

1. I WANT TO TAKE PUPILS OFF-SITE: WHAT DO I HAVE TO DO?

Sports fixture	<ul style="list-style-type: none"> ▪ Refer to Guidance and Procedures (<i>section 3.2</i>) ▪ A risk assessment might be required (<i>section 4.2.4</i>) ▪ Post team lists on SCR board/SharePoint/e-mail as appropriate - make any amendments before departure
Day visit	<ul style="list-style-type: none"> ▪ Risk assessment Form A ▪ Day trips and visits Form B ▪ Parental consent Forms D (if needed)
Residential/Overseas visit	<ul style="list-style-type: none"> ▪ Proposal Form (overseas only) F ▪ Risk assessment Form(s) A ▪ Residential Visits Form E or Overseas Visit Form G ▪ Parental consent Form H ▪ Pupil code of conduct I (optional) ▪ Evaluation Form J (optional)
Tutor Gp/Team Dinner/Hse outing	<ul style="list-style-type: none"> ▪ Refer to and comply with Guidance ▪ Notify HoMs and Deputy Head (Pastoral) at least 48 hours in advance ▪ Risk assessment form if appropriate (e.g. for adventurous activities, trips to Dyffryn etc) A ▪ Parental consent forms D (if needed)

Staff responsibilities in the Upper School, Pre School and Butcombe - *Appendix 4*

Do I need to communicate with parents?

Approval must be sought for all trips. (*Section 4.1 and 4.3*)

Parents will always be informed about residential or overseas visits.

Supervision

See *Section 4.2.2* for pupil:staff ratios.

Do I need parental consent?

Parental consent is required:

- When there is an extra charge of more than £30 to be made on the fee account;
- When overnight accommodation is involved;
- For all adventurous activities and water margin activities, including swimming and paddling;
- For all overseas visits.

Do I need to fill in a risk assessment form?

Risk assessment is always part of the planning process for a trip. A risk assessment form should be completed for all day visits and all residential/overseas visits. Driving school minibuses, using coaches and the weekly school cinema trip are covered by generic risk assessments. For away sports fixtures see *section 3.2*.

Anything else?

- Make sure that there is evidence of public liability insurance cover at the venue;
- Refer to the special circumstances list for medical and other important details on individual pupils;
- Take contact details with you (e.g. a Blue Book);
- If you are supervising adventurous activities, you may need a Statement of Competence (Form K). If in doubt see the Educational Visits Co-ordinator - EVC.

To whom do I go for advice?

- For general questions, including advice about completing the paperwork: EVC
- To seek approval for a day trip that is not in the Calendar: Deputy Head
- For questions about sport and sporting activities: Director of Sport
- For questions about finance: Finance Manager
- For questions about insurance: Chief Accountant

2. DEFINITION OF “EDUCATIONAL VISIT”

Educational visits have been and continue to be an important feature of the College’s provision to its pupils. The aim of this policy document is to help to ensure that pupils enjoy these visits and benefit from them, and that any risks to their health and safety are minimised. It is realised that it is not always possible to satisfy the criteria set out in this document and that staff can only do what is deemed as being reasonable.

Any trip or visit off the school campus exposes pupils and staff to additional risks. In every case planning and preparation are important to ensure that these risks are minimised. In the context of this document ‘educational visit’ includes, but not exclusively, the following activities away sports fixtures, trips to the theatre or cinema, cultural and academic visits, field studies, CCF activities and expeditions, other off-site activities, D of E expeditions, visits to Dyffryn Cwannon, overseas trips, residential trips, and tutor group, team, house or school outings.

Sometimes the planning and preparation required by the visit leader will be extensive - e.g. overseas expeditions; in others, most away sporting fixtures or weekly school cinema trip, generic risk assessments and procedures are already in place these are held on SharePoint:

<http://sharepoint/support/facilities/default.aspx?RootFolder=%2fsupport%2ffacilities%2fShared%20Documents%2fCompleted%20Risk%20Assessment%20Forms&FolderCTID=%2d7b18F0C3CB%2d0504%2d45FE%2dBAA3%2d59F08E7AA4A5%7d>

3. TYPES OF VISIT

3.1 Day Visits

e.g. Art trip to London galleries, Biology trip to the Eden Project, local Geography fieldwork, Concert at St George’s, Choral Evensong in a cathedral. Refer to Responsibilities of the Visit Leader (*section 6.8*) and the Planning section (*section 4*).

If the event is in the School Calendar then no further prior approval is necessary. The trip should be planned and risk assessed as necessary (*section 4*). Parental consent may or may not be required depending on the activities to be undertaken and the likely cost (*see section 4.2.6*).

3.2 Sports Fixtures

The Director of Sport has responsibility for ensuring that all coaching staff know and comply with the necessary procedures. Teams should be published on the SCR notice board and also on SharePoint (or e-mailed to EVC, Director of Sport, Deputy Head (Pastoral), the Marshal). HoMs must be notified before departure of any changes to the team lists.

Away fixtures constitute off-site visits and should be approved (via the Calendar Committee) and planned accordingly (*section 4*). A risk assessment might be required (*section 4.2.4*).

Although the playing fields at Beggar Bush (BB) are not “off-site”, travel to and from BB involves leaving the school campus.

- Generic risk assessments for coach and minibus travel are published at <http://sharepoint/support/facilities/Shared%20Documents/Minibus/Minibus%20Risk%20Assessment%20Form%20master.doc%206.1.05.doc>
- Risk assessments for sports and sporting activities are published at <http://sharepoint/support/facilities/default.aspx?RootFolder=%2fsupport%2ffacilities%2fShared%20Documents%2fCompleted%20Risk%20Assessment%20Forms%2fPE%20Risk%20Ass&FolderCTID=%2d7b18F0C3CB%2d0504%2d45FE%2dBAA3%2d59F08E7AA4A5%7d>
- Guidelines for supervising pupils at BB and at away venues: <http://sharepoint/upper/admin/Shared%20Documents/Staff/Handbook/Guidelines%20for%20staff%20supervising%20activities%20at%20Beggar%20Bush.doc> and <http://sharepoint/upper/admin/Shared%20Documents/Staff/Handbook/Guidelines%20for%20staff%20supervising%20away%20sports%20fixtures.doc> are published with the Staff Handbook:

3.3 Team Dinners, Tutor Group and House Outings

Specific guidance for these outings is published alongside the Staff Handbook at <http://sharepoint/upper/admin/Shared%20Documents/Staff/Handbook/Guidance%20for%20staff%20wishing%20to%20organise%20outings.doc>. Tutor group, team and house outings are technically, in the context of Health and Safety Law, off-site educational visits and therefore need to be 'approved' in order that the visit and accompanying staff/supervisors are covered by Public Liability Insurance and vehicle insurance cover.

Approval should be sought via request to HoMs (usually by e-mail) which is copied to the Deputy Head (Pastoral) at least 48 hours before the event. It is appreciated that there might be occasions when this is not practical and approval should then be sought from the Deputy Head. If a HoM decides to take a group of pupils on an activity at the last minute, forms must be e-mailed to DH and EVC and an appropriate adult nominated to be the school contact for the trip. An e-mail to the Deputy Head (Pastoral) is sufficient for House outings involving only one house. Parental consent is not normally required (*section 4.2.7*) unless the cost to parents is greater than £30 or the trip includes adventurous or water activities.

Specific issues to bear in mind are:

- Transporting pupils (*section 4.2.11*);
- The member of staff in charge must inform **US Deputy Head (Pastoral)**, *HoMs, the Marshal; Pre Deputy Head; Butcombe Head*, with a list of names, venue, leave and return times;
- The member of staff in charge is responsible for the conduct and safe return of pupils.

3.4 Adventurous Activities

3.4.1 Using an external provider

The Adventure Activities Licensing Authority (AALA) inspects activity centres and other activity providers on behalf of the DfES. If the activity being undertaken comes within the scope of the AALA Regulations 1996, the visit leader must check that the provider holds a current licence. Licensable activities include, amongst others, the following: caving, pot-holing, rock-climbing, abseiling, canoeing, sailing, windsurfing, hill walking, pony trekking, off-road cycling, off-piste skiing. A complete list of information is available on the AALA website at www.aala.org. If the activity is outside the AALA Regulations the visit leader must be satisfied that the standards of provision are adequately covered by risk assessments and operational procedures.

3.4.2 School-led activities

Staff must either hold National Governing Body (NGB) qualifications or a 'Statement of Competence' (Form **K**) issued by a school recognised technical advisor. The visit leader must be competent in safety procedures and the planning of adventurous activities. There must be adequate first aid provision, expertise and equipment within the group. The equipment used must be appropriate, safe and in good condition and pupils must be properly prepared and equipped. Emergency procedures must include activity-specific measures and supervisors must be competent to carry them out.

3.4.3 Remote supervision during adventurous activities

Some adventurous activities (e.g. D of E expeditions or Ten Tors training) require pupils to work without direct supervision. The instructor must have the appropriate qualifications to provide training and the visit leader should be satisfied that the pupils have acquired the necessary skills and have the necessary experience, confidence, physical ability and judgement to be left without direct supervision. Parents should be made aware that there will be remote supervision.

3.5 Residential visits

Visit Leaders should refer to Planning Section (*Section 4*), and in particular to the sections on Supervision, Communication with Parents, Parental consent and Accommodation. In addition to Form **A**, Form **E** should be used for non-overseas residential visits.

3.6 Overnight visits to The Old School House, Dyffryn Crawnon

The CCF holds bookings, standing orders and directions for Dyffryn Crawnon and you should discuss your proposed trip with the School Staff Instructor. You will usually need to complete Forms **C** & **E**, unless you are undertaking activities which are not covered by the standard risk assessment for trips to this site.

3.7 Water Activities (including swimming and paddling)

- *Water-based activities* (e.g. sailing, windsurfing) are regarded as adventurous activities.
- *Water-margin activities* are learning activities that take place near or in water. Staff leading or supervising such activities need to be conversant with Ref 15: *Group Safety at Water Margins* (DfES/CCPR). Parental consent is needed for these activities.
- *Swimming and paddling* in the sea or other natural waters should only be allowed as formal and supervised activities, in recognised bathing areas which have official surveillance where these exist (i.e. qualified lifeguard cover). Pupils should stay within sight of their supervisors and at least one supervisor should stay out of the water. The visit leader must be aware of the swimming abilities of the pupils and must ensure that the pupils have not eaten within one hour of swimming.

If the visit leader intends for the group to swim in an area not supervised by a lifeguard, then the visit leader, or other designated member of staff, should hold an appropriate life-saving award; parents must be informed specifically if there is swimming that is not life guarded.

- When considering the use of a *swimming pool* which has not been previously used by the school, the visit leader must be satisfied that the pool is properly maintained (including rescue and resuscitation equipment). If there is a lifeguard present then the visit leader can safely assume that these measures have been taken. If there is no lifeguard, the visit leader should ensure appropriate behaviour (e.g. no solo swimming) and that the pool conforms to the regulations. The visit leader should be aware of the local pool supervision procedures.
- The *Boat Club* has its own risk assessments.

3.8 Farm Visits

Farm visits should be carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with *E Coli 0157* food poisoning and other infections. Visit leaders must ensure that they have read the current literature on 'Avoiding ill health at open farms - Advice to farmers and teachers supplement **AIS23**', produced by the Health and Safety Executive – see *Appendix 2 (references)*.

3.9 CCF Camps and Courses

Army and RAF established camps are organised well in advance and published in the Calendar (see Outline Approval below). Navy camps and courses have to be arranged at shorter notice. For those that take place within term time, specific permission should be sought via the Deputy Head Pastoral (*section 4.1*).

4. THE PLANNING PROCESS

4.1 OUTLINE APPROVAL

Visits abroad and other one-off residential trips which take place out of term-time require prior approval from the Head. Overseas visits normally require approval 12 months prior to commencing.

Requests for all other visits (including fixtures) should be made to the Calendar Committee by the end of half-term of the previous term. When the item has been accepted onto the

Calendar, outline approval is thereby given. When a visit misses the deadline for entry in the Calendar, outline approval must be sought from the ***US Deputy Head, Pre Head***, who will give guidance about how to inform pupils and staff.

4.2 DETAILED PLANNING

4.2.1 Venue/Activity Suitability and Public Liability Insurance

The visit leader should ensure that:

- The objectives and activities of the visit are suitable for those taking part
- Licences, accreditation and insurances are in place where appropriate
- The visit leader must contact the venue/organisation and obtain evidence of current public liability insurance.

4.2.2 Supervision

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration are:

- Gender, age and ability of group - *see below*;
- Pupils with special educational or medical needs;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, both general and on specific activities;
- Requirements of the organisation/location to be visited;
- Competence and behaviour of pupils;
- First aid cover.

For residential visits involving both boys and girls it is highly desirable to have both female and male adult supervisors in the group. If this is not possible the EVC should be made aware. Permission will also need to be sought from the Head and then parents/guardians must give consent.

As a general guide for routine visits the following Pupil staff ratios should be considered appropriate:

Year	Pupil Staff Ratios for:		
	Day trip	UK residential	Overseas residential
Nursery			
Reception			
1	1:6	2:12	2:12
2	1:6	2:12	2:12
3	1:6	2:12	2:12
4	1:10-15	2:20	2:20
5	1:10-15	2:20	2:20
6	1:10-15	2:20	2:20
7	1:15-20	2:20	2:20
8	1:15-20	2:20	2:20
9	1:15-20	2:20	2:20
10	1:15-20	2:20	2:20
11	1:15-20	2:20	2:20
12	1:15-20	2:20	2:20
13	1:15-20	2:20	2:20

In addition to the visit leader there should be sufficient supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly after discussion with EVC and/or other specialists.

Parents or volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group. Any such helper should undergo an enhanced CRB check (contact Human Resources Department) and be added to the College Liability Insurance (contact Chief Accountant). Approximately 4-6 weeks notice is required.

The visit leader must ensure that all adult supervisors understand their roles and responsibilities and are aware of expected standards of behaviour. The following information should normally be put in writing.

- List of names, including any special needs;
- Clear plan of activities to be undertaken, including information about the venue;
- Contact numbers, emergency procedures and access to first aid;

Additional staff/adult supervision for pupils with disabilities, medical and other needs

The College will make reasonable efforts to ensure that pupils with disabilities, medical and other needs can be involved in educational visits. In circumstances where the school identifies that there is a requirement for greater supervision of a pupil and/or the inclusion of staff with particular competencies to support the pupil, then the cost of additional staff will be met by the parents of the pupil concerned. Such circumstances might include:

- Medical intervention/administration of drugs is/could be required, and this requires a higher level of competency than the skill set of the staff members.
- Greater individual supervision of the individual than other pupils
- Risk of an 'event' occurring that would require management by a member of staff which would then impact detrimentally upon the staff : pupil ratio.

In some cases the School might agree that it is acceptable for a parent/guardian to act as an additional adult; in such circumstances the parent/guardian would be liable for all additional costs incurred.

If there are concerns over appropriate supervision of a particular pupil, then the following action should be taken:

- Discuss concerns with the EVC and Deputy Head (Pastoral)
- If concerns persist and extra supervision is being considered then parents should be advised by the Deputy Head (Pastoral) before the final acceptance for a place on the visit has been agreed.
- If the circumstances of a pupil change between the final acceptance of a place and the departure of the visit in such a manner as to necessitate extra supervision, then parents will be advised by the Deputy Head (Pastoral). A decision will then be made as to whether it is possible for the pupil to continue to be involved on the trip. Any costs of this extra supervision will be borne by the parents.

Whilst every reasonable effort will be made to include a pupil with a disability, medical or other need, the physical and other demands upon an individual on some trips may be significant. The School reserves the right to decline a request for the pupil's inclusion on an educational visit; this decision would be made following a meeting with the pupil's parents/guardian. Such circumstances might include:

- The inclusion of the pupil on the visit could place other pupils on the visit at risk.
- There is a risk that staff : pupil ratio could be compromised.
- The provision needed to enable a pupil to be involved on a trip would mean that the nature of the proposed visit would need to be modified significantly.

4.2.3 Exploratory Pre-visit

It is good practice for the visit leader to explore the site/venue beforehand. The first-hand knowledge gained will give the leader greater confidence and will inform planning and risk assessment. If a pre-visit is not possible, as much advice and information as possible should be sought.

In some cases we will be taking new groups of pupils to the same location each year. As some factors will change from year to year, it is prudent to re-assess the risks each time, even if the visit leader stays the same. It may be useful to evaluate each completed visit and keep a record (see Visit Evaluation Form J).

4.2.4 Risk Assessment

A. Generic risk assessments are prepared by the College and apply to the activity whenever it takes place. Generic risk assessments are available on Sharepoint and these contain details of assessments of the following areas (amongst others):

- Driving school minibuses (in the Minibus handbook);
- The weekly cinema trip;
- Sports fixtures – *see below*
- CCF activities
- Off-site Terriers activities
- Off site 4th form programme activities
- Other regular off-site activities and sports (e.g. climbing, sailing, rowing)

Games and Sports – Sporting events are usually covered by generic risk assessments and these are held by Domestic Services Manager. Any event or competition which does not occur under these auspices, for example certain rowing, sailing events, will need to have an individual risk assessment conducted. Any competition involving an overnight stay will also need to be risk assessed.

B. Visit/site specific risk assessments are prepared by the visit leader.

Copies of visit/site specific risk assessments should be given to the EVC and to all adult supervisors.

4.2.5 Contingency Plan

It is recommended that a contingency plan is made in case the itinerary or activity needs to be changed.

4.2.6 Communication with Parents

Parents should always be informed when pupils are staying away from school overnight. The following information should be given to parents by letter or at a briefing meeting:

- Dates of the visit;
- Visit's objectives;
- Times and locations for departure and return;
- Mode(s) of travel including the name of any travel company;
- The size of the group and the level of supervision including any times when remote supervision may take place;
- Details of accommodation;
- Details of activities planned and of how assessed risks will be managed;
- Standards of behaviour expected;
- Details of insurance and advice about whether parents should consider additional cover for items of high value;

- Clothing, equipment and money to be taken;
- On exchange visits, details of the host families;
- Details of the cost of the visit and deadline dates for payment.
- Contract details for the group during the visit.
- Contact details of a 'School Contact' during the visit.
- Contract details of British Embassy/Consulate if travelling abroad

4.2.7 Parental Consent

Visit leaders need to seek parental consent:

- When there is an extra charge (of more than £30) to be made on the fee account;
- When overnight accommodation is involved;
- For all adventurous activities and water margin activities, including swimming;
- For all overseas visits.
- Use the parental consent forms (Forms **D** & **H**).

Exception: For CCF activities parents/guardians sign a "Record of Service Book" via which they give consent for the range of normal activities undertaken by the CCF.

4.2.8 Briefing pupils

Pupils must understand clearly what the visit will entail and what standard of behaviour is expected of them. They must be informed of potential dangers, how to avoid them and why they must follow rules. Whereas school rules apply on all school trips, visit leaders may wish to require pupils to sign the Code of Conduct (Form **I**) - this should be used for overseas and residential trips at the visit leader's discretion.

All group members should carry the mobile telephone number of the visit leader and of the School Reception. For residential visits they should also carry the address and telephone number of the accommodation.

4.2.9 First Aid

There must a member of staff with a good working knowledge of first aid on every visit and at least one appropriate First Aid kit should be taken. The Health Centre and the School First Aid Instructor are happy to give advice.

4.2.10 Medical Check and Pupils with Special Needs

Visit leaders should ensure that they are aware of individual needs of pupils – this includes amongst others medical, emotional, special needs, allergies and other information regarding pupils which could be required on the trip **US: Special Circumstances File, which is kept in the Senior Common Room; US, Pre, Butcombe: Medical information for individual pupils is also available on the SIMS.net database.**

4.2.11 Transport

The visit leader must give careful thought to planning transport, including:

- The competence and training of the driver and whether the driver holds the appropriate valid licence;
- Number of driving hours required, the length of the driver's day and whether more than one driver is needed;
- Contingency plan and funds in case of breakdown, emergency or delay;
- Stopping points on long journeys;
- Supervision.

Travel sickness tablets should only be given to pupils with previous authorisation from the parents.

Private car

- The vehicle must be roadworthy;

- The driver must have an appropriate and valid driving licence;
- The driver is responsible for making sure that pupils use seat belts at all times and that these are fully functional.
- Volunteers should be carefully vetted before they are permitted to drive pupils in their car. If in doubt, check with the EVC.
- Drivers must inform their motor insurance company that they may, from time to time, carry pupils in their vehicle. They should also familiarise themselves with the conditions of the policy and ensure that these are fully adhered to.

Note: Adults should not take individual pupils in a vehicle without the express permission of the pupil's parents or HoM. (*See Policy on Safe Working Practices.*)

School or hired minibuses

- The driver must be over the age of 21, hold an appropriate licence (ie Mini Bus driver), have at least 12 months driving experience, and have passed the School's minibus driving test. (*See Clifton College Minibus Handbook.*)
- The Domestic Services Manager must be notified of changes to driving licences.
- The driver must have read the Clifton College Minibus Handbook: <http://sharepoint/support/facilities/Shared%20Documents/Minibus/Minibus%20handbook.doc>
- If possible another adult should travel in the bus so that the driver is not responsible for supervision of pupils.
- Vehicle Registration documentation is required for trips abroad.
- Compliance with local regulations regarding the use of taco graphs (see Domestic Services Manager).

Coach

- Coaches are booked via the Domestic Services Manager, who will ensure that the operator has the appropriate public service vehicle (PSV) licence and insurance.
- Pupils must wear seat belts and must not be allowed to stand up or walk around inside the coach.
- Staff should be distributed throughout the coach and not just at the front.

4.2.12 Finance

The visit leader should contact the Chief Accountant or the Finance Manager to arrange a briefing meeting. The following principles will apply:

- A budget should be agreed in advance.
- All receipts and payments, other than those incurred during the visit, are to be handled through Clifton College. The Accounts Department will create a ledger entry for the visit and act as de facto bankers.
- All income and expenditure must be accounted for by the visit leader with receipts for any expenditure incurred during the visit being collected and returned to the Accounts Department at the end;
- Visit leaders should send a list of pupils attending to the Bursar prior to departure
- Adequate insurance cover must be in place for all participants (*section 4.2.17*)
- The total cost of the visit, including staff expenses, should normally be equally apportioned between those participating.
- For younger pupils, the visit leader or another designated adult supervisor should act as "treasurer" for pupils' money.
- Where individuals other than adult supervisors accompany a school visit, arrangements may be made on their behalf by the College, but the College cannot accept liability for them. They are expected to pay their costs of the trip directly and to accept, in writing, that the College is not acting as agent on their behalf.
- At the end of a visit leaders must submit a statement of account within 14 days.

4.2.13 Emergency procedures and School Contact

Prior to each visit the leader should identify and nominate a person to act as 'School Contact'. For some day visits and visits in term-time this might be the EVC. For residential visits it is advisable to identify a second person in order to ensure day and night cover; for visits during the holidays approach the Deputy Head (Pastoral) in the first instance. The 'School Contact(s)' should be in possession of the visit plans and parental/guardian contact details for all the participants.

The role of the 'School Contact' is to act as communicator between the visit leader, parents and the Head /Deputy Head/ EVC as necessary.

Guidance on emergency procedures

- Assess the nature and extent of the emergency.
- Make sure that all members of the party are accounted for and are safe.
- If there are injuries, establish their extent and administer first aid as appropriate.
- Establish names of the injured and call the relevant emergency services.
- Ensure that casualties are accompanied to an appropriate medical facility and that the remainder of the party is adequately supervised.
- Notify the British Embassy/Consulate if an emergency occurs abroad.
- Liaise with the representative of the tour operator (if used).
- Make contact with the designated "School Contact" and pass on details of location, nature of incident, injuries and action taken so far.
- Write down accurately and as soon as possible all relevant facts and witness details. Preserve any vital evidence.
- No-one in the group should either speak to the media or discuss liability with other parties.
- Accident and/or RIDDOR forms should be completed upon return in consultation with the Domestic Services Manager.

4.2.14 Mobile phones

The School has mobile phones available for visits: **US Deputy Head (Pastoral) ' Office Manager; *Pre and Butcombe School Office***. Pupils should be encouraged to record the number of the visit leader's phone and of the School Reception.

4.2.15 Accommodation and residential visits

Issues that the visit leader should address, as far as reasonably possible, include:

- A copy of the Fire Risk Assessment and current public liability insurance should be requested and checked.
- Be apprised by the providers of the accommodation of the emergency evacuation procedure for the building and transmit this to all the members of the group.
- If abroad, that accommodation has fire exits and lifts with inner doors and that it meets local regulations;
- That there are separate/private male and female sleeping/bathroom facilities for pupils and staff;
- That there are appropriate security arrangements for accommodation and for possessions of pupils/staff;
- Staff accommodation is close at hand.
- List of pupils/staff room numbers should be held by staff. Pupils must know situation of staff rooms.

4.2.16 External Providers

The EVC holds a list of previously used external providers. Approval to use an external provider not on this list must be obtained from the Head of each school.

External providers are responsible for assessing the risk of those parts of the visit they are contracted to provide and these assessments must be submitted to the school and passed to the EVC.

4.2.17 Travel Insurance

Travel insurance should be arranged through the College; the Visit Leader should discuss the details of the trip with the Chief Accountant who will arrange for an appropriate level of cover (*section 5.5*).

4.3 FINAL APPROVAL

Final approval for the visit to go ahead is sought as follows:

- Sporting fixtures – not applicable (if in doubt see the **US** Director of Sport, **Pre** Deputy Head (Pastoral). Away team lists must be posted **US** the Senior Common Room and on SharePoint/e-mail. These should be corrected before departure.
- Team Dinners should normally be approved through the Calendar Committee. In exceptional circumstances requests should be made via the Director of Sport to the Deputy Head (Pastoral).
- Tutor Group and House Outings via HoMs to Deputy Head (usually by e-mail) at least 48 hours in advance;
- For day trips and visits via the signature of the EVC on the Day Trips and Visits Form **B** at least 48 hours in advance;
- Residential/overseas visits via the signature of the EVC on Residential Form **E** or Overseas Visits Form **G** at least 1 week in advance.

4.4 AFTER THE VISIT

4.4.1 Evaluation

Evaluation of a visit is useful for future reference. Reports should take the form of results on the website/intranet, a written report on the website or in *Colloquy/The Cliftonian/Sheaf/Butcombe News* as appropriate. The Evaluation Form **J** should be used when appropriate

4.4.2 Reporting Accidents

All accidents must be reported in writing to the Domestic Services Manager as soon as possible and in any event within 24 hours, using the Accident Form, which is available from the Health Centre or from the Domestic Services Manager.

5. ADDITIONAL INFORMATION RELATING TO VISITS ABROAD (INCLUDING OVERSEAS EXPEDITIONS AND SKI TRIPS)

Overseas visits require very careful planning and preparation. The first step is to seek outline approval from the Head, and this should normally be done at least 12 months in advance. The EVC can give advice and help when completing the proposal form (Form **F**)

Travel and accommodation arrangements should always be made through a recognised tour operator. Assessment of the operator's reputation should form part of the risk assessment and may be done in conjunction with the Educational Visits Co-ordinator. There are seven bonding bodies approved by the Department of Trade and Industry:

- Association of British Travel Agents (ABTA)
- Federation of Tour Operator Trust (FTOT)
- Association of Independent Tour Operators Trust (AITOT)
- Passenger Shipping Association (PSA)
- Confederation of Passenger Transport (CPT)

- Yacht Charter Association (YCA)
- Association of Bonded Travel Organisers Trust (ABTOT)

If using air transport, make sure that there is an Air Travel Organisers Licence (ATOL) in place.

It is good practice that an exploratory visit to the location be made. If this is not possible the visit leader should gather as much information as possible on the area to be visited from:

- The provider;
- The Foreign & Commonwealth Office's Travel Advice Unit;
- Other schools who have used the facilities/been to the area;
- National travel offices in the UK;
- Embassies/consulates;
- Travel agents/tour operators;
- The Suzy Lamplugh Trust, a national charity for personal safety;
- The Internet, books and magazines.

5.1 Paperwork

The visit leader should ensure that the following are taken:

- Travel tickets, passports and visas. It is also advisable to carry a separate list of the numbers of any travel documents/passports, and photocopies of all the group's documents in a sealed waterproof bag;
- Vehicle registration and insurance documents;
- Driving Licences;
- A copy of the contract with centre/hotel etc, if appropriate;
- Medical papers, EHIC cards and significant medical histories;
- Parental consent forms, including medical consent;
- Contact details for the School Contact;
- Mobile phone numbers of pupils should be held in a list by all staff;
- Contact details for parents/guardians
- Copies of a list of group members and their details;
- Name, address and telephone number of the group's accommodation;
- Travel insurance details and emergency telephone contact numbers;
- Contact details (address and telephone numbers) for British Embassy/consulate.
- The visit leader should request parents to provide passport size photographs of the pupils, and should have photographs of the adults in the group. These can be used in the instance of a missing individual(s).

Information to be retained by the School Contact

- Itinerary and contact telephone number/address of the group;
- A list of group members and their details;
- Contact names, addresses and telephone numbers of the parents/next of kin;
- Copies of parental consent forms;
- Copies of travel documents, insurance documents, medical papers, passports and visas;
- Copy of the contract with the centre/hotel etc, if appropriate.

During the visit

It is advisable for pupils to carry a note in the relevant foreign language for use if they get lost, asking the reader to re-unite them with the group at the accommodation/meeting point, or to take them to the police station. They should also carry the visit leader's and School Contact's phone numbers.

All group members should carry an appropriate amount of foreign currency at all times.

5.2 Staffing

See *Section 4.2.2* for pupil:staff ratios

5.3 Preparing pupils

Things to consider for visits abroad include:

- Language – particularly common phrases;
- Culture – e.g. body language, rules and regulations of behaviour, dress codes, local customs, attitudes to gender etc
- Drugs and alcohol
- Food and drink – dangers of drinking tap water/melted ice in certain countries, care needed with raw vegetables, salads and unpeeled fruit, shellfish, underdone meat or fish
- Money – how to carry money and valuables discreetly – e.g. money belts;
- Using phones abroad, including the international code for the UK;
- Emergency procedures (see page 13)

5.4 Information for parents

A briefing meeting with minutes taken is recommended. Consider inviting the tour operator, using videos/photographs from previous visits. The first written communication to parents should normally include a letter setting out details of the trip (see *Communication with Parents* on page 10), the parental consent form and the pupil code of conduct. The deadline for the first payment should be set before the date on which the School has to pay any invoices. Last payments should be due at least 10 days before departure.

5.5 Vaccinations

The visit leader should find out whether vaccination is necessary and ensure that all members of the group have received it in good time. Check whether the country to be visited requires proof of vaccination. The Department of Health gives advice on vaccination requirements in *Health Advice to Travellers*.

5.6 Insurance

The visit leader must ensure that the group has comprehensive travel and Health insurance. This must be confirmed by the Chief Accountant.

5.7 Language

It is advisable that at least one of the adults with the group should be able to speak the language of the visited country. If not, it is strongly recommended that the visit leader or another adult should learn enough of the language to hold a basic conversation and to know what to say in an emergency.

5.8 Visas/passports

The visit leader should ensure that all members of the group have valid passports and visas (if appropriate) in the early stages of planning the trip. Renewal of Passports and applications for visas can take a considerable amount of time. Photocopies of passports should be taken for emergency use.

For pupils whose national or immigration status or entitlement to a British passport is in doubt, it is advisable to consult the Home Office's Immigration and Nationality Directorate concerning requirements to ensure re-entry to the UK.

Consider special/different visa needs for any pupils who are not nationals of any EU member state. Details and forms are available from the Central Bureau for Educational Visits and

Exchanges. Pupils who are not EU nationals are likely to have to use separate passport control channels at points of entry.

5.9 Emergency Medical Facilities

For trips within the European Community, Iceland, Liechtenstein, Norway and Switzerland, ensure that those who are eligible obtain the European Health Insurance Card and that they lodge these with the visit leader before departure. It is advisable to take a contingency fund as treatment may have to be paid for in advance and the Chief Accountant will advise on this. For details and further health advice see the Department of Health's publication, *Health Advice for Travellers* and/or go to their website at www.dh.gov.uk/travellers

5.10 Emergencies

The visit leader should:

- Ensure that all members of the group know what action to take in an emergency;
- Know where the nearest British Embassy or Consulate is located and the telephone number. It may be appropriate for all group members to have this information;
- Be aware of any prevalent diseases and know what action to take should a member of the group become infected;
- Avoid health problems by ensuring that pupils get sufficient food, drink and sleep. If appropriate, group members should be advised of the dangers of over-exertion in the heat, of dehydration and of over-exposure to the sun.

It is advisable to have a teacher/contact at home with a valid passport who could go to the area being visited to provide support in the event of an emergency.

5.11 Exchange visits

The success of an exchange visit largely depends on good relationships and communication with the partner school. Pupils spend much of their time with host families, who are not subject to British law. Pupils must be aware of the ground rules agreed between the visit leader and the host families.

Many of the considerations which apply to residential and day visits also apply here. In addition, the following should be ensured by the visit leader:

- A good personal knowledge of the host school and staff;
- The partner school should tell the host families of any special medical or dietary needs of their guests, age and gender;
- Parents, pupils and the host school should be clear about the arrangements for collecting and distributing pupils to families, and for transporting pupils throughout the visit;
- Pupils living with host families should have easy access, by telephone, to their teachers;
- Parents should be made aware that their children living with host families will not always be under direct teacher supervision.
- Letter to parents which outlines complexity and difficulty of vetting accommodation (see appendix C).

Vetting host families

Exchange or home stay visits can be arranged through agencies, in which case the agency should have some responsibility for vetting the host families.

- According to the letter of the Children Act of 1989, the school is obliged to check out every place of accommodation where pupils are taken or where they are authorised to stay during term. This raises considerable difficulty when it comes to School activities abroad. It is not always practicable to look closely at the accommodation offered by a hotel or hostel in advance; however it is impossible to check out the family home of every host. The trip organiser should have made every reasonable effort to ensure that the nominated

hosts and their accommodation are appropriate; in part this is because they are recommended by the overseas school.

- Whilst every reasonable care is taken to ensure the safety of pupils while on exchanges abroad, parents should be informed that their children will be expected to move around the city where they are staying, using public transport.
- Parents should be aware that pupils may be involved in trips and activities that the host family set up, and that the school cannot accept responsibility for these. This should be highlighted on the form giving permission for their child to undertake this exchange. A letter, similar to that in *Appendix C*, should be sent (or incorporated into another letter) to the parents of all participating pupils outlining this.

5.12 Overseas expeditions

Leaders of “in-house” planned overseas expeditions are strongly advised to attend *Overseas Expeditions and Fieldwork: a Course for Teachers and Youth Leaders*, organised by the Royal Geographical Society.

5.13 Ski trips

Ski trip leaders are reminded that skiing, snowboarding and related activities are adventurous activities and should only take place when under the direction of an appropriately qualified and competent instructor. Staff intending to organise a ski trip (but not instruct or supervise on snow) should have attended training from Snowsport England entitled ‘Snowsport Course Organiser’. Staff who intend to instruct or supervise pupils on snow should hold the ‘Alpine Ski Course Leader Award’. Ski trips require appropriate insurance cover.

5.14 Finance

- All visits must be entirely self-supporting;
- All visits must be paid for in advance by those involved. The College will not underwrite any part of the visit at any stage.
- Any proposals for fundraising for the visit must be authorised by the Head Master. All funds must be applied exclusively for the purposes for which they have been raised.
- The visit leader must arrange access to sufficient funds to cater for emergencies ranging from lost luggage, delay or the immediate return of all, or some of, the party.

6. RESPONSIBILITIES

For details of the current staff responsibilities in the Upper School, Pre School and Butcombe see *Appendix 4*

6.1 Health and Safety at Work

Health and safety responsibilities derive from the Health and Safety at Work etc Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

6.2 Employer

The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety with the employer (the College Council). Education employers have duties to ensure, so far as is reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits. In particular the employer should:

- Maintain appropriate insurance cover;
- Ensure that training needs have been addressed;
- Assess proposals for certain types of visit (usually by delegation to the Head)

6.3 Head

The Head ensures that all visits comply with the Clifton College Educational Visits Policy by delegating responsibilities and tasks to the EVC. In addition the Head Master gives outline approval for all overseas visits.

6.4 Educational Visits Co-ordinator (EVC)

The EVC reports to the Head with regard to approval for overseas visits and to the *US Deputy Head, Pre Deputy Head (Pastoral)* for all other matters.

The functions of the EVC are to:

- Ensure that all visits comply with the Clifton College Educational Visits Policy;
- Offer advice to visit leaders, particularly with regard to planning and the completion of paperwork, including risk assessments;
- Advise the Deputy Head (Pastoral) about any necessary staff training;
- Keep staff updated and informed about all matters to do with educational visits;
- Ensure that all necessary paperwork is completed, posted, distributed and copied before departure by the visit leader;
- Keep records of visits;
- Liaise with the Head and the Deputy Head (Pastoral) about approval for visits and any other concerns that may arise.
- Give final confirmation of approval for trips on the relevant visit form.

6.5 Visit Leader

The visit leader has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.

The visit leader should:

- Have approval for the visit;
- Ensure that all appropriate paperwork has been completed and signed off by EVC;
- Be competent to control, lead and instruct pupils on the visit;
- Be aware of child protection issues;
- Ensure that adequate first-aid provision will be available;
- Undertake and complete the planning and preparation of the visit including the briefing of pupils, supervisors and parents;
- Ensure completion of appropriate risk assessments – and copies carried on the visit;
- Ensure that all accidents are reported;
- Ensure the appropriate ratio of supervisors to pupils for the needs of the group;
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- Ensure that parental consent has been obtained if appropriate;
- Ensure that current public liability insurance is in place;
- Ensure that non-teaching supervisors (adult volunteers) are covered the School Insurance and have adequate security clearance (enhanced CRB check) (*section 4.2.2*);
- Observe the guidance set out for teachers and other adults below;
- Ensure that all information regarding the pupils' welfare is collated.

6.6 Staff (Clifton College Employees)

Staff on school-led visits act as employees of the College, whether the visit takes place within normal hours or outside those hours. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- Follow the instructions of the visit leader and help with control and discipline;
- Consider stopping the visit or the activity, notifying the visit leader, if they think the risk to the health and safety of the pupils in their charge is unacceptable.

6.7 Adult volunteers

Non-teacher supervisors should be clear about their roles and responsibilities during the visit. They should:

- Do their best to ensure the health and safety of everyone in the group;
- Not be left in sole charge of pupils except where has been previously agreed as part of the risk assessment;
- Follow the instructions of the visit leader and teacher supervisors and help with control and discipline;
- Speak to the visit leader or teacher supervisors if concerned about the health and safety of pupils at any time during the visit;

6.8 Pupils

The visit leader should make it clear to pupils that they must:

- Not take unnecessary risks;
- Follow the instructions of the leader and other supervisors including those at the venue of the visit;
- Dress and behave sensibly and responsibly;
- If abroad be sensitive to local codes and customs;
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the visit leader or supervisor about it.

Any pupil whose behaviour may be considered to be a danger to themselves or to others may be stopped from participating or sent home.

6.9 Parents

In cases where parental consent is sought, parents should be able to make an informed decision on whether their child should go on the visit. The visit leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions.

Parents should:

- Provide the visit leader with emergency contact numbers;
- Sign the consent form;
- Give the visit leader information about their child's emotional, psychological and physical health which might be relevant to the visit.