



## EDUCATIONAL VISITS POLICY

**SEPTEMBER 2020 - DUE TO CURRENT COVID-19 RESTRICTIONS, NO TRIPS OR VISITS OUT OF SCHOOL WILL TAKE PLACE UNTIL FURTHER NOTICE.**

**NO RESIDENTIAL TRIPS HAVE BEEN BOOKED FOR THIS ACADEMIC YEAR**

### PART 1: GENERAL INFORMATION

#### INTRODUCTION

At Altrincham Preparatory School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to your son's development and education in the broadest sense of the word.

#### AIMS

To ensure that visits are well planned and significant risks are identified and managed.

To have contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable.

To ensure Group Leaders have the necessary competence to manage situations appropriately.

#### RELATED POLICIES & DOCUMENTATION THAT ARE REQUIRED OF SCHOOLS

- Administration of Medicines Policy
- Behaviour Policy
- Child Protection and Safeguarding
- Child Protection and Staff Behaviour
- Curriculum Policy
- Disaster and Emergency Policy
- Equal Opportunities Policy
- EYFS Policy
- First Aid Policy
- Health & Safety Policy
- Missing Child Policy
- Physical Contact Policy
- Pupil Supervision Policy
- Recording and Reporting Accidents to staff, pupils and visitors protocol
- Risk Assessment Policy & documents
- Taking, Storing & Using Images of Children Policy
- Any trip related curriculum policy

#### OUR TRIPS AND VISITS

We regularly take pupils on day trips to, for example, historic sites, museums, sport venues and local areas illustrating particular features to support the curriculum. There are regular theatre trips for pupils of all levels. Annually we run a 5/6 day outward bound /language immersion Year 6 residential visit to France, a 4 day Year 5 residential outdoor activity expedition to the Lake District, a 3 day Year 4 ICT residential to North Wales and a 2 day Year 3 residential to Derbyshire.

There is also a very active sports' programme of inter-school competition and we regularly participate in music activities off-site, e.g. Altrincham Music Festival.

## INFORMATION ON PLANNED TRIPS AND ACTIVITIES

Trips and visits that are due to take place over the coming term, together with a list of planned home and away sports fixtures are on the website. The school will provide a copy on request. You will always be notified in advance:

- if your child has been selected for a sports' team. We very much welcome family and friends at all our matches, both home and away.
- if your child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site . We will always seek your permission if the visit involves an extra charge, the parent supplying a packed lunch, late return to school or collection from another venue.

We send details of planned trips and activities well in advance to all parents of pupils of the relevant year group or cohort. For a trip or visit that involves staying away from home, either in the UK or overseas, we always invite parents into the school for a full briefing before their son embarks on such a trip.

## CONSENT

At point of entry to the school, parental consent is given on the Pupil Information form, to allow our boys to partake in local trips and visits.

We require your specific, individual written consent if we are to take your son on a trip or visit that involves an overnight stay, collection from a different venue, an overseas visit or extra cost to you. Please note that we are unable to take your son without a completed and signed consent form, which includes details of where you may be contacted in an emergency. This form will be sent to you well in advance and must reach the school 3 teaching days before the start of the trip.

## SAFETY

Safety is of paramount importance at APS. Staff, as well as the venue being visited, carries out a thorough risk assessment. We expect you, as parents, to support the school in ensuring that your son follows the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. We reserve the right to send any pupil home early, at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the school's behaviour code.

## **PART 2: GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS**

### INTRODUCTION

We have a large number of trips, out of school activities and visits at Altrincham Preparatory School, which are an important part of our educational ethos. We expect that every member our staff endorses the educational value of activities outside the classroom. We encourage everyone possible to participate in them and to help with the arrangements. We always welcome suggestions from staff for new trips.

### ROLE OF THE EDUCATION VISITS COORDINATOR (EVC)

The Deputy Heads are the Education Visits Coordinator (EVC) for their phases within the school. The Deputy Head has overall oversight of the educational visits that take place over the course of any academic year. The Deputy Heads are responsible for the curriculum balance within the school. They support the Head Master in the process of approving visits, ensuring that they are spread through the different age groups, and the school year. They, if required, help staff involved with organising trips, with, for example, the checking that the annual parental consent form for day trips and the specific consent forms for residential trips are correctly signed and ensuring that records of all previous visits (which can be borrowed) are filed and suitable kept. They also keep reports of any accidents or near misses. The trip leader must report these to the appropriate person at the end of the trip.

**All staff must consult with the EVC regarding any trip – this includes costs, ratios, risk assessment, activities, etc.**

**No trip is to be planned without the consent of the Deputy Head. A trip will NOT take place if the Deputy Head considers that it adversely affects the balance of their curriculum provision. This includes sport and music activities. If staff have a concern, their first point of reference is the Deputy Head with responsibility for their phase.**

#### ROLE OF THE GROUP LEADER

Every planned trip or visit will have a nominated Group Leader ("GL") who is responsible for organising and running. A Deputy GL will also be nominated. The member of staff who is in charge of a trip's organisation must plan each trip or visit, no matter how short, in advance, completing the relevant documentation (External Visits form and Risk Assessment). He or she will always have had experience of accompanying school visits before taking on the role of Group Leader. For trips that involve an overnight stay and/or outdoor pursuit activities, Group Leaders are to liaise with the EVC to conduct risk assessments, the emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather suddenly deteriorated. With the exception of the very shortest visits, such as to our local library or museum, we expect all Group Leaders either to hold a valid First Aid certificate themselves, or ensure that one of the other teachers accompanying the visit holds one. The Deputy Group Leader may not hold the qualifications of the Group Leader; but is nevertheless capable of taking over that role, if necessary.

No one should drive the school minibus unless they hold the appropriate qualifications. For any minibus journey that lasts for longer than 45 minutes, there should be a second member of staff, who is also a qualified minibus driver. The school will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who wish to qualify as a minibus driver. At Altrincham Preparatory School, we expect every member of staff to complete a "Drivers' Declaration Form" (*appendix 5*) before s/he drives pupils in a school minibus. The completed forms are held by the EVCs.

#### PERSONAL LIABILITY AND INSURANCE

The law places the Group Leader "in loco parentis". It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances." Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Altrincham Preparatory School, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

Altrincham Preparatory School has £10 M of Employers' Liability Insurance and £10 M of public liability insurance, as well as a group travel policy that covers school visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays, but does not cover all adventurous activities. **Any member of staff organising an adventurous or hazardous activity should therefore check, via the Business Support Officer, whether or not the activity is covered by the school's policy.** An extension usually can be arranged. **The Group Leader should ensure that s/he takes a copy of the school's travel insurance** with him/her on all residential visits.

Altrincham Preparatory School's policy is to discourage staff from transporting pupils in their private cars, but when this is absolutely necessary insurance is automatically provided through the school's "occasional business use" motor policy. This ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer. The same "occasional business use policy" is automatically extended to include Governors and Parents of pupils in respect of the use of cars on school business, such as transporting pupils.

#### PREPARATORY ARRANGEMENTS

All excursions must be approved by the Deputy Head. The Group Leader should complete the External Visits form (*Appendix 1*) for approval of the visit. The amount of advance preparatory work needed will obviously vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to a local museum, spending an hour there and walking back in time for school lunch. By contrast, a residential or trip to another country outside the EU, requires considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for school holidays and half-terms. Group Leaders may draw upon each EVC's stock of existing background material when planning regular longer repeat visits to familiar destinations. For most shorter repeat visits, new members of staff are to refer to their Deputy Head.

For school trips that take place during a school day, staff should refer to the APS Risk Assessment Policy on school trips/visits protocol. The APS Risk Assessment **MUST** be complete, in full detail, and signed off by the Deputy Head, no later than a week prior to the trip, this in turn will be passed to the Head Master. Venue and activity Risk Assessments **MUST** be obtained from the venue being visited. See *Appendix 2*

The relevant paperwork for those accompanying the trip must also be completed. *Appendix 3*

## RESIDENTIAL VISITS

For longer residential visits the procedure that follows is designed to cover all the planning that a Group Leader needs to undertake. It is designed to be as comprehensive as possible. *Text in italics indicates that the action may not be required (or the timescale may be shortened) for: trips within the school day, theatre and museum visits, sports fixtures, or day visits using school transport.*

### At least 6 to 9 months in advance

- Seek advice from the Deputy Head (the EVC), discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number & age of participants with the EVC
- Complete the External Visits form (*appendix 1*) to obtain permission and advice from the EVC on suitable dates, precedents etc
- Calculate the staff to pupil ratio, (see below)
- Prepare a draft itinerary
- Liaise with school office to cost mode of transport for all legs of the journey.
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included).
- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority.
- Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments
- Prepare the risk assessment(s), (see below),
- *Check the school's insurance cover, (see above) if the visit involves hazardous activities.*
- Find other members of staff who are willing to participate in the trip. It is desirable to have at least one member of staff who speaks the language of the country to be visited. We often invite parents to accompany school visits related to the curriculum, although all are welcome at all sports fixtures.
- *If parent volunteers participate in a residential : Arrange for any volunteers participating in the trip to obtain an enhanced DBS disclosure. (The Business Support Officer will make the necessary arrangements).*
- *Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.*
- *Carry out a reconnaissance visit if the location is not one that the school has visited before. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice).*
- *Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)*
- *Ascertain the medical and visa requirements*
- *Establish when the deposits are required by tour operators/airlines/activity centre etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)*
- *If necessary, attend a First Aid and/or minibus driving course beforehand.*

### Staff/Pupil Ratios

The DCSF recommended staff to pupil ratios for visits and off-site activities is:

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ration for the under 5s)
1:10	Years 4 – 6
1:10	All visits abroad

The numbers for any APS trip are, however, at the Head Master's discretion.

### The Risk Assessment

All Group Leaders at Altrincham Preparatory School understand and know (instruction has been received) how to conduct risk assessments on the potential hazards involved in a visit, trip or activity that they are planning.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that he/she is satisfied, it will meet the requirements of Altrincham Preparatory School, for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances. At Altrincham Preparatory School, the Office maintains a dossier of generic risk assessments that cover sports fixtures, theatre and museum visits and most of our regular visits.

The APS Risk Assessment (Appendix 1) **MUST** be completed, in full detail, tailored to the trip and signed off by the Deputy Head, then the Head Master, no later than a week prior to the trip. Venue and/or activity Risk Assessments **MUST** be obtained from the venue being visited.

Refer to the *Risk Assessment Policy*

#### After Permission is Granted

- Write a preliminary letter to send to parents and guardians of the target age group, outlining the purpose of the trip, the programme and the expected maximum cost. Ask for expressions of interest and acceptance, together with a preliminary deposit by a specific date. Invite Parents to a briefing meeting within six weeks of departure. Clear all letters and other forms of communication in advance with the appropriate EVC.
- Book transport for trip – school office to arrange
- Complete External Visits form (*appendix 2*) – give a copy to office for filing
- Brief the pupils about the visit, its dates and purpose
- Check names of all pupils wishing to participate. Discuss with the appropriate EVC concerns about special arrangements that may be required for handling any specific medical or SEN issues.
- Arrange with the Finance Office the payment method for the trip; invoiced with fees or direct payment. Ask the Finance Office to set up a unique cost folder in the school accounts for the trip.
- Arrange for the Finance Office to pay deposits on hotels, flights, activity centre etc.

#### At least Three Months in Advance

- Finalise the costs with travel company etc.
- Insist that all coaches are fitted with seat belts. (this may not be possible in every country).
- Work out the cost for parents (including contingency to cover delays etc).
- Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.
- Arrange for the Finance Office to pay the balance to the airline, hotel, travel company etc.
- Make certain the school mobile with pre-paid SIM card valid for the country to be visited to be available to be taken on the trip.
- Brief and prepare the pupils in advance.
- Ensure that they are given plenty of advance notice if they need special equipment (e.g. for skiing).
- Where relevant, collect the balance directly from the pupils and pass to the Finance Office for crediting to the trip account

#### Six Weeks in Advance

- If a residential trip, arrange a meeting with parents to brief them on all aspects of the trip, including:
  - The itinerary, including the meeting and collection points.
  - Contact details for the hotels/hostels/ names and addresses of the host families.
  - The number of the school mobile phone issued to the Group Leader.
  - The money, kit and equipment that the pupils need.
  - The medical and visa requirements.
  - The expected standards of behaviour, and the potential risks of irresponsible behaviour
  - Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.
  - Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.
  - Arrangements for communicating with parents in the event that the return is delayed.
  - The need to notify the school in the event of contact with an infectious disease within four weeks of travelling.

- The reasons why a completed consent form is essential.
- The need for a copy of each pupil's passport for each trip abroad.
- Send all parents a copy of the consent form (see Appendix 2) with specified return date
- Staff accompanying trip to complete the Staff Consent form (Appendix 3)
- (If appropriate,) book packed lunch from Catering Department
- Brief pupils on expectations of standards of behaviour and cultural differences.
- Book traveling first aid kit(s) from the school office.

### Two Weeks in Advance

- Ensure that all participating staff are comfortable with their domestic and the school arrangements
- Chase parents who have not returned their consent forms. Remind them that their child cannot participate unless the form is received within 5 working days of departure
- Obtain photocopies of each pupil's passport (if travelling abroad)
- Check all tickets/itinerary for accuracy. Store them in the school safe until collection
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.
- Prepare **trip information packs** for the School Office and for **each** member of staff, that contain the following information:
  - The itinerary (including address, phone numbers etc of all locations where the party is staying).
  - The Group Leader's the school mobile,
  - Mobile numbers of all participating staff,
  - A party list
  - A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions),
  - Room allocation list
  - Group lists
  - Copies of all passports and travel documents,
  - Emergency contact numbers for the Head Master, Deputy Head, and Senior staff members designated to be on-call.
  - A copy of the tickets, travel insurance document (including emergency contact details).
  - A copy of the risk assessment.

### The Day Prior to Departure/The Day of Departure

- Collect tickets and monies/foreign currency from the safe.
- Give trip information packs to designated school recipients and to other staff participants
- Remind pupils about the rendez-vous, dress code, standards of behaviour and what to do if they become separated from the party etc.
- Collect travelling first aid kit(s). Check contents.
- Ensure have appropriate mobile connectivity to school
- Ensure all who need to know have the name, address and phone number of the accommodation
- Remind pupils about appropriate behaviour and the potential risks associated with behaving incorrectly

### DURING THE VISIT OR ACTIVITY

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. He or she will liaise with the centre providing accommodation and/or other facilities. S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes at the hostel. Ensuring that every pupil walks through the emergency escape route at the hostel.
- Ensuring that sleeping accommodation is suitable and located together.
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.

- Looking after passports and valuables
- Storing cash and tickets securely.
- Keeping an account of all expenditure.
- Recording all accidents and near misses.

Each member of staff should carry their Trip Information pack in case of an emergency.

#### ILLNESS OR MINOR ACCIDENTS

If a Pupil has a minor accident or becomes ill, the Group leader, or another member of staff will take him to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. At Altrincham Preparatory School we expect the **Group Leader** to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

#### EMERGENCY PROCEDURES

##### **Staff are to refer to the Disasters and Emergency Policy**

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Head Master or Deputy Head of what had happened, would be the next tasks for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Head Master are maintained. He/she would also need to arrange (perhaps using the Deputy Leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken.

At Altrincham Preparatory School, depending on the nature of the incident, we may implement our own model communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS and messages on our web) for communicating with those whose boys are not affected.

Communication with the media should be left to the Head Master. The Group Leader should refer the media to the school. The default position is that **no** member of staff, whether involved with the trip or not, should speak to the media. However, if comment is unavoidable through being an involved party, it should be factual, calm and no attempt made to cover gaps in knowledge. **Pupils are not to talk to the media.**

#### DELAYED RETURN

If a visit is delayed, the Group Leader should phone the school office, or the Head Master/Deputy Head (out of school hours), who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

#### ON RETURN

The Group Leader is to complete the 'Trip Evaluation' box on the Risk Assessment to provide the appropriate EVC with a **written report** on the visit as a whole, as well as reports of any accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group leader should return all school property together with a report of any lost or damaged property.

#### Expenditure

The Group Leader is responsible for returning any unused cash to the Finance Office. The Group Leader is also responsible for producing a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.

### Report for Governors

The Deputy Head's report to the Governors always contains a verbal synopsis of all the school trips and visits that have taken place since the last visit.

#### Legal Requirements & Education Standards,

##### References:

- A: Commentary on the Regulatory Requirements September 2018, Part 3 ([www.isi.net](http://www.isi.net))
- B: Reference **Guide** to the key standards in each type of social care service inspected by Ofsted ([www.ofsted.gov.uk](http://www.ofsted.gov.uk))
- C: "Health and Safety at Work" Section H of the ISBA Model Staff Handbook
- D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- F: "Good Practice in Adventure Activities within the Education Sector" Adventure Activities Licensing Authority (AALA) ([www.aals.org.uk](http://www.aals.org.uk))
- G: Health & Safety on Educational Excursions, Scottish Government ([www.scotland.gov.uk](http://www.scotland.gov.uk))
- H: Health & Safety Executive, School trips and outdoor learning activities home page ([www.hse.gov.uk](http://www.hse.gov.uk))
- I: "Taking Students Offsite" ATL ([www.atl.org.uk](http://www.atl.org.uk))
- J: Institute for Outdoor Learning guidance ([www.outdoor-learning.org](http://www.outdoor-learning.org))
- K: "The Drivers Declaration Form", ISBA ([www.deford.co.uk](http://www.deford.co.uk))
- L: Health and Safety: Advice on Legal Duties and Powers, DfE Feb 2014

This policy was compiled by **Lindsay McKenna**

Its implementation is the responsibility of all staff who take pupils on visits

It will be monitored for its effectiveness by the Head Master on behalf of the Governors

This policy is reviewed annually, or before if deemed necessary.

Signed: \_\_\_\_\_

Chair of the Board of Governors.

Updated : September 2020 Lindsay McKenna

Review Date : July – September 2021



# **Appendices**



## EXTERNAL VISIT



**Group leaders must have read the Educational Visits and the Disaster & Emergency policies**

<b>Part 1 – to be completed by Group Leader</b>		
Year Group / Class	Group Leader	
	Deputy Leader	
Visit to	Date of visit Have you confirmed the date with the venue?	
Duration of Visit	Reason for Visit	
Address of Venue	Tel No	
Reconnaissance visit carried out?	Packed Lunch Required? Yes / No	
No of boys on trip	No of Adults on trip	
Cost per child (approx) £	Cost per Adult £	Any additional costs?
Any additional information?		
Trip approved by Deputy Head (Educational Visits Co-ordinator) Yes / No		
Signed.....		Date .....
<b>Part 2 - For office to complete</b>		
Costs:		
Entrance Fee: £	Child £	Adult
Transport: (obtain quotes)		
Pick up time from Prep/Pre-Prep .....	Pick up time for return .....	Return time at Prep/Pre-Prep .....
Other Costs eg gift bags / ice creams		
Total Cost:	Cost per Child:	
Cost agreed with Group Leader:	Date:	
Visit booked	Google diary	
Transport Booked	Confirmation Received	
Sandwich lists to class teachers		
Packed Lunches arranged with Catering Manager – date .....		
Email to Parents re trip & cost		
<b>Part 3 – to be completed by Group Leader</b>		
Risk Assessment -completed & signed by EVC - signed hard copy to Office - stored in Risk Assessment file on server - copy to take on trip Adults emergency contact information Consent forms (staff & boys) – if residential Complete evaluation after trip on hard copy in office	Venue Risk Assessment(s) obtained & read	

**Name of Trip:**

**Year group/Class:**

**Academic year: 2019-20**



**RISK ASSESSMENT AND MANAGEMENT ON**  
**SCHOOL TRIPS/VISITS FROM ALTRINCHAM PREPARATORY SCHOOL**

Before embarking on any activity/visit away from Altrincham Preparatory School you need to complete a full risk assessment using the attached form. This should be done according to the guidelines below. For information please refer to the accompanying example assessment.

The same form should be used for visits abroad or any other type of residential trip, although only relevant sections of the form should be completed.

In the case of a repeat visit the risk assessment must be reviewed in order to include moveable variables – eg specific health problems of group members.

The form must be submitted with the itinerary and relevant paperwork to the relevant Deputy Head as soon as possible, but at least one week before the visit is due to take place.

**Staff need to be aware of requirements described in the Educational Visits Policies as well as the Disaster Policy.**

**1. CATEGORY OF VISIT; A, B or C**

<b><u>Category</u></b>	
A	Activities presenting no specific risks. Examples might include: <ul style="list-style-type: none"><li>• walking in parks or in non – remote country paths</li><li>• field studies in environments presenting no technical hazards</li><li>• museum/theatre visits</li><li>• sports' trips to other schools</li></ul>
B	Higher risk or higher profile activities. Examples might include: <ul style="list-style-type: none"><li>• walking in remote country and more adventurous field trips</li><li>• farm visits</li><li>• cycling on roads</li></ul>
C	Most demanding activities. If not school – led these activities would be in the scope of the Adventure Activities Licensing Regulations 1996. Examples might include: <ul style="list-style-type: none"><li>• climbing activities</li><li>• off road cycling over steep terrain</li><li>• any activity in water</li></ul>

All visits must be classified according to the **highest** risk activity to be undertaken at any time during the visit.

## 2. PROBLEMS/HAZARDS

Specific problems/ hazards must be recognised by the organiser, but 5 categories are suggested for ease of description.

<b>Type of Hazard</b>	<b>Examples</b>
Travel and residential	Driving minibus, travel on overcrowded public transport, boat crossing, stairs and bunk beds in accommodation
Activity specific (outdoor or otherwise)	Swimming, spontaneous games and competitions
Environmental	Steep terrain, deep water, bad weather, wildlife
Health	Endemic diseases, polluted water, poorly prepared local food
Human and behavioural	Temper, violence, robbery, kidnapping, behaviour brought on by fatigue, stress or drugs

## 3. THE RISK

Calculated numerically by **multiplying** the **probability** of the hazard's occurrence by the **severity/ consequence** of its outcome, as indicated below

<b>RISK ASSESSMENT :RISK LEVEL SCORE EXPLANATION</b>	
<b>Severity / Consequence Rating</b>	
5 Fatal	Dying or being permanently disabled
4 Major	Serious injury or long term illness
3 Severe	Temporary disability/3days off work
2 Minor	Will need medical attention
1 Trivial	Minor injury e.g. bruise
<b>Probability Rating</b>	
5 Certain	Will almost certainly happen
4 Very Likely	Very likely to happen
3 Likely	Likely to happen
2 Possible	Less likely to happen
1 Improbable	Unlikely to happen at all
<b>Risk Level Score (multiply severity rating by probability rating)</b>	
16 – 25	<b>STOP! Do not start activity until risk is controlled</b>
10 – 15	<b>High risk. High priority. Take immediate action to control risk</b>
6-9	Medium risk. Tighten controls and plan to reduce risk
3-5	Fairly low risk level. Low priority but keep possible action in mind
1-2	Low or trivial risk

## 4. THE MANAGEMENT/CONTROL FACTORS

Those mechanisms in place/about to be implemented to minimise the risk or its impact;  
eg, allowing 30 minutes extra time would reduce the risk of missing a crossing.

**RISK ASSESSMENT AND MANAGEMENT FORM FOR SCHOOL TRIPS/VISITS FROM ALTRINCHAM PREPARATORY SCHOOL**

<b>NAME OF VISIT</b>		<b>DATE OF VISIT</b>			
<b>CATEGORY OF VISIT</b>		<b>GROUP LEADER</b>		<b>DEPUTY LEADER</b>	

<b>PROBLEM/HAZARD</b>	<b>Severity</b>	<b>Prob</b>	<b>Risk</b>	<b>Risk Category</b>	<b>MANAGEMENT/CONTROL FACTOR</b>
<b>TRANSPORT HAZARDS</b>					
<b>Travel method .....</b>	<b>Coach / Taxi company Company risk assessment.</b>			<b>The below are examples of management control factors (AMEND AS RELEVANT FOR TRIP)</b>	
Injury	1 - 5	1	5	Fairly low risk level	Seat belts must be worn; sit facing forwards; no standing or walking except for staff checking on boys; first aid kit on coach.
Mechanical breakdown	1	1	1	Low or trivial	Means of contacting emergency organisations/ assistance; if possible, get students out of vehicle and well away from traffic until repair or replacement transport occurs; notify police; arrange convoy system if necessary.
Road Traffic Accident	1 – 5	1	1 - 5	Low to Fairly low level	Location of emergency exits, first aid kit and fire extinguisher explained.
Not serious	1	1	1	Low or trivial	Ensure safety of students by remaining on vehicle if safe to do so; if not get students out of vehicle and well away from traffic; arrange convoy system if necessary; control communication with parents/next of kin (; contact School/parents/next of kin as appropriate.
Serious	5	1	5	Fairly low risk level	Contact emergency services; move those able to walk to a safe location; render first aid to casualties; control communication with parents/next of kin; contact School/Head Master or Designated Person as appropriate; liaise with emergency services; at least one member of staff should accompany any injured student(s) to hospital and remain at hospital until parents/next of kin arrive; member(s) of staff supplied with means of returning home when parents/next of kin arrive.

Travel sickness	1	2	2	Low or trivial	Advise to take travel sickness tablets; bucket and bags available.
Lost student(s) at time of departure	4	1	4	Fairly low risk level	Member of staff identified to remain at venue if transport leaves before student(s) is found; member of staff supplied with means of returning home once student(s) found or when parents/next of kin arrive; Head Master informed, if appropriate; supervision of rest of group reorganised to take account of unavailable member of staff.
<b>HEALTH HAZARDS</b>					
Unwell member of party	3	2	6	Medium risk	Ensure First Aid Kit is taken on trip and if possible be aware of nearest hospital [ <b>INSERT HOSPITAL ADDRESS &amp; PHONE No.</b> ] before departure. If possible ensure adult numbers in excess of required ratio in order that adult may return to coach with poorly child or adult if necessary.
Food poisoning	3	3	1	Medium Risk	Group Leader to contact parents & inform venue.  If school providing packed lunches for boys – refer any incident to chef manger.
Student(s) seriously ill or injured	4	2	8	Medium risk	Member of staff identified to accompany student(s) to doctor/hospital if necessary; control communication with parents/next of kin member of staff supplied with means of returning home when parents/next of kin arrive; Head Master informed, if appropriate; supervision of rest of group reorganised to take account of unavailable member of staff.
Member(s) of staff seriously ill or injured	4	2	8	Medium risk	Member of staff identified to accompany adult(s) to doctor/hospital if necessary; contact next of kin; member of staff supplied with means of returning home when next of kin arrive; Head Master informed; supervision of rest of group reorganised to take account of unavailable member of staff; additional/replacement member of staff to join venture to maintain supervision levels if necessary; group to return home early if supervision level falls below required standard for safety to be maintained.  <b>If Group Leader takes ill or is seriously injured then the nominated Deputy Group Leader will take charge of group and remaining staff.</b>

**HUMAN AND BEHAVIOURAL HAZARDS**

Inappropriate behaviour & disturbance of others	1	2	4	Fairly low risk level	Remind boys of appropriate behaviour. Boys remain under adult supervision at all times.
Student(s) becomes victim/perpetrator of crime	1	4	4	Fairly low risk level	Authorities at venue given details of crime; member of staff identified to accompany student(s) to police station if necessary and remain until parents/next of kin arrive or business completed; control communication with parents/next of kin; member of staff supplied with means of returning home when parents/ next of kin arrive or business completed; Head Master and informed, if appropriate; supervision of rest of group reorganised to take account of unavailable member of staff.
Fire/emergency evacuation	4	1	4	Fairly low risk level	Emergency exits and fire-fighting equipment labelled as per HSE Regulations; follow instructions of venue staff.  All staff on trip to know APS Disasters & Emergency Policy procedures.
Getting lost	4	1	4	Fairly low risk level	Boys will tour attraction as a group with venue staff and school staff supervision. Parental consent forms signed.
Injury	1	2	2	Low risk level	No running or climbing; staff carry small first aid kits; first aid facilities available at venue.
Losing money/mobile phones	1	4	4	Fairly low risk level	Losing money/mobile phones applies to staff only. Any thefts to be reported to venue and police.  Boys not allowed mobile phones or money on this trip.
Personal safety	4	1	4	Fairly low risk level	Stay in small groups; ignore strangers; safeguard belongings; if in any doubt seek adult assistance.

ACTIVITY SPECIFIC HAZARDS	REFER TO VENUE'S RISK ASSESSMENT				

**PUPIL WITH SPECIFIC REQUIREMENTS** *(delete/amend/alter/highlight as appropriate for the boys and staff on this visit – if none then note in relevant box)*

Prescription medicines	As directed by doctor	<ul style="list-style-type: none"> <li>•All medicines handed to class teacher/ Group Leader on morning of departure</li> <li>•Medication kept by nominated adult, as appropriate. <b>[NAME THE ADULT]</b></li> <li>•Arrangements made for suitable storage if different from normal conditions. <b>[IDENTIFY THESE]</b></li> <li>•Student to self-administer with adult supervision unless parents inform otherwise</li> <li>Return all medicines to parents at end of excursion</li> </ul>
	Emergency contact	<ul style="list-style-type: none"> <li>•REFER TO MEDICAL CONSENT FORM</li> <li>•Parent available 24 hours a day by telephone,</li> <li>•School staff available 24 hours a day by telephone</li> </ul>
Dietary requirements	Constant	<ul style="list-style-type: none"> <li>•REFER TO MEDICAL CONSENT FORM</li> <li>•Dietary requirements are acknowledged <b>[NOTE THESE]</b></li> <li>•SCHOOL PROVIDING BOYS WITH PACKED LUNCHES</li> <li>•PARENTS PROVIDING SONS WITH SNACK AND WATER BOTTLE</li> </ul>
Severe Allergic Reactions (Anaphylaxis)	Constant	<ul style="list-style-type: none"> <li>•REFER TO MEDICAL CONSENT FORM</li> <li>•Group Leader and all supervisors fully informed of allergies and seriousness of reactions.</li> <li>•Instruction for administration of Anapen/Epipen given to Trip Leader and supervisors prior to departure.</li> <li>•Catering staff notified of food allergies and appropriate menu arranged.</li> <li>•Group Leader/Nominated adult to carry Anapen/Epipen at all times (and second one if available)</li> <li>•Student must be sent to hospital if Anapen/Epipen is administered.</li> </ul>
	Emergency contact	<ul style="list-style-type: none"> <li>•REFER TO MEDICAL CONSENT FORM</li> <li>•Parent available 24 hours a day by telephone,</li> <li>•School staff available 24 hours a day by telephone</li> </ul>



**CHILD PROTECTION / SAFEGUARDING**

Photography	3	2	6	Medium risk	<p>Any photographs taken must be solely for the schools use and must not be distributed more widely; photographs may be taken for publicity use by the school; photographs should not be taken in changing areas.</p> <p><b>NO PHOTOGRAPHS ON <u>PERSONAL</u> MOBILE PHONES OR TABLETS. THE PARTY LEADER MUST OVERSEE THIS!</b></p>
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OTHER RISKS	ANY OTHER FACTORS TO TAKE INTO ACCOUNT				

Risk Level Score (multiply severity rating by probability rating)	
16 – 25	<b><u>STOP! Do not start activity until risk is controlled</u></b>
10 – 15	<b>High risk. High priority. Take immediate action to control risk</b>
6-9	Medium risk. Tighten controls and plan to reduce risk
3-5	Fairly low risk level. Low priority but keep possible action in mind
1-2	Low or trivial risk

**Summary conclusion on Risk rating of the trip:**

- *[INSERT No ]* members of staff to accompany the boys on this trip (*name the staff*)
- *[INSERT No ]* of staff first aid trained
- *Note any medical 'issues' boys, staff & helpers*
- ***INSERT HERE - Your own conclusion of the risk assessment carried out***

Frequency of risk level score	
16 – 25	
10 – 15	
6-9	
3-5	
1-2	

Signed.....Party Leader

Date.....

Signed.....Deputy Party Leader

Date.....

Signed.....Deputy Head

Date.....

Signed.....Head Master

Date.....

**Trip Evaluation** (to be completed on return)

Group Leader .....Date .....

Deputy Head..... Date .....





**Staff Consent Form**

**Name** .....

**Trip:**

**Dates:**

I readily agree to participate in the educational visit.

I have read the school's policy on the safe running of educational visits and am happy with its contents and the procedures described. I appreciate that the school's educational visits are well organised with a particular attention paid to health and safety. Nonetheless, I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of the visit will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

**Medical & Dietary Declarations**

a) Do you have any condition or medical treatment requiring special medical attention?  
**Yes/No**

Give details.

a) Do you have any special dietary requirements? **Yes/No**

Give details.

b) Do you have any allergies? **Yes/No**

Give details.

c) When did you last have a Tetanus injection? Date.....

**Declaration:**

I agree to inform the Group Leader of any change in medical condition, and I give consent to any administration or medication or blood transfusion as may be considered necessary, by medically qualified persons, as well as any first aid required, during the visit. In the event that my nominated emergency contact cannot be contacted, I authorise the Group Leader, or in his/her absence the Group Party Leader to sign on my behalf any written form of consent required by the hospital authorities and I confirm the above details to be correct to the best of my knowledge.

**Hazardous Activities:**

I understand the nature of the potentially hazardous activities and I appreciate the school has made and will make every effort to ensure my safety during these activities and that the school has obtained all the required safety management certification, and instructors' qualifications, for the activities.

**Water Activities:**

I consent to taking part, if necessary, in water activities, and will wear a life jacket on the lake.

**Emergency Contact Arrangements:**

I have read and understood the contact arrangements and provide emergency contact numbers below:

**Contacts:**

Contact telephone numbers:

Work:

Home:

Mobile:

Home Address:

Name of family doctor:

Address:

Telephone number

Signed: .....

Date .....

Full name: .....

One copy of this form is to be left at the school.

The Party Leader will take one copy of this form on the visit.

## Appendix 5



### Driver's Declaration Form

<b>Driver's declaration form</b>			
To be completed by member of staff, volunteer and helper who drive whilst at work on behalf of Altrincham Preparatory School			
Driver's personal details			
Surname		Forename(s)	
Date of birth		Staff job title or state if volunteer/helper	
Department		Home address	
Have you had an insurance proposal declined, a policy cancelled, been required to pay an additional premium or had special conditions imposed by a motor insurer?	YES/NO	If yes, please provide details:	
Driver's medical details for fitness to drive (you must refer to DVLA leaflet D100 - Driving licences before answering this section)			
Do you have a DVLA notifiable condition?	YES/NO	If yes, have you reported the condition to DVLA and have you received approval to drive with no restrictions?	YES/NO
Do you need to wear corrective lenses /glasses for driving?	YES/NO	If yes, have you had your eyesight examined within the past 2 years?	YES/NO
Do you take medicines or prescribed drugs that may induce drowsiness or otherwise impair your driving?	YES/NO	If yes, are you willing to take a medical examination by a doctor to confirm your fitness to drive?	YES/NO
Driver's licence details			
Driver licence type & number		Groups / Categories	
Valid	From:	To:	Country of issue
Date driving test passed		No. of years you have held full licence	
Details of any traffic convictions(include any that are pending) in last 3 years. Any driving bans are to be declared irrespective of when they occurred			
Date	Offence	Offence code	Fine/penalty points/ disqualification/pending offence
Details of any traffic accidents regardless of blame[In last 3 years]			
Date	Brief details		
I confirm that the above information is a true and accurate record to the best of my knowledge at the time of completing this form. I agree to inform the Head Master if these details change.			
Signed:		Date:	

<b>Driver's assessment and authorisation form</b>						
To be completed by the Head Master of the member of staff, volunteer or helper who drive whilst at work on behalf of our organisation						
Driver						
Name						
Job title or state if volunteer/helper		Department				
Vehicle(s) that this person will be driving whilst on business	'Company' car	YES/NO	Private car	YES/NO	Minibus	YES/NO
	Other	YES/NO	If yes, please specify:			
Head Master's checklist - all vehicles and drivers (you must refer to DVLA leaflets - D100 - Driving licences for explanation of medical conditions and penalty points plus where applicable - INF 28 Driving a Minibus for info on minimum age and licence restrictions and INF 38 Driving in GB as a visitor or new resident for info on suitability of driving licences from other countries)						
Is this person legally entitled to drive the vehicle(s) in GB?		YES/NO	If no, please specify			
Are you satisfied with the driver's declaration form you have received?		YES/NO	If no, please specify			
The original driving licence has been checked within the past 12 months (both photo card and paper counterpart)		YES/NO	Driver has been advised that spot checks of vehicle(s) and paperwork will be carried out		YES/NO	
Are you satisfied that this person is competent and has adequate experience to enable them to drive the vehicle(s) for work?		YES/NO	If no, please specify			
Are there any concerns about this person's ability to drive safely whilst at work?		YES/NO	If yes, please specify			
This person has been told the following safe driving expectations (tick box when completed)						
<ul style="list-style-type: none"> <li>ÿ Not to drive if under the influence of drugs or alcohol</li> <li>ÿ Not to drive when taking medication that warns the user of drowsiness</li> <li>ÿ Not to drive when ill</li> <li>ÿ Not to drive when fatigued</li> <li>ÿ Not to drive a vehicle that is in a dangerous condition</li> <li>ÿ To report any road traffic accidents they are involved in</li> <li>ÿ To report any changes to their licence</li> <li>ÿ To report any changes to their original/current driver's declaration form held by the Head Master</li> <li>ÿ To report any DVLA notifiable medical condition</li> <li>ÿ To carry out pre use checks on their vehicle to ensure that it is safe and legal to use</li> </ul>			<ul style="list-style-type: none"> <li>ÿ To report any faults noted on 'company' cars</li> <li>ÿ What to do in the event of a breakdown</li> <li>ÿ To drive with due care and consideration of other road users</li> <li>ÿ To adhere to the Highway Code</li> <li>ÿ To drive with the vehicle lights on during the day when there is poor visibility</li> <li>ÿ To drive within the speed limits</li> <li>ÿ To plan their journey to allow sufficient time to complete it safely</li> <li>ÿ Not to use a hand held mobile phone whilst driving</li> <li>ÿ To use a hands free phone only when it is safe and legal to do so</li> <li>ÿ To use in car technology only when it is safe to do so</li> <li>ÿ Keep their eyes on the road whilst driving, and not to be distracted by attempting to eat, drink or read</li> <li>ÿ To drive defensively and with courtesy to other road users</li> <li>ÿ To ensure the safety of any occupants by ensuring that seat belts, child seats and head restraints are used correctly</li> </ul>			

**Head Master's checklist - drivers of private vehicles for use at work**

Current MOT certificate has been checked within the past 12 months	YES/NO	Insurance certificate(s) checked within the past 12 months proves that this person has fully comprehensive business use cover when a private vehicle(s) is used for work	YES/NO
Type of private vehicle(s) are of a suitable standard for use at work	YES/NO	Current service record for the vehicle(s) has been checked within the past 12 months	YES/NO
I confirm that I have carried out this assessment and *authorise/*not authorise them to drive at work(*please delete as appropriate)			
Head Master's signature:			Date:
I confirm that I have been involved in this driver assessment and agree to comply with the safe driving expectations of this organisation. I also agree to inform the Head Master if these details change.			
Driver's signature:			Date: