

Kings International College - Outdoor Education & Off-site Educational Visits Policy

1. Introduction

- 1.1 Kings International College is committed to the provision of educational visits and outdoor education. Such opportunities enhance and enrich the learning experience and may even serve to change the course of a child's life. Educational visits and outdoor education can result in the development of self-esteem, interpersonal skills, independence, creativity and enhanced motivation. Kings International College is passionate about the need to ensure that our students gain an experience of other cultures and exposure to language learning with native speakers in their own country.
- 1.2 The value of off-site educational visits is well recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.
- 1.3 This document outlines the specific policies and procedures for Kings International College. It supplements and follows the advice and guidance contained within the following significant publications:
 - The Department for Education Health and Safety Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies.
 - Health and Safety Executive - School Trips and Outdoor Learning Activities

2. Roles and Responsibilities

- 2.1 The Group Leader is responsible for identifying the purpose of the visit and for following the procedures outlined in this policy document. It is important to realise that compliance with these procedures will be crucially important in protecting staff in the event of something going wrong. The Group Leader is responsible for completing the trip documentation online through www.surreyvisits.org.uk (see Appendix A). This requires the production of a risk assessment which is necessary for all off-site visits (see Appendix B). The risk assessment will take account of:
 - **Generic Risks** as published in the staff shared area.
 - **Event Specific Risks** as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
 - **On-going Risks** identified by the professional staff responding to changing circumstances and the success, or otherwise, of planned activities and procedures. This may involve inclusion of a 'Plan B' in the risk assessment produced prior to departure. The participants and staff will be fully briefed on the purpose and the risk assessment control measures. Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

Provided these procedures are followed, the College will not take legal action against a teacher and, in the event of legal action by a third party, Surrey County Council will indemnify the teacher except in circumstances where the teacher has been found guilty of criminal negligence, assault, or criminal damage.

- 3.2 **The Educational Visits Coordinator** (EVC) is responsible for ensuring that all off-site activities follow the correct procedures. The person with these responsibilities will approve the group leader for every visit and check the written risk assessments to ensure good practice. In addition, the EVC has the following responsibilities and duties:
- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults.
 - Ensure that Criminal Records Bureau disclosures are in place where necessary.
 - Act as or arrange for an Emergency Duty Officer and draw up proper procedures to be followed in such an event. Current procedures are listed in Appendix C.
 - Keep records and make reports of accidents and “near accidents.”
 - Review and regularly monitor procedures
 - Liaise with the Local Authority Outdoor Education Advisor to ensure the proposed visit complies with the Local Authority regulations.
- 3.3 The Headteacher is delegated by the Governing Body to approve all off-site educational visits. The Headteacher is required to report a list of visits to the Governing Body for information on a termly basis.
- 3.4 The Governing Body satisfies itself that the appropriate procedures, risk assessment and control measures are in place and that the documented guidance notes are being followed. The Governing Body delegates responsibility for the approval of educational visits to the Headteacher. The termly report to the Governors must be recorded in the minutes of the Governing Body.

4. Procedures for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

- 4.1 All group leaders will familiarise themselves with the advice and guidance available from:
- <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
 - https://new.surreycc.gov.uk/_data/assets/pdf_file/0016/11455/SCC-Guidelines-for-Ed-Visits-and-OE-Activities.pdf
 - www.hse.gov.uk/services/education/school-trips.pdf
- 4.2 Training for group leaders will be arranged to include all aspects of supervision, on-going risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.
- 4.3 It is good practice for group leaders to use the checklist in Appendix G. In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Residential and foreign trips must be discussed in principle in the preceding academic year. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on an annual basis. No letter should be sent to parents and no financial commitment should be agreed until all relevant approvals have been achieved. Before submitting an application form, any cover arrangements must be established with the Cover Manager. Where possible, cover implications should be avoided by using CE days and Enterprise week for visits and trips.
- 4.4 An application form (see Appendix A) must be submitted to the EVC at least **two months** in advance for any educational visits which involve any of the following:
- hazardous activities
 - a journey by sea or air
 - a residential trip
 - high risk area

After approval by the Governing Body, approval for these visits will then be required from the Head of Strategic Risk Assessment at Surrey County Council.

- 4.5 All other educational visits will require the submission of an application form (see Appendix A) at least **one month** in advance. Any applications which are submitted with less notice will not be considered for approval. If a detail of the trip has not yet been confirmed, it is better that the application is submitted with the required notice and changed, if necessary, at a later date.
- 4.6 A completed risk assessment form (Appendix B) must be attached to the electronic application form. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See the LA guidance https://new.surreycc.gov.uk/_data/assets/pdf_file/0016/11455/SCC-Guidelines-for-Ed-Visits-and-OE-Activities.pdf or www.hse.gov.uk/aala/aals.htm http://www.aals.org.uk/aals/provider_search.php If this is the case their licence number need only be quoted instead of actually requiring their documents.
- 4.7 The initial letter to parents must be attached to the electronic application form for approval before being distributed to parents. This letter will be signed by the Headteacher once he/she is satisfied that the letter is appropriate and fulfils the legal obligations. This will then be returned to the Group Leader for distribution to parents. All subsequent letters relating to the trip should be signed by the Group Leader.
- 4.8 Once the required approval has been given for an educational visit (indicated on www.surreyvisits.org.uk with a green flag), the letter should be sent to parents (Appendix H) with an attached parental consent form (Appendix I). Upon return of these forms, the details should be summarised in a contact sheet (Appendix J), a copy of which must be provided for the Main Office, Duty Officer and Home Contact. The original consent forms must be retained by the group leader until the completion of the visit.
- 4.9 Before the visit takes place, the group leader must ensure that all supervising adults are familiar with the risk assessment and the Emergency Procedure (Appendix C). Emergency contact cards (Appendix D) must be carried by all supervising adults. These are available from the LRC manager.
- 4.10 Evaluation Report: On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place but fortunately did not require the completion of an Accident/Incident report form. Perhaps such a form was completed at the venue, however, this does not remove the need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

Appendices

Appendix A – Guidance on completing the online application form at www.surreyvisits.org.uk

Appendix B – Risk Assessment Form

Appendix C – Educational Visits Emergency Procedures

1. Emergencies on Educational visits - Activation – taken from the School's Emergency Plan section 4
2. Emergencies on Educational visits – Implementation – taken from the School's Emergency Plan section 5

Appendix D – Emergency Contact Sheet

Appendix E – Educational Visits Planning Form

Appendix F – Application for Approval for Educational Visits

Appendix G – Initial Planning Form

Appendix H – Generic Letter

Appendix I – Parental Consent Form

Appendix J – School Contact Information for Parents

Appendix K – Frequently Asked Questions

GUIDANCE ON COMPLETING AN ONLINE APPLICATION FORM

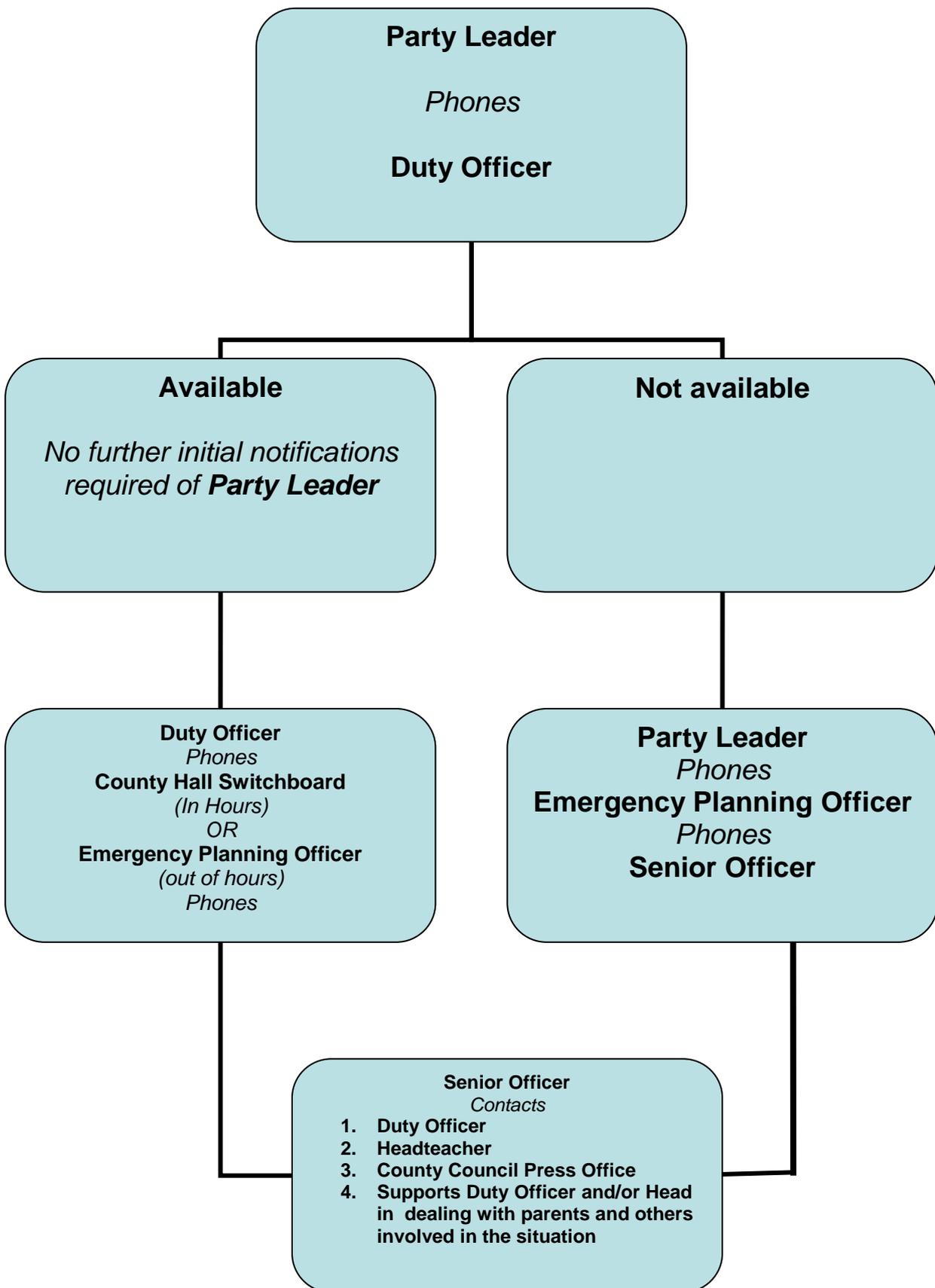
1. Type www.surreyvisits.org.uk into the address bar.
2. Login with your user name in the form of: 'Surname Initial' (e.g. Cooksey I) and your password which is available from the LRC manager.
3. When you enter the system for the first time you will need to change your password to something you will remember. Do this by clicking on 'My Details' then 'Password' and then enter and confirm your new password and click 'update'. Then click on 'continue' and then 'cancel.' You are back to the main menu page.
4. To complete an application form, click on 'Visits' on the left hand side of the page. Then click on '+ Visit' below your account name. You will then need to complete all parts of the form as directed. These are automatically saved as you progress, so you can log out and return to the form at a later time.
5. Under 'Visit Type,' please be aware that any visit, except for those in the 'none of the above' category, will require approval from Surrey LA. This will be indicated at the end of the process.
6. When you arrive at the page requesting a D.O. (Duty Officer) this must be the Headteacher or Deputy Headteacher. You must seek their approval to act as the Duty Officer before completing the form. The 'Duty Officer 2' (Home Contact – see Appendix E) does not need to be a member of SLT. This person will deal with routine matters and serve as a link between parents and trip staff for anything which is not regarded as an emergency.
7. On the page for attachments, you must ensure that a completed risk assessment is uploaded onto the form (use Appendix D). This can be achieved by clicking on '+ Document' and then type the visit name in the box 'Name of Attachment' e.g. 'Geography Field Trip.' Then click on 'Browse' and find your completed risk assessment by searching through the drop down menu 'look in.' When you have found your document, select it and click 'open.' Finally, click 'attach.' This document will now be attached to your application form.
8. On the same attachments page, under 'other' you must attach your completed letter to parents. This can be uploaded in the same manner described in 7. above.
9. When you submit your form at the end of the process, you will be asked to send email notification to the EVC. Do this to ensure that the EVC knows that an application form is waiting on the system for their approval. Do not send incomplete forms to the EVC.
10. When the approval process is complete this will be indicated in your user area of the website by a green flag next to the trip application you have submitted.

Any questions about this process should be submitted to the EVC by email.

Risk Assessment Form

Risk assessment for:		Date:	Depart time:.....	Return Time:
Year Group/s:		Department:		
Assessed by:		Date:	Authorised by:	Date:
Hazards	Identify Individual Risk	Who Manages It?	By Doing What?	

Educational Visits Emergency Procedures



Emergencies on Educational Visits – Activation as set out in the College’s Emergency Plan section 4

The group leader should follow ‘Operation Duke’ procedures (see the Emergencies section within the ‘Guidelines for Educational Visits & Outdoor Activities’ document) by immediately informing the duty officer at the school of any incident. If unavailable they should contact the SCC Duty Emergency Planning Officer:

INITIAL ACTIONS BY DUTY OFFICER AT THE SCHOOL

1. Maintain a written record of your actions using this pro forma and attached log sheet (appendix 10)			
2. Offer reassurance and support. Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic.			
3. Find out and record what has happened			
Who informed you of the incident? (usually the group leader)			
Name:	Status:	Telephone number:	Additional Tel number(s):
Name of group involved			
Location and exact nature of incident			
Is a fatality involved? Confirmed? By whom?			
People affected	Full Name(s) & Age(s)	Exact nature of Injuries	
Local emergency services informed?			
Next of kin informed? If so, how?			
Depending on the scale of the incident, consider assembling a school emergency management team from the list of staff from Section 3, to assist with the response.			
Additional information to obtain if possible from caller			

Where the affected people are / will be taken to			
Names and locations of hospitals involved			
Number of people on the visit	Pupils	Teachers	Other adults
Arrangements for pupils not directly involved in the incident			

**Form to be returned to MRO in the LRC
Copy to JQU**

Emergencies on Educational Visits – Implementation as set out in the College’s Emergency Plan Section 5

For advice on dealing with emergencies on educational visits please refer to the ‘Guidelines for Educational Visits and Outdoor Activities’ document.

This section contains actions the school duty officer should consider, however it is not intended to be an exhaustive list. Incident circumstances, such as its scale, will determine the response provided by the school and the level of involvement required from the local authority.

Considerations for school Duty Officer

Communication
Inform school staff as appropriate, depending on the time and scale of the incident.
<p>Contact the SCC Duty Emergency Planning Officer for details of the support available which would be coordinated by the LEO, Head of Strategic Risk Management and Contingency Planning Unit. It includes:</p> <ul style="list-style-type: none"> • help with media management, including press statements and interview briefing • help with arranging travel and transport between the incident, parents and the school • provision of extra communications, including public telephone helpline where appropriate • assistance at school or at the site of the incident by Local Authority officers, and/or others • for an incident occurring in another UK local authority, establishing links with that authority or, for an incident occurring abroad, communication via the Foreign Office, to British Consulate, foreign police, etc. • advice regarding insurance matters.
<p>Consider emergency communications needs.</p> <ul style="list-style-type: none"> • Dedicate telephones for incoming and outgoing calls and arrange extra support for reception if required. The following is suggested, but may be varied depending upon the specific circumstances: <ul style="list-style-type: none"> Telephones to be used for incoming calls only: Main school office Telephones to be used for outgoing calls only: Headteacher’s office Finance office
<p>Inform parents of any other pupils on the visit but not directly involved in the incident, so that parents first hear of the incident from the school, or from the party leader, not from hearsay or from the media.</p> <ul style="list-style-type: none"> • Decide which parents should be informed and by whom and contact them as appropriate. <p>Information given must be limited until the facts are clear and all involved parents/next of kin are informed.</p>
Inform pupils and staff at school and their parents.

- Decide what information you should give. Remember that information given must be limited until the facts are clear and all involved parents/next of kin are informed.
- In the event of a tragic incident, consider seeking support from the educational psychology service and 4S about the best way to inform pupils and to support them afterwards.

Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).

Inform the chair of governors.

Media management

Introduce, if necessary, controls on school entrances and telephones.

At least initially, the school is advised to avoid responding to media enquiries and direct these to SCC press office.

Liaise with SCC press office and the LEO as early as possible, and work with them to prepare a press statement.

Resources

Consider arrangements required in order to receive people that may be arriving at the school, such as parents of children involved, media, and emergency services. Identify location for parents to gather away from the media.

Consider resources required and their location in order to be able to respond efficiently to the incident.

Reporting of accidents

Tell the staff involved to prepare a written report of their involvement, noting events and times.

Inform the Head of Strategic Risk Management who will advise on reporting procedures, and inform trade unions if necessary.

Follow normal accident reporting procedures. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours.

Staff may wish to submit draft reports to trade union legal officers.

Emergency Contact Cards

Cards to be carried by all supervising adults on educational visits.

IN CASE OF FATALITY OR EMERGENCY :

- Inform local emergency services
- Inform duty officer
- If duty officer unavailable, call SCC Duty Emergency Planning Officer
Tel: **07831 473039**
- You will be answered by either:
 - The SCC Emergency Planning Officer - quote OPERATION DUKE
 - or - An duty answer phone – quote OPERATION DUKE, leave a message and your number. **You will be called within 5 minutes**
 - or - A messaging service - quote OPERATION DUKE, leave a message and your number. **You will be called within 5 minutes**
- DO NOT SPEAK TO PRESS OR MEDIA Refer to County Council Press Officer
Daytime tel: **0208-541 8996/9962** Out of hours tel: **0208 541 7920**

Try to prevent staff and young people phoning home until contact has been made with your Duty Officer or Emergency Planning Officer

When contacting duty officer or emergency planning officer be prepared to give the following information:

- **Quote 'operation duke'**
- **Your full name**
- **The telephone number you are calling from**
- **Name of group involved**
- **Exact nature of the incident**
- **Is a fatality involved? Has it been confirmed? By whom?**
- **Full name(s) and ages of injured person(s)**
- **Exact nature of injuries**
- **Whether local police or emergency services have been informed**
- **Whether any next of kin have been informed, if so, how?**
- **If contacting Emergency Planning Officer, name and number of unobtainable duty officer**

KINGS INTERNATIONAL COLLEGE

**Educational Visits –Standard planning form for day visits
not involving hazardous activities**

Staff should refer to the staff handbook and to the relevant section(s) of the Surrey Guidelines for Educational Visits and Outdoor Education Activities Section 1 – 7 of this form must be completed at least 21 days in advance of any visit.

FOR OFFICE USE ONLY CE DAY NON CE DAY ENTERPRISE WEEK OTHER

1. Name (Party Leader).....
2. Nature/ Purpose of proposed visit.....
3. Date of Visit.....
4. Link to curriculum.....
5. Tutor / year group(s) involved Total Numbers.....
6. Accompanying staff..... S / T ratio =
7. Number of students normally having school meals.....
Caterer's signature

Approval

Principal/EVC - approval to proceed Date.....

Assistant Principal i/c Cover approval to proceed..... Date.....

Please do not make any firm bookings until all the above sections have been completed

Checklist:-

- Have you emailed copies to the trip administrator of a letter to parents including :- date; purpose; times; transport arrangements; dress code; eating arrangements; costs; voluntary contribution information (if appropriate) and a form of parental consent for checking? **YES/NO**
- Have you completed a risk assessment and emailed it to the trip administrator? **YES / NO**
- Are you collecting in an indemnity from every student going on the visit? **YES / NO**
- Are you using your own vehicle? **YES / NO**
- Have you shown a copy of your insurance policy to the trip administrator? **YES / NO**

For Information Only

Time of departure.....
Estimated time of return.....
Means of transport.....

If using minibus(es) please book via the College Intranet system and make sure you have drivers.

Parent Contact number for out of School Hours (if appropriate).....
(i.e. a number that parents can contact if emergency at home - e.g. mobile or telephone no. of venue)

Duty Officer Name and Contact Number
*(For the **visit organiser** in case of emergency whilst on the visit – usually a member of SLT – NOT issued to parents)*

Before embarking on a visit this form must be returned completed to the Assistant Principal i/c visits.

Received (Principal or EVC)..... Date.....

Please ensure that you take:-

- Emergency procedures information (annex xxx)
- Contact numbers
- Forms of parental consent
- First aid kit
- Plastic bags for rubbish

KINGS INTERNATIONAL COLLEGE

Surrey County Council

Application for approval for educational visit

This form should be completed for all educational visits requiring the prior approval of the Governors i.e. for all journeys involving absence from home for one night or more and day journeys involving travel by air or sea or involving any hazardous pursuit or location, both in term time or during holidays. (This section will be submitted to the local authority where appropriate for approval). Please read the Surrey guidelines for further information in respect of this application.

SECTION A

Name of school: Kings International College for Business and the Arts, Watchetts Drive,
Camberley, Surrey GU15 2PQ

1. Place(s) which it is proposed to visit

2. Mode of transport _____ Reg. No (if known) _____

3. Minibus permit number (if applicable) _____

4. If minibuses are to be driven by College/ youth group staff, please enter their names

5. Have their driving licences been checked for driving a minibus? YES/NO

6. Name/address/telephone number of accommodation to be used:-

(attach a list of addresses if necessary)

7. Is appropriate insurance being arranged? (*usually the policy provided by the county is adequate – but it is the party leader's responsibility to confirm this*) _____

8. Name of organising agency used (if applicable) _____

Member of ABTA YES/NO

If no, give details of bonding arrangements _____

9. In the case of a journey overseas is a collective passport authorization required? YES/NO

10. Are visas or visa exemption required? YES/NO

Appendix F

Section B

1. Dates of journey: Leaving _____ Returning _____
2. Number of school days involved _____
3. Reasons for journey taking place during school time if applicable _____

4. Size and composition of party; (at this early stage, student numbers may be approximate).

Students

Staff

Tutor Group	Male	Female	Mr / Mrs Miss / Ms	Surname	Subject taught (insert X if other adult)
Total					

5. Home Address of Party Leader _____

Tel: _____

6. Name, address and telephone number (s) of home based contact person: *(during the trip this name and telephone number will be made available to parents for use in a home emergency – it will also be the person who will contact parents in the event of a non – serious situation e.g. a delay - it is likely but not essential that this person will be a member of the CLT)*

Tel: _____

7. Name, address and telephone number (s) of duty officer(s): *(this will usually be a member of SLT or a county representative – staff will be expected to take details of this contact and what to do in the event of an emergency on the trip)*

SECTION C

1. **Please attach details of the educational content of the journey** and its relationship to the course of work being followed by those taking part.
2. Are there **special risks involved?** If yes **please attach the following** details :-
 - a. Full details of any **hazardous activities** (if in doubt please mention it)
 - b. Full details of any potentially **hazardous locations** (e.g. quarries, mines, beaches near cliffs, cliff walks etc.)
 - c. State **relevant qualifications of the party leader** or leader of the hazardous activity (if different please give name)
3. Attach a **full itinerary** and outline of the **daily programme**
4. If you are **using an activity centre**, you should, together with the centre, complete the separate form "The Educational Use of Commercial, Charitable and Private Facilities. (available from member of CLT with responsibility for visits)

5. Duke of Edinburgh Award only:-

Please complete the following information:-

Wild country panel notified Yes / No

Dates of journey: Leaving _____ Return _____

Assembling @ _____ Map ref. _____ Time _____

Camping @ _____ Map ref. _____

Camping @ _____ Map ref. _____

Camping @ _____ Map ref. _____

Finishing @ _____ Map ref. _____ Time _____

D of E Expeditions / Explorations

Bronze / Silver / Gold

Practice/Test

On foot / on water/ on horseback/ cycling

Expedition/ exploration/other adventurous project

I confirm that each participant has completed the required training.

Signed _____ (Print _____) Date _____

Appendix F

SECTION D

Declaration of party leader:

I have read the relevant sections of the LEA's guidelines for Educational visits and outdoor education activities and agree to conform with the requirements therein.

Signed _____ (party leader) Date _____

Name (print) _____

SECTION E

To the Chairman of Governors

I hereby request the approval of the governors to this educational visit. I have satisfied myself that it conforms to advice contained within the LEA's guideline for Educational Visits and Outdoor Education Activities. I attach a copy of the relevant itinerary.

Signed _____ (Principal) Date _____

SECTION F

To the Principal

On behalf of the governors, I approve this journey. This approval is given on the understanding that written parental consent is obtained and appropriate insurance, in respect of any special risk, is affected in accordance with any advice given by the County Treasurer.

Signed _____ (Chairman) Date _____

SECTION G

For Outdoor Education Training and Safety Manager (FOR HAZARDOUS ACTIVITIES AND LOCATIONS ONLY - EXCLUDING D of E EXPEDITIONS)

Signed _____ (for Director of Education)

Date _____

SECTION H

For Specialist Manager, Youth Service (D of E ACTIVITIES ONLY)

On behalf of the Surrey County Council Youth and Adult Education Service I confirm that the arrangements for this journey conform with the authority's operating license of the Duke of Edinburgh Award Scheme.

Signed _____ (Specialist Manager) Date _____

**KINGS INTERNATIONAL COLLEGE
PLANNING AN EDUCATIONAL VISIT**

This form is intended to highlight essential questions that need to be asked prior to detailed planning and seeking approval for journeys involving a residential trip/air or sea travel/hazardous activities/hazardous locations. Completion will inform the decision to approve in principle.

INITIAL PLANNING FORM

(read guidance notes before completing)

Trip organiser _____

Purpose of visit

Suitable location

Staffing

Students targeted

Timing/date

Proposed costs

Guidance Notes

Initial points to be evaluated before embarking on detailed planning.

A. Purpose of the visit:

What are the educational aims and justification for the visit? To aid fulfilment of the curriculum areas (i.e History, Geography, Biology, Language, etc.) P.S.E. development, cultural exchange, acquisition of new skills (sports tours, outdoor pursuits ski trip etc.) or a combination of the above?

B. Suitable Location:

Where is the proposed venue? Is the chosen location appropriate to fulfil the aims of the visit? Is it recognised as safe for such a visit? (Are there any recommendations from other establishments/literature, etc?)

C. Staffing of Visit:

Which staff will accompany the visit? Who will be in charge overall? Are they experienced enough? Do they have the respect of other staff going? Do they have good student discipline and organisational skills? What about the accompanying staff? Consider experience, student discipline, how well they work with other staff. Ratio to students? Male/female cover? Knowledge of areas to be covered in the visit.

D. Students Targeted:

Which students will go on the trip?

Specific year group:-

- all or selected
- subject based

Across age range

- appropriate or not age differences

Mixed/Single sex

- linked with staff requirements/accommodation require residential if residential

Special needs

- behavioural, physical handicap, medical conditions, learning Difficulties

E. Proposed Timing:

When will the visit take place? Does this clash with the rest of the school calendar? Is there long enough for thorough planning? Is there long enough for reasonable payment schemes? Is it appropriate for the type of visit? Is there more than one suitable time, if so this flexibility may help planning/booking?

F. Proposed Cost:

What is the approximate cost likely to be? A rough idea of the full cost and what is included should be known at this stage to judge feasibility. Can pupils on benefits/low incomes qualify for assistance with costs?

Appendix H

Example of generic letter for day/evening visit linked to the curriculum. To be typed in Arial font 11 or 12 pt and on College headed paper.

<Date>

<Type text here including the following details>

- Purpose of the visit
- Date
- Times
- Mode of transport
- Dress code
- Eating arrangements
- Number of places available
- Cost for residential trip/deposit requested and non-refundable
- Deadline

If you would like your son/daughter to take place in the above mentioned, please complete the attached form and return it to the red box in student reception no later than **<insert date here>**.

Under the terms of the Education reform act, it is necessary to indicate that the contributions requested must be regarded as voluntary. Should insufficient voluntary contributions be forthcoming it will be necessary to review the viability of the trip.

Should the trip become over-subscribed, names will be drawn out of a hat.

Yours sincerely

<Party Leader Name>

<Position>

FORM OF PARENTAL CONSENT FOR A CHILD TO TAKE PART IN AN EDUCATIONAL VISIT OR COLLEGE JOURNEY

Student's Name: _____ **Tutor Group:** _____

A visit to:

On:

I wish my son /daughter to be allowed to take part in the above mentioned college journey, and having read the information sheet, agree to him/her taking part in all or any of the activities described therein.

I certify that as far as I am aware my child is medically fit* to undertake this journey and associated activities and there are no known health reasons why he/she should not take part. I authorise medical treatment to be provided should this become necessary during the course of the visit.

I understand that those supervising my child are in loco parentis and must exercise a standard of care that would be expected of a reasonably prudent parent. The County Council will not be responsible for personal injury or any other damage or loss unless it is negligent.

***Please give details if your son/daughter suffers from any medical condition which, whilst not affecting his/her ability to undertake this journey, you consider the Party Leader should be made aware.**

Cost: £

Method of payment, to be received not later than:

I have made a payment of £ _____ via ParentPay (www.parentpay.com)

I enclose cash for £ _____

PLEASE DO NOT SEND CHEQUES

If you have not yet registered with ParentPay, please contact Mrs Rooney on 01276 683539 ext.240 for details.

Signature of parent or guardian: _____ Date: _____

Name of parent or guardian in BLOCK CAPITALS: _____

Emergency contact number: _____

PLEASE RETURN THIS FORM TO THE RED BOX IN STUDENT RECEPTION

Parent School Information Contact Form

Parent/Guardian Name: _____

Emergency Contact Number: _____

Student's Name: _____ **Tutor Group:** _____

A visit to:

On:

If you need to make urgent contact with the staff on the educational visit during school hours 8.30am to 4.00pm please contact:-

Main Reception: 01276 683539

Outside of school hours please contact the following:-

Staff Contact Name: _____

Staff Contact Number: _____

Copies of this form should be held by:

- Parent/Guardian
- Educational Visits Co-ordinator (EVC)
- Trip Leader

FREQUENTLY ASKED QUESTIONS

Answers to most queries can be found by consulting the exhaustive guidelines from Surrey County Council which can be found in a PDF document in the staff shared area. However, there are some questions which are asked so frequently, it is worthwhile providing answers below in this readily accessible format:

Q. What are our insurance arrangements?

A. We use the insurance package which we have bought back from the County Council. Our insurer is Chubb Insurance Company of Europe and our policy number is 64770398. Details of this scheme are available on pages 3 – 4 of the SCC guidelines. Parents should be informed about the nature and extent of the insurance being taken out on their behalf. Some trips may require additional insurance arrangements e.g. expeditions abroad and winter sports.

Q. What is my duty of care as a supervising adult?

A. Adult supervisors in charge of young people during a visit are considered to be *'in loco parentis.'* They have both a duty of care towards those young people and a common-law duty to act as a reasonable, prudent and careful parent would in similar circumstances. Adult supervisors should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Q. What is the required supervision ratio?

A. This is no single recommendation as the ratio must be based upon the nature of the activities being undertaken and your associated risk assessment. However, as a minimum there should be 1 adult for every 10 – 15 young people, with at least two adults on every visit. For mixed groups there should be both male and female adults present. On residential or foreign visits, the ratio should be reduced to 1 adult for every 10 young people.

Q. Am I expected to be 'on-duty' day and night on residential trips?

A. No. Residential visits are very demanding of supervisors and it is extremely important that staff are given some time off when they are not 'on duty'. Otherwise, supervisors may become overtired, reducing their ability to effectively supervise activities. Time off is likely to be in the evenings and should be organised through some sort of rota system that ensures adequate supervision at all times. Those designated as 'on-duty' should either be directly supervising the party or be immediately available as required.

Q. A student with a serious allergy is coming on my trip and may require administration of adrenaline by epipen. I am not trained. Can I prevent this student from joining the trip?

A. No. You must either ensure that a member of staff who has received training accompanies the trip or that you watch the training video which is available from the LRC manager.

Q. What is a hazardous activity?

A. All school journeys are potentially hazardous. However, some activities are clearly more hazardous and visits involving these activities will require approval by Surrey County Council in addition to that of the school. The following activities would be regarded as hazardous: Bathing,

Canoeing/boating, Caving, Climbing, Flying, Gorge Walking, Hill/Mountain Walking, Riding, Rowing, Sailing, Ski-ing, Sub-aqua sports, Swimming. This list is not exhaustive and advice should be sought from the EVC if you are in doubt. No hazardous activity should be engaged in when such an activity was not notified on the application form.

Q. What can parents be charged for?

A. It is first of all necessary to decide whether the journey is a 'curriculum-related activity' or an 'optional extra' as defined by the 1988 Education Act. All journeys taking place mainly (i.e. more than 50%) within school hours are automatically deemed to be curriculum related. Where overnight stays are involved the test is based on the number of half days (ending at noon or midnight) of school missed compared to the total number of half days away. Journeys outside school time but which are required for an examination syllabus are also considered to be curriculum related.

Consequently, journeys which fall mainly outside school time and are not required for an examination are 'optional extras' and may be charged for.

On curriculum-related journeys it is only permissible to charge for Board and Lodging. However, it is permissible to ask for *voluntary contributions* towards the cost of such journeys. The letter to parents must make it clear that it is a voluntary contribution, that there is no obligation to contribute and that no pupil will be disadvantaged if a contribution is not made. It can, however, make it clear that without a sufficient number of voluntary contributions the trip will be unable to proceed.

Q. What information needs to be included in the letter to parents?

A. All of the following where applicable:

- Name and address of destination and any other bases; date of visit and duration;
- Travel arrangements including time, dates and places of departure and return (and arrangements for notification of delays), method of travel;
- Passport and visa requirements;
- Whether minimum numbers of pupils required; if so, arrangements for refunding money if number not attained.
- Itinerary, including dates and places of overnight stays;
- Details of anticipated activities and visits in which the pupils will be allowed to participate and whether included in the cost/voluntary contribution of the trip.
- Cost/voluntary contribution and method of payment; details of banking money; name of staff responsible for money; deposit and date after which deposit cannot be returned if cancelling;
- Insurance cover and name and address of insurers including details of what insurance is provided, what insurance is not provided, and optional extras that are suggested;
- Health formalities (i.e. inoculations) and the need to inform the school of any health problems concerning the pupil;
- Name of the group leader and members of staff accompanying the party; arrangements for supervision generally and during specific activities;
- Name and address of travel company through whom arrangements are made;
- Advice on clothing, equipment and pocket money;
- Code of conduct;
- Contact details of the Home Contact ('Duty Officer 2' on the application form).

Q. What is the role of the Home Contact?

A. This is referred to as 'Duty Officer 2' on the online application form, but is different to the role of the Duty Officer. The Duty Officer is the first point of contact for the group leader in case of an

emergency - a fatality or a serious illness or injury. The contact details of the duty officer must not be given to the parents. The Home Contact ('Duty Officer 2' on the application form) provides a channel for communication between parents and the group leader. This can be used for routine matters; for example, to inform parents of delays. The contact details of the Home Contact must be provided to the parents in the letter so that they can contact the group leader if necessary. The Home Contact must retain a copy of the Contact Sheet detailing the contact details of the parents and he/she must be able to contact the group leader at any point during the visit.

Emergencies on Educational Visits – Activation

The group leader should follow ‘Operation Duke’ procedures (see the Emergencies section within the ‘Guidelines for Educational Visits & Outdoor Activities’ document) by immediately informing the duty officer at the school of any incident. If unavailable they should contact the SCC Duty Emergency Planning Officer:

INITIAL ACTIONS BY DUTY OFFICER AT THE SCHOOL

2. Maintain a written record of your actions using this pro forma and attached log sheet (appendix 10)			
4. Offer reassurance and support. Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic.			
5. Find out and record what has happened			
Who informed you of the incident? (usually the group leader)			
Name:	Status:	Telephone number:	Additional Tel number(s):
Name of group involved			
Location and exact nature of incident			
Is a fatality involved? Confirmed? By whom?			
People affected	Full Name(s) & Age(s)	Exact nature of Injuries	
Local emergency services informed?			
Next of kin informed? If so, how?			
Depending on the scale of the incident, consider assembling a school emergency management team from the list of staff from Section 3, to assist with the response.			
Additional information to obtain if possible from caller			
Where the affected people are / will be taken to			

Names and locations of hospitals involved			
Number of people on the visit	Pupils	Teachers	Other adults
Arrangements for pupils not directly involved in the incident			

**Form to be returned to MRO in the LRC
Copy to JQU**

Section 7: Emergencies on Educational Visits - Implementation

For advice on dealing with emergencies on educational visits please refer to the 'Guidelines for Educational Visits and Outdoor Activities' document.

This section contains actions the school duty officer should consider, however it is not intended to be an exhaustive list. Incident circumstances, such as its scale, will determine the response provided by the school and the level of involvement required from the local authority.

Considerations for school Duty Officer

<p>Communication</p>
<p>Inform school staff as appropriate, depending on the time and scale of the incident.</p>
<p>Contact the SCC Duty Emergency Planning Officer for details of the support available which would be coordinated by the LEO, Head of Strategic Risk Management and Contingency Planning Unit. It includes:</p> <ul style="list-style-type: none"> • help with media management, including press statements and interview briefing • help with arranging travel and transport between the incident, parents and the school • provision of extra communications, including public telephone helpline where appropriate • assistance at school or at the site of the incident by Local Authority officers, and/or others • for an incident occurring in another UK local authority, establishing links with that authority or, for an incident occurring abroad, communication via the Foreign Office, to British Consulate, foreign police, etc. • advice regarding insurance matters.
<p>Consider emergency communications needs.</p> <ul style="list-style-type: none"> • Dedicate telephones for incoming and outgoing calls and arrange extra support for reception if required. The following is suggested, but may be varied depending upon the specific circumstances: <ul style="list-style-type: none"> Telephones to be used for incoming calls only: Main school office Telephones to be used for outgoing calls only: Headteacher's office Finance office
<p>Inform parents of any other pupils on the visit but not directly involved in the incident, so that parents first hear of the incident from the school, or from the party leader, not from hearsay or from the media.</p> <ul style="list-style-type: none"> • Decide which parents should be informed and by whom and contact them as appropriate. <p>Information given must be limited until the facts are clear and all involved parents/next of kin are informed.</p>
<p>Inform pupils and staff at school and their parents.</p> <ul style="list-style-type: none"> • Decide what information you should give. Remember that information given

must be limited until the facts are clear and all involved parents/next of kin are informed.

- In the event of a tragic incident, consider seeking support from the educational psychology service and 4S about the best way to inform pupils and to support them afterwards.

Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).

Inform the chair of governors.

Media management

Introduce, if necessary, controls on school entrances and telephones.

At least initially, the school is advised to avoid responding to media enquiries and direct these to SCC press office.

Liaise with SCC press office and the LEO as early as possible, and work with them to prepare a press statement.

Resources

Consider arrangements required in order to receive people that may be arriving at the school, such as parents of children involved, media, and emergency services. Identify location for parents to gather away from the media.

Consider resources required and their location in order to be able to respond efficiently to the incident.

Reporting of accidents

Tell the staff involved to prepare a written report of their involvement, noting events and times.

Inform the Head of Strategic Risk Management who will advise on reporting procedures, and inform trade unions if necessary.

Follow normal accident reporting procedures. In the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours.

Staff may wish to submit draft reports to trade union legal officers.

