – 1 day beforehand

- Confirm coach/transport arrangements
- Ensure all members of staff are fully prepared and briefed
- Ensure that you have all necessary contact details
- Ensure that you have all passports and EHICs for travel abroad
- Ensure that you have correct foreign currency
- Complete assembly of visits pack - this should contain
 - details of venue with contact numbers (one per subgroup)
 - details of transport with contact numbers (one per subgroup)
 - copy of itinerary with approximate timings (one per subgroup)
 - risk assessment (one per subgroup)
 - medical information pack
 - hard copy of map covering area of one mile radius around venue
 - school emergency telephone contact number card (one per member of staff)

The Visit Leader and sub-group leaders should carry these details at all times.

The member of the Office staff allocated to your visit will assist with this.

- Check MI5, FCO and/ or any other relevant websites for any pertinent information regarding security and threat levels.
- Telephone venue no earlier than 48 hours before visit to establish whether there is any additional security in place (this might delay entry and lengthen the day).
- Get Final Details sheet signed and return it to the office (in the Junior School only, pin the Final Details sheet to the mini whiteboard outside the office, for easy and immediate access).
- Collect first aid kits and the Medical Information pack.
- Ensure that staff members have mobile phones. Take phone chargers (and plug adapter if travelling abroad).
- Inform School Office of any absentees.

On day of/ During the Visit

- Distribute first aid kits
- Ensure that staff members have fully charged mobile phones and are carrying chargers
- Register pupils and divide into groups as appropriate
- Remind pupils of code of behaviour expected
- Allocate staff to groups
- Give each member of staff the appropriate details etc for their group
- If any form of transport is to be used, ensure that everyone is aware of the emergency procedures needed (eg emergency exit on coach, where to meet if separated on a train journey)
- If pupils are allowed to go off in small groups, these should be no smaller than three and no greater than five (different arrangements may be made for sixth form) and clear arrangements about when and where to meet should be made. Other arrangements apply for Duke of Edinburgh's Award expeditions
- In the event of any attack, staff should normally aim to follow the government advice to 'Run, Hide, Tell', although they should use common sense and their own judgement to take appropriate action depending upon the circumstances.

- On completion of the visit, staff should complete a Visit Review Form, making note of any incidents, accidents or near misses and evaluating the visit. This should be submitted to the EVC (SS) or Deputy Head: Logistics (JS) who will evaluate, review and log these records.

Appendix 3: Risk Assessments

Risk assessment is an examination of what could cause harm to people and subsequent planning to remove the problem or minimise the risk to an acceptable level given the age and experience of the party and the nature of the activity.

Definitions

Hazard: Anything that can cause harm eg traffic at crossing points

Risk: The chance, high or low that somebody will be harmed by the Hazard

Making the Risk Assessment

Some sample risk assessments can be found in One Drive/ allstaff/ Visits Documents, but it is essential that Visit Leaders consider every aspect of their visit and look for hazards relevant to the particular circumstances of their visit. You will probably wish to use form EVRA, but other layouts are acceptable.

Look for the Hazards

- In the preliminary planning visit or contact find out about the potential hazards in the context of the group and the experience and knowledge of the staff.
- Concentrate on issues relevant to the age, maturity and/or developmental stage of the group.
- Get information from others who may have had experience of this visit
- Ask questions – if you are not shown something on your checklist, ask to see it
- Check that the situation will be the same when you visit

Decide who is at risk

- Risk assessment should include all members of the party, adults and pupils and others who may be affected by the visit. Some people in the group may be at greater risk than others and special provision may be necessary e.g. lower bunk bed on ground floor for sleepwalkers
- Staff who do not know pupils well may pose a hazard to effective supervision, and this can be mitigated by taking photos of the pupils for identification purposes
- Be aware that both the party and others may be at risk if behaviour is poor
- Poor organisation and inadequate rest for duty staff can pose a hazard and put others at risk. Organisers should ensure that arrangements are made for adequate rest.
- Ensure that you always consider safeguarding

Evaluate the Risk

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken some risk usually remains. You have to decide whether this remaining risk for each hazard is high, medium or low. Your aim is to make all risks LOW. Some risks are controlled by legislation or by the centre to be visited or by vehicle regulation.

You could evaluate the risk as follows:

- a. Probable frequency
 - 1= Zero to very low
 - 2=Very unlikely
 - 3=Unlikely
 - 4= Likely
 - 5=very likely
 - 6=Almost certain
- b. Severity

- 1= No injury or illness
- 2= Very minor injury (eg cuts or scratches) or illness
- 3='Lost time' injury or illness (eg requiring visit to doctor)
- 4= 'Over 3 day' illness or injury (eg would involve taking time off school)
- 5=Major injury or illness
- 6=Fatality, disablement

To work out hazard rating, multiply frequency number by severity to obtain a hazard rating and then read off estimated risk level from table below

Hazard Rating	Estimated risk	Risk Rating	Level of risk
0 - 5	MINOR RISK	1	<i>LOW</i>
6 - 11	ACCEPTABLE RISK	2	
12 - 17	MODERATE RISK	3	<i>MEDIUM</i>
18 - 23	SIGNIFICANT RISK	4	
24 - 29	HIGH RISK	5	HIGH
30 - 36	EXTREME RISK	6	

If it is necessary to take action ask

- Can I get rid of the Hazard altogether?
- IF NOT can I control the risks so that harm is unlikely?

Strategies to reduce or control the risk could involve

- Change to a lower risk option
- Restrict area of risk through code of conduct
- Restrict access to risk
- Plan to avoid risk –eg ski groups relative to ability
- Increase use of safety equipment
- Change time schedules to reduce fatigue
- Increase staff supervision
- Cancel part of programme – never be afraid to do this on safety grounds or of changing plans at short notice

Record your findings

Risk assessments should be recorded on form EVRA or a similar form. No visit may take place unless a full written risk assessment has been approved.

All risk assessments must show risk, estimated level, to whom, means of reducing level, final level. Centre risk assessments are only acceptable if they include all the above and should be validated by the School.

The following details should be considered and included where relevant:

- Departure – one of the most dangerous times
- The Journey
- During the visit
- Other instructors
- Equipment
- Catering – particularly packed meals
- Activities
- Safeguarding
- Emergency evacuation
- Visits away from the main venue (particularly where secondary transport is involved)

- Return Journey
- Arrival home – again one of the most dangerous times

You need to be able to show that:

- A proper check was made
- You dealt with the significant hazards
- You took proper account of individual differences
- The precautions are reasonable and the remaining risks low
- You have kept appropriate records

Review and Revise

Nothing remains constant and circumstances may necessitate change. Risk assessments should be reviewed regularly (certainly during a visit) and you must never be afraid to change them. Most common reasons for change are:

- Change in the group dynamic/illness
- Change of staff
- Weather/ environmental event
- Transport problems
- Equipment
- Increasing fatigue of party
- Political change eg UK terror threat level

