



SIR THOMAS RICH'S

Off-Site Visits Policy

This Policy has been drawn up in accordance with DfE Health and Safety Advice on legal duties and powers, HSE School trips and outdoor learning activities, Outdoor Education Advisers' Panel (OEAP) national guidance 2014 and Gloucestershire off-site visits guidance.

Date reviewed: May 2017

Next review date: June 2019

Status: Statutory

Scope

The School's Senior Management team (SMT) writes the policy on off-site visits. The Headmaster has overall responsibility for policy implementation. It is the responsibility of the Governors' Curriculum and Evaluation Committee to review this policy, agree the principles and monitor its implementation. This policy provides guidance for all adults who, in the course of their employment, have responsibility for pupils away from the School. This includes all educational visits, outdoor learning activities including sports' fixtures, field work and exchanges.

Rationale

Sir Thomas Rich's organises a range of off-site visits for pupils throughout the year. They are an important part of the education which the School provides. As well as providing opportunities for pupils to develop their knowledge and skills, they contribute to the raising of achievement, to the development of self-confidence, independence, communication skills and teamwork and to the enhancement of interpersonal relationships.

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1. Roles and Responsibilities

Duty of Care

On all visits, staff and volunteer helpers have a legal duty of care for the health and safety of themselves and the participants. The law requires them to take reasonable care to avoid incidents which might have been foreseen. For a volunteer, the legal expectation of the standard of care is that of a "reasonable person", for a teacher that of a "reasonable professional". The Academy Trust has a legal duty to ensure that suitable risk management systems are in place and support, training and resources available to visit staff. They must ensure that "as far as is reasonably practical" people are not harmed by their activities.

The Academy Trust

The Academy Trust, the Board of Governors, has ultimate responsibility for the health and safety of staff and pupils. It has decided to commission the services of the Gloucestershire Local Authority SHE team (Safety, Health and Environment) to provide guidance on trips, risk assessments and an emergency response in the event of a critical incident.

It is the responsibility of the governors to ensure that:

- They are aware of their legal responsibilities as employers for the health and safety of staff and pupils.
- There is suitable guidance in place for off-site visits and the School has robust systems to support the implementation of the guidance.
- There are suitable risk management systems in place.
- The Off-site visits policy covers all aspects of the visit and supports inclusion.
- A trained off-site visit co-ordinator (OVC) is in place.
- The School provides training and any necessary resources to enable teachers to manage with confidence off-site visits.
- Monitoring procedures are in place.
- Sufficient emergency procedures are in place and arrangements to support pupils with medical conditions.
- They are aware they may be involved in adjudicating parental complaints.

They delegate to the Headmaster the responsibility for ensuring notification and approval procedures are implemented in accordance with LA requirements and staff are competent to fulfil their roles.

Headmaster

In addition to the responsibilities delegated to him by the Governing Body, it is the responsibility of the Headmaster to ensure that:

- Staff follow the LA guidance for off-site visits and the School's policy reflects the good practice outlined in the LA guidance. *This can be found in the Off-site visits folder in Staff File Exchanges.*
- An Off-site Visits Co-ordinator (OVC) is appointed and fulfils the criteria for the appointment.
- The designated person has received OVC training.
- The visit staff are accountable, competent and confident to fulfil their duties.
- Suitable child protection and safeguarding procedures are in place.
- Governors are informed where necessary.
- Accidents and incidents are reported and RIDDOR requirements are met.
- Off-site visits are evaluated. (The Headmaster will carry out spot checks.)

Off-site Visits Co-ordinator (OVC)

The Headmaster has nominated the Deputy Headmaster as the OVC. He takes the lead in assessing the visit and visit leader competence. He/she will support the Headmaster in ensuring that notification, approval and monitoring of visits are carried out in accordance with LA requirements, and staff are competent and follow LA guidance and School policy. The OVC has further responsibility for ensuring that:

- There is appropriate risk management for all visits.

- Induction for staff into LA guidance and the School's visit policy and procedures is provided.
- The competence of the appointed visit leader is assessed.
- Any further staff training needs are identified and addressed.
- An enhanced DBS is arranged where necessary.
- Where a third party provider is used, appropriate checks and assurances have been obtained.
- Medical, first aid and inclusion issues are addressed.
- Insurance arrangements are adequate.
- Full details of visits are accessible to 24/7 emergency contacts.
- There is an emergency response procedure in place.
- Details of higher risk and residential visits are entered on the LA notification system.
- Parents are appropriately briefed regarding itinerary, accommodation, activities, transport and emergency telephone numbers.
- Audit trails are in place.
- Policies and procedures are reviewed.
- School mobile 'phones are allocated to each visit where possible and they are fully charged with sufficient credit to deal with an emergency. In certain circumstances (e.g. to obtain a better connection) staff may use their own mobile 'phones. They will have regard for safeguarding and data protection issues.
- Information packs are provided for all visit staff and contacts.
- All visits are reviewed and evaluated for best value, teaching and learning, quality experiences informing future visits.
- He delegates to the assistant OVC, Mrs L. Herron, the administrative tasks associated with this role.

Visit Leader

The visit leader has overall responsibility for supervision and conduct of the visit. The visit leader must:

- Follow the LA guidance and the School off-site visits policy.
- Be accountable. He/she must be vetted by the Headmaster or OVC and formally approved to carry out the visit.
- Be confident to lead the visit and have the specific competence to do so. e.g. have the relevant qualification, training or experience.
- Receive induction from the OVC into the LA's guidance on trips and the School's off-site visits policy and procedures.
- Liaise with the OVC to ensure that the activity is properly planned and includes appropriate risk assessments.
- Check that inclusion and accessibility issues have been addressed.
- Check safety and security issues.
- Ensure adequate control measures and precautions are in place and carry out continuous risk assessments during the visit.
- Ensure that environmental factors (e.g. weather, temperature, daylight hours) have been considered.
- Liaise with the Finance Controller, Mrs N. Poole, regarding the budget for the trip.
- Ensure that the roles and responsibilities of all visit staff are properly communicated and that the assistant leader is in a position to undertake the role of visit leader if necessary.
- Provide relevant information to all visit staff about the visit and pupils, including age, health information, capabilities, special needs, safeguarding and behavioural issues.
- Ensure informed parental consent has been obtained.
- Organise a parental information session for all residential trips.
- Provide full information to pupils and parents regarding itinerary, accommodation, activities, transport arrangements, school insurance policy, unsupervised times during a visit and emergency telephone numbers.
- Check insurance details are adequate.
- Check child protection and safeguarding issues are addressed.
- Check all staff and any third party providers have emergency contact and emergency procedure details.
- Ensure that group safety is not compromised where a parent or relative of visit staff accompany a trip.
- Ensure there is access to first aid at an appropriate level and there are sufficient supplies of necessary medicines on the visit. Keep a record of their use.

- Report any accidents, incidents or near misses to the OVC. In the case of serious accidents i.e. those requiring ongoing treatment, complete an accident form and return to Mrs S. Whittard, Sixth Form Administrator.
- After the trip evaluate all aspects of the visit using the School's evaluation form and review the visit with the OVC.
- Ensure that confidential information is effectively dealt with e.g. Shred pupil confidential information and erase messages and numbers from the school mobile 'phone before returning it to the assistant OVC, Mrs L. Herron.

Assistant leader

Assistant leaders should:

- Be involved in the planning of the visit, including contributing to risk management.
- Be competent and knowledgeable about LA guidance and the School's visit policy.
- Be confident that they are able to carry out the tasks assigned to them by the visit leader and able to assume the role of visit leader if required.
- Understand the role and responsibilities of all visit staff.
- Ensure all visit staff have been briefed on the pupils and nature and location of the activity.
- Contribute to the monitoring and evaluation of the visit.
- Return any confidential pupil information to the visit leader.

Helper

Helpers are adults who have an agreed role during a visit but are not a visit leader, assistant leader, activity leader or participant. They must be subject to vetting by the Headmaster or OVC and should:

- Be used appropriately and not used to replace the assistant leader.
- Be competent and trained to carry out the tasks assigned to them.
- Be conversant with LA guidance and the School off-site visits policy.
- Ensure they are briefed about the pupils and nature and location of the visit.
- Report any concerns to the visit leader or assistant leader as soon as possible.
- Be prepared to contribute to the evaluation of the trip.
- Return any confidential pupil information to the visit leader.

Where a parent accompanies a trip he/she should not have direct responsibility for his/her own child. Parental instincts could compromise the management of the group in an emergency.

Volunteers

Volunteers may take any role on a visit. They must, however, fulfil the requirements for the role assigned to them. The engagement of any volunteer must involve an appropriate level of vetting and induction. Volunteers would usually be assigned to the role of helper.

Parents

Parents should:

- Provide the School with up to date health requirements of their child and a 24/7 emergency contact number. Where a child has a significant medical condition, obtain from a doctor a letter confirming the child's fitness to travel.
- Return any forms by the date specified.
- Pay any required contribution.
- Ensure that they and their child have a clear understanding of the behaviour expected on a trip and sanctions.
- Where the visit is more complex have had the opportunity to attend a parents' meeting.
- Know who to contact in an emergency.

Pupils

They should be made aware of their responsibilities by the visit leader or other member of staff, for their own health and safety and for that of the group and:

- Adhere to the pupil code of behaviour for visits. (*This is available in the Off-site visits folder in Staff File Exchanges, Appendix 8, Gloucestershire offsite-visits guidance.*)
- Follow the instructions of the visit leader and other members of staff.
- Dress and behave sensibly and responsibly.
- Look out for anything that might hurt or threaten anyone in the group and tell the visit leader about it.
- Not take unnecessary risks.
- If abroad, be sensitive to local codes and customs.

2. Supervision

There are no prescribed ratios for off-site visits. Consideration will be given to the experience and competence of accompanying staff, characteristics of the activity and group, environmental conditions and distance from base.

For day trips a ratio of 1 teacher to every 15/20 pupils is recommended and for residential trips 1 teacher to every 10 pupils. There should normally be a minimum of 2 staff for all trips abroad. It is also recommended that one male member of staff and one female member of staff accompany mixed sex groups.

The visit leader has a duty of care for the group at all times unless delegated to a third party for a specific period. It is recommended that the visit leader divides the group into subgroups for more effective management. Regular head counts should take place throughout the visit and be the initial response to an incident. Everyone should know the destination (e.g. tube station), rendezvous points and know what to do if they get separated from the group. The responsibility for supervision is continuous. It may be:

- **Direct supervision** when the visit staff remain with the pupils throughout the visit.
- **Indirect supervision** when a group is given the freedom to explore an area or take part in an activity within clearly identified and agreed boundaries. It should be possible to quickly re-establish direct supervision if necessary. Good practice includes:
 - Identifying clear geographical boundaries.
 - Setting a time limit.
 - Ensuring pupils stay together in small groups and know to wait for a leader to find them should they get lost.
 - Briefing pupils on location of visit staff.
 - On a residential visit ensuring pupils have details of their accommodation
 - If abroad, ensuring pupils carry small briefing card in the local language with the name of the School, accommodation details and health problems.
- **Remote supervision** when a group works at such a distance that direct supervision cannot quickly be re-established e.g. Duke of Edinburgh expeditions or exchanges. However, the pupils must stay in small groups and the supervisor must be able to provide assistance within a reasonable time. Clear guide lines must be set.
 - Pupils must be sufficiently trained. This should include first aid and emergency procedures.
 - They must be assessed as competent for the activity.
 - Staff must give clear guidelines about behaviour.
 - Parents should be aware of the degree of supervision and level of responsibility and independence expected of their child.
 - There must be clear lines of communication between the group and visit staff. Mobile 'phones provide an excellent way of maintaining communication but are not a failsafe method.
 - There should be defined time limits between contacts. Exceeding these should activate an agreed emergency response.

- There should be clear arrangements for abandoning an activity where it cannot be completed without compromising safety.

This type of supervision is only appropriate where young people no longer need an adult leader and are capable of operating independently.

When booking accommodation, checks should be made that the building is secure and meets fire regulations. It is important that leaders have sleeping accommodation close to that of pupils and have access to pupils' rooms if necessary. On arrival pupils should be advised of emergency procedures and escape routes. Arrangements should not compromise child protection issues.

3. Monitoring and evaluation

Monitoring by the LA

The LA regularly reviews and revises its off-site guidance and monitors the off-site visits database, visit notifications and risk assessments. It monitors the School's arrangements for managing trips, compliance with standards and reporting of accidents, incidents and near misses. The LA also provides an emergency response service to support establishments in the event of critical incidents. This service monitors any external incidents or crisis that could have an impact on visits.

Monitoring and evaluation by the School

The School reviews the Off-site visits policy every three years. All trips are assessed by the OVC and the Headmaster before approval is given. The governors are aware of all new higher risk, residential visits and visits abroad and act as a "critical friend." Visit staff have easy access to LA guidance and the School's off-site visits policy. Before a visit can proceed, the OVC reviews the completed plan and risk assessments and must be satisfied that there are adequate emergency and contingency arrangements in place. All aspects of the visit are monitored throughout the visit. Further guidance and/ or training is provided as required. Senior and/or experienced members of staff accompany a cross section of the visits and monitor both the safety aspects of the visit and efficacy of the visit against the learning outcomes. After the visit, visit leaders, assistant leaders and a cross section of pupils complete an evaluation form. The evaluation form can be found in Appendices 1 and 2.

4. Training and induction

The Board of Governors has a legal duty to provide information, instruction and training for off-site visits. It delegates this responsibility to the Headmaster and OVC who ensure that staff involved in off-site visits are sufficiently briefed and trained to be competent and confident in the roles to which they are assigned. Careful consideration will be given to ensure that the demands of the role do not exceed the person's ability to carry out the work.

The following procedures are followed.

- The visit leader and team must be approved by the Headmaster or OVC before the visit can go ahead.
- The OVC will discuss the visit with the visit leader and brief him/her on the School's off-site visit policy and procedures and the LA guidelines. Any areas of concern will be identified and further training and support will be given as required. The OVC will liaise with the Gloucestershire SHE team, if necessary, for further guidance and arrange any areas of training, including First Aid.
- The visit leader will brief his/her team on their responsibilities and secure further support as necessary.
- The OVC will support the visit leader with all areas of risk assessments.
- The School operates a system of induction whereby staff are encouraged to take on the role of helper or assistant leader before taking on the responsibilities of visit leader.
- During the visit peer monitoring will take place in an informal and supportive manner.

- Analysis of the evaluation forms by the visit leader and OVC after the visit will identify any weaknesses and any further need for training and support.

5. Inclusion

When organising a visit, the School will ensure that activities are available and accessible to all, irrespective of special educational or medical needs or protected characteristics (gender, race, disability, religion, sexual orientation, gender reassignment). Every reasonable measure is taken to find a venue and activities which enable all pupils to participate, allow accessibility through adaptation or modification and integration through participation with peers. Care is taken to avoid indirect discrimination e.g. arranging a residential visit during a religious holiday. Where it is genuinely impossible to make alternative arrangements a visit may be approved in order not to deprive the rest of the group of worthwhile opportunities. The School offers financial support to parents in receipt of certain benefits to enable participation. For details see ***the School's Charging and Remissions Policy***.

Where a trip is oversubscribed, selection must be on a "names out of a hat" basis. Names of pupils who fail to gain a place will be recorded by the OVC so that they can be given priority on future trips. This will take priority over the "names out of the hat" process.

It may be necessary to exclude a pupil on the grounds that their behaviour presents an unacceptable risk to the health and safety of themselves and the rest of the group. This decision will not be taken lightly. Every effort will be made to enable participation through putting in place suitable strategies. Expectations of visit staff must be reasonable and within their competence.

Participation in a Modern Foreign Language exchange visit requires special consideration. The School vets pupils for their suitability for the programme, parents are subject to a DBS check and other factors such as the willingness of the pupils and their parents to accept a partner of the opposite sex and the availability of a separate room must be considered. Parents will be advised of these considerations in the initial letter sent by the visit leader.

6. Charging

The School does not charge for education provided during school hours, education provided outside school hours if part of the curriculum and transport in connection with an off-site visit. It may, however, ask for voluntary contributions. *For further details, see ***the School's Charging and Remissions Policy***.*

Definition of school time

Non-residential visits:

A non-residential activity is deemed to take place in school hours if 50% or more of the activity, including travelling, occurs during school hours.

Residential visits

If the number of school sessions (each school day is divided into 2 sessions) taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to take place during school hours. A "half day" means any period of 12 hours ending with noon or midnight.

7. Using Independent Providers

The School has a duty of care to ensure that any provider meets acceptable standards. Where providers hold recognised accreditation e.g. a LOtC (Learning outside the classroom) Quality badge, AALA (Adventure Activities Licensing Authority) Licence or Adventuremark, or National Governing Body (NGB) centre approval, the School will not require further verification of standards. Where a provider does not hold such

accreditation, the School will send a form to verify the standard of provision. The form is available in the Off-site visits folder in Staff File Exchanges. If deemed necessary by the OVC and Headmaster, a preliminary visit to the venue or provider will be arranged. In some cases independent providers will offer free inspection visits.

Providers of certain adventurous activities are required by the Adventure Activities Licensing Regulations 1996 to hold a licence. Licensable activities include:

- Trekking when done in moor- or mountain-country above 600 metres and which is remote i.e. over 30 minutes travelling time from the nearest road or refuge. Trekking includes hill walking, mountaineering, fell running, orienteering, pony trekking, off-road cycling, and off-piste skiing.
- Climbing except on purpose- designed climbing walls or abseiling towers. Climbing includes rock climbing, abseiling, ice climbing, gorge walking, ghyll scrambling, and sea level traversing.
- Water sports when done on the sea, tidal waters or larger non-placid inland waters- e.g. canoeing, kayaking, dragon boating, wave skiing, white-water rafting, improvised rafting, sailing, sailboarding, windsurfing.
- Caving (underground exploration in natural caves and mines including cave diving, pot-holing and mine exploration but not in those principally used as show-places open to the public.

The visit leader will check that any provider used holds a licence. The Adventure Activities Licensing Service can be contacted by email: info@aals.org.uk or by telephone: 029 2075 5715.

In particular circumstances schools have a “non-delegable” duty of care and can be sued for the negligence of a third party.

8. Self-Organised Visits and the Package Travel Regulations (PTR)

These regulations require the organiser and seller of a package of travel arrangements to provide:

- Accurate information.
- Financial protection and repatriation in the event of company failure.
- Liability for fulfilling what has been contractually agreed.

If the School buys a package from a third party organiser the regulations apply to that organiser and not to the School. The School becomes “the organiser” if it “otherwise than occasionally” organises packages and sells them. A visit becomes a PTR package if the School organises two or more of the following when the visit covers a period of more than 24 hours or includes overnight accommodation:

Transport; Accommodation; Other tourist services which account for a significant proportion of the package.

Full details are available online at:

<http://www.legislation.gov.uk/ukxi/1992/3288/contents/made>

9. Planning a visit.

I. Procedures for low and higher risk visits

Details of these procedures can be found in the Off-site visits folder in Staff File Exchanges.

II. Use of Private Cars

Visit staff may use private cars to transport pupils on off-site visits. However, they should normally not be put in a position where they are alone with a young person. The OVC will check that:

- The driver has a valid licence and a valid insurance policy. This requires the vehicle owner to have “business use” cover.
- The vehicle is properly maintained and has an MOT (if appropriate).
- Explicit parental consent has been obtained.
- Drivers are aware of their duty of care.

III. Parental Consent

The School obtains from parents, consent for all low risk visits which take place during the school day and off-site sporting fixtures within and outside the school day. The consent form is valid for the whole time their son or daughter is at the School. Parents are advised they will receive full details of each visit and have the option to withhold consent if they wish. Separate consent forms will be sent for all higher risk trips, residential trips and visits abroad.

All staff involved in the visit will ensure that pupils' details remain confidential and that personal information is shredded after the visit.

It is not necessary to take the consent forms on the visit but staff should ensure that they have all relevant information. e.g. trip printout of participant details. Visits abroad are the exception to this, as proof of parental consent for treatment may be requested by medical professions.

IV. Vetting and Disclosure and Barring Service (DBS) checks

The School will organise an enhanced DBS, if necessary, for volunteers involved on a school trip. The circumstances under which a check is necessary are set out in the Off-site visits folder in Staff File Exchanges. The School requires DBS checks for families hosting overseas students to ensure they are placed in appropriate homes. These checks do not apply overseas. The visit leader must satisfy himself/ herself that host families abroad are vetted by the partner school.

V. First Aid and medication

First aid

Qualified first-aiders are not necessary for all off-site visits. Visit staff will, however, ensure that a basic level of support is available at all times.

- At least one member of the visit team will have a working knowledge of first aid and is competent to use the first aid materials carried by the group.
- All visit staff will know how to access qualified first aid support.

Where a group of pupils is subject to remote supervision e.g. Duke of Edinburgh's Award, then the group must have:

- The ability to contact first aid support.
- Appropriate first aid materials and the level of competence required to look after themselves until help arrives.

Medication

The conditions of employment of teachers do not include administering medicines. However, the visit leader will assign one person on the visit team to be responsible for the management of medicines. This person should receive any necessary training (e.g. use of EpiPen). He/she should be familiar with the School's policy and instructions from parents or doctors and be briefed by parents on dealing with medical conditions which require management e.g. diabetes.

Single consent forms for low risk visits and regular activities ask parents to provide details of any medical conditions their child has, medication he/she takes and to allow emergency treatment if necessary.*

*Where permission is not given details will be recorded in the Off-site visits folder in Staff File Exchanges.

For all higher risk visits and residential trips an "Off-site visits personal & medical information and parental consent form" will be sent. Consent is sought for a member of staff to administer medication

if necessary, for their child to self-administer medication where appropriate and for emergency treatment.

The visit leader will liaise with the parents to ensure there are sufficient supplies of any necessary medicines on the visit, that they are correctly labelled, stored, and administered and any precautions or side effects of the medication noted. **A record of their use will be kept.**

Medicines taken abroad should be properly labelled and where relevant accompanied by a copy of the prescription. Where medication includes delivery by a syringe, a doctor's note should be obtained to show at border security. In some countries it is possible to obtain medicines over the counter which would require a prescription in the UK. These should not normally be used unless prescribed by a qualified medical practitioner.

Where staff or pupils have a pre-existing medical condition, the School's insurance policy should be checked to ensure they are covered by the policy.

10. Risk assessments

At the planning stage the visit leader will, together with the assistant leader, identify any possible hazards or significant risks for the trip. The anticipated benefits of the trip will be weighed against the hazards and risks associated with the visit. These must be acceptable. Risks cannot be eliminated altogether. Exposure to well-managed risks enables pupils to learn important life skills.

Visit staff will ensure that appropriate and sufficient control measures are in place to manage these risks.

For low risk trips visit staff should complete the relevant risk assessment forms provided by the Local Authority. They should discuss with the OVC any queries regarding the guidance. **This form should be submitted to the assistant OVC at least 14 days before the visit.**

For higher risk trips visit staff will also complete the relevant Local Authority risk assessment forms. **This form should be submitted to the Assistant OVC at least 28 days before the visit.**

During **all visits** staff will carry out **ongoing risk assessments** using the blank risk assessment form. Any significant risks should be written down. The **review process** following the visit is an essential part of the risk assessment process. Lessons learnt from ongoing risk assessments will inform future planning.

Where a trip has already been risk assessed, a review of the existing assessments may be all that is needed. Any changes should be recorded.

The LA has identified certain activities in its guidance (LA guidance part 3) which require special consideration. These are visits abroad, exchange visits, overseas expeditions, Duke of Edinburgh's Award expeditions, adventurous activities and hazards and off-site sports fixtures.

The OEAP also provides guidance on the following:

Provider led study and sports tours; Adventurous activities; Duke of Edinburgh's Award expeditions; Exchanges and home- stays; Field studies; Heritage visits; Museums and galleries; Natural water bathing; Overseas expeditions; Overseas visits; Snow sport visits; Swimming in a swimming pool; Visitor attractions and theme parks.

Details of the guidance from the LA and OEAP can be found in the Off-site visits folder in Staff File Exchanges.

11. Safeguarding (See the School's Child Protection and Safeguarding Children policy)

It is the responsibility of all visit staff to safeguard the welfare of pupils on educational visits. The School will ensure an adequate staff/participant ratio and gender mix of staff.

Where visits involve overnight stays, careful consideration will be given to sleeping arrangements and child protection issues. Parents will be informed of sleeping arrangements in advance.

One of the advantages of trips is the more relaxed relationship which can develop between staff and pupils. Staff will, however, always act in an open and transparent way and apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity. They will avoid being alone with a child and maintain professional boundaries at all times, avoiding situations where their actions might be misinterpreted.

Staff may use social media, with the permission of the Headmaster, in the organisation of the visit and to provide ongoing information about the progress of the visit. Pupils should be reminded of the responsible use of social media. It is important that personal information and inappropriate images and comments are not circulated. Staff should keep their personal information secure and, where possible, use the school 'mobile' for communicating with group members.

12. Insurance

The School has comprehensive insurance cover which comprises Employer's Liability Insurance, Public Liability Insurance, Personal Accident Insurance and comprehensive Travel Insurance. Visit leaders are not obliged to take out insurance offered by a tour operator as part of the package. They should study the terms of the policy carefully and be aware of any exclusions or limits of indemnity. If the cover is deemed inadequate, additional insurance or an extension to the policy should be sought. However, the insurance cover provided by the School may be deemed sufficient. There is a danger of having two policies covering the same visit as this will lead to a more lengthy and complicated claims process. Parents have the option to take out additional insurance if they wish.

13. Emergency Plan

I. Role of the Academy Trust

The Academy Trust has commissioned the services of the Local Authority to provide 24/7 emergency response cover and support in the event of a critical incident. A critical incident is defined as an incident which goes beyond the coping mechanism of the School. The decision to alert the LA will be made by the Headmaster and Chair of Governors. The School has its own Emergency Plan. The governors should provide support for the plan, ensure that is up to date and effective and any training needed is provided.

II. Role of the School

The visit staff will be able to cope with most incidents on an off-site visit. However, where there are serious incidents such as life threatening injuries, fatalities or missing persons, emergency procedures must be activated. All visit staff will carry the telephone numbers of the Senior Management Team who are the emergency contacts for off-site visits. The first contact will record all the information using the School's **First Contact Emergency Action Card**. They will have copies of the contact details of all visit staff and pupils. The roles and responsibilities of SMT in an emergency are set out in the School's Emergency and Crisis Plan. If the Headmaster, or the Deputy Headmaster in his absence, considers the School requires help in coping with the emergency, he will contact the Chair of Governors. They will jointly determine the need to contact the LA and ask for the Critical Incident Plan to be activated.

At the planning stage the visit leader will discuss emergency procedures with all visit staff. Roles for dealing with an emergency should, where possible, be allocated before departure by the visit leader. e.g. first aid, communications, supervision of group, recording of details.

III. Emergency Procedures

The visit leader will take control, following the guidelines below.

- Remain calm. Assess the situation.
- Delegate roles.
- Safeguard him/ herself and any other uninjured members of the group.
- Ensure all members of the party are accounted for, safe, supervised and briefed. (They should be instructed not to use mobile phones.)
- Call the emergency services stating the name of the group, location, nature of emergency and number of injured persons, action so far.
- Call the first emergency contact at school. Provide a telephone number you can be called back on, and give details of the nature of emergency, time of incident, casualties and status, current location.
- Carry out first aid.
- Ensure that a member of the visit team accompanies any casualties to hospital and takes medical information and, if abroad, parental consent forms for emergency treatment.
- Deal with urgent physical needs of group – shelter, warmth, water.
- Deal with emotional needs of group.
- Keep a written log. *
- Refer all enquiries (press, parents) to the School.
- Inform the Foreign Office Consular Assistance Team if abroad.

*Record the following:

- Time, nature and date of the incident.
- Accurate incident location.
- Names of casualties.
- Details of injuries.
- Actions taken, including all communications.
- Details of any moves from the incident site.
- Names and contact details of witnesses.
- Proposed actions.

Following the emergency, the visit leader will notify the insurers and the tour operator where used and will report injuries to the Sixth Form Administrator, Mrs S. Whittard.

14. Offsite PE and Sports Activities

In addition to the content which is set out in the previous sections of the policy, the following should be adhered to when organising offsite PE and sports activities which include:

- Inter-school fixtures
- Sports tournaments and festivals
- Cup matches including regional and national events
- Sports tours

Roles and Responsibilities

The OVC should support the teacher i/c of a particular sports activity by ensuring:

- The member of staff in charge has the confidence and leadership skills needed for successful management of the groups and the activities.
- A risk assessment to cover the whole season has been completed.
- Emergency and contingency planning is in place.
- Required supervisory ratios are met.

- Parents are made aware of any significant risks and have given informed consent or given the opportunity to withdraw their child from any activity.
- Procedures for staff to respond to an emergency or crisis are in place.
- Adequate transport has been arranged.

At the start of the academic year or the appropriate term, the teacher i/c of a particular activity will be required to do the following:

- Obtain approval for fixtures from the OVC and the Headmaster.
- Whenever possible, add all of the fixtures to the school calendar.
- Produce a generic risk assessment for the sports activity and travel.
- Obtain parental consent for team/squad members to participate offsite (see section 9, III).
- Obtain emergency contact details of participants.
- Obtain medical information of participants.

On the day of the activity, the teacher i/c should ensure that:

- The location and timing of the activity has been communicated to pupils who are expected to communicate this to their parents or guardians.
- Up-to-date information on the venue has been obtained.
- First Aid provision is adequate (see section 9, V)
- A register of participants is taken and a copy is left at school.
- Emergency contact details and essential medical information of participants is known in relation to all pupils and staff involved.
- Pupils are reminded to have their medication to hand.
- Contact details of all members of SMT are accessible in the event of an emergency or crisis (see section 14)
- Any procedures and precautions identified in the risk assessment are fully understood and implemented.
- An on-going risk assessment is employed using the blank risk assessment form.
- Staffing is sufficient to cope with any circumstances that might reasonably be foreseen including illness, injury or crisis

Pupils must ensure that:

- Their parents are kept informed about their involvement in sports teams and events.
- Their parents are kept informed about the location and timing of the activity.
- Personal medication is to hand during the activity.
- The correct kit including personal protective equipment (protective gear) is worn during the activity.
- School rules are adhered to where applicable and the code of behaviour for off-site visits is followed (see page 5 and Appendix 3).

Personal Protective Equipment

The School aims to follow the guidelines set out in the national governing body for each relevant sports activity.

Host Venues

The host school or event organiser is responsible for the risk assessment of the site for 'away fixtures'. Facilities at the venue should be checked to ensure:

- There is sufficient space.
- Fixtures and fittings are secure.
- There are no hazards deemed to be unsafe, such as animal excreta, broken glass or a surface that may adversely affect safety e.g. waterlogged or frozen pitch.

15. Appendix 1:

Visit Evaluation Form (to be completed by the visit leader and assistant leader)

Visit description
Visit dates:
Name of provider if used:
Name of visit leader:
Names of other visit staff:

	Yes/No N/A	Please comment further where appropriate.
The trip contributed to the development of personal skills- self-confidence, independence, communications skills, teamwork, personal relationships.		
The visit enhanced subject knowledge.		
The supervision level was adequate.		
All visit staff fulfilled their functions competently and confidently.		
The standard of behaviour of the whole group was good.		
The standard of accommodation was acceptable.		
Food quality was acceptable.		
Health and safety risks were adequately controlled.		
The standard of transport and drivers met expectations.		
Details of any injuries/ accidents/ incidents/ emergencies have been recorded.		
The visit represented good value for money.		

Where an independent provider has been used

High quality, professional staff were used.		
The programme met expectations.		
Suitable and sufficient equipment was provided and in good condition.		

Signed:
(visit leader/assistant leader)

Date:.....

Signed:
(OVC)

Date:.....

**16. Appendix 2:
Visit Evaluation Form (pupil)**

Description of visit:

Dates of visit:

	Yes/ No	Comment
The visit met my expectations.		
The programme was interesting.		
Accommodation was satisfactory.		
The food was acceptable.		
What was the best thing about the visit?		
What was the worst experience during the visit?		
If there was one thing you could change about the visit, what would that be?		

17. Appendix 3:

Pupil Code of Conduct – Off-site Visits

For the visit to be both beneficial and enjoyable for all, you will be expected to comply with the following code of conduct and be expected to:

- Behave responsibly at all times and show consideration for others.
- Comply with instructions at all times.
- Take responsibility for your own possessions.
- Keep all facilities clean, tidy and undamaged.
- Abide by any host facility rules and regulations.
- Be aware of all emergency procedures.
- In the event of an emergency, follow emergency procedure instructions.
- Understand the rules concerning the purchase, possession and consumption of alcohol.
- Understand the rules concerning the purchase, possession and use of tobacco and e-cigarettes.
- Understand that the possession and use of non-prescribed drugs and/or illegal substances is strictly forbidden.
- Inform staff of any relevant medical conditions or injuries.
- Inform a member of staff of any hazards and report any damaged or unsafe equipment.
- Wear appropriate clothing including protective gear.
- Return all borrowed equipment in the same condition in which you received it.
- Safeguard personal belongings and borrowed equipment.

On the coach/minibus

- Remain in your seat, unless given permission to do otherwise.
- Wear your seat belt whilst being transported in a minibus or coach.
- Luggage should not block the aisle and be kept on the luggage rack or under the seat.
- Litter should be put in the bags provided.
- Do not distract the driver – no shouting out, no flash photography etc.
- If you begin to feel travel sick, inform a member of staff.
- When disembarking, be aware of traffic movement and direction.

Motorway service stops

- Follow instructions from staff regarding where you are allowed go and how long you may spend in the service station.
- Remain inside the service area for the duration of the stop and ensure that you are back on the coach at the given time.

On the ferry, at the airport and on the railway station

- Ensure you understand the importance of remaining in your group at these busy locations.
- Ensure that you understand that timings are vital.
- Ensure that you understand security arrangements and limitations.
- Follow instructions from transport operator staff.

- Follow all instructions regarding being on boat decks.
- Visit shops in groups - never alone.
- Ensure that you stay back from the edge of railway platforms.
- Remember where the group is based and how to locate staff.

Staying in the hotel

- Ensure that you read all notices and understand all instructions regarding fire and safety procedures.
- Ensure that you understand the location of duty staff.
- Ensure that you understand any instructions regarding permission to leave the hotel.
- Ensure that you understand any instructions which limit your access to parts of the hotel, e.g. bar, casino, swimming pool.
- Ensure that you understand the dangers of balconies and any instructions regarding access.
- Ensure that you understand all instructions regarding access to other people's bedrooms.
- Ensure that you arrive on time for meals and meetings.
- Ensure that you understand any restrictions regarding the use of mobile telephones, taking pictures, internet access and viewing videos and DVDs.

Excursions

- Remain in your designated group.
- Know which member of staff is your nominated leader.
- When unaccompanied by staff, ensure that you understand any instructions and limitations.
- Ensure that you always carry your group leader's and/or trip leader's contact details in case of emergency.
- Stay together with your group during sightseeing and other times when you are not directly supervised. Members of a group are responsible for each other at all times. NB. No pupil should ever be on their own.

Failure to comply with this Code of Conduct may result in the implementation of sanctions.

If there is any other significant violation of the school rules, the group leaders reserve the right to consider sending the pupil home, at the parents' expense.