

# Educational Visits Policy



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## 1.0 Introduction

### 1.1 Definition

An educational visit is any excursion that takes children and young people away from their normal place of learning to another location in order to develop or enhance learning i.e. it includes residential and non-residential visits. Every pupil should have the opportunity to experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

### 1.2 Aims

The aim of this policy is to provide staff with easily accessible advice, guidance and resources when organising or attending an educational visit. Further, it aims to ensure educational visits organised by members of staff are managed and led in a consistent, safe and professional manner.

## 2.0 Organising an Educational Visit

The organisation of any educational visit must be conducted in accordance with the following stages:

- Complete an Initial Visit Request Form, following consultation with the Educational Visits Coordinator (EVC).
- Acquire authorisation from the Principal.
- Establish cover arrangements.
- Inform the Finance Department.
- Add the date of the educational visit to the Academy calendar.
- Send a letter to parents.
- Provide a one-week window for pupils to request a place on the trip by returning their reply slip to the Finance Office.
- If oversubscribed, attendees will be selected via random allocation.
- A draft list of attendees to Heads of House, SLT links and the Safeguarding Team.
- Parents to be informed if their child has/has not received a place, School Gateway will become active and deposits are paid.
- Complete all relevant sections in EVOLVE.

### 2.1 Initial Visit Request Form

Any member of staff wishing to lead an educational visit should first consult the appropriate line manager. If agreed, the Visit Leader must complete an Initial Visit Request Form (**Appendix 1**).

The completed document should be printed, signed and taken to the EVC to check the viability of the visit. The EVC may suggest amendments and will discuss the visit with the Principal who will make the final decision on whether the visit will take place.

### 2.2 Cover Requirements

It is the responsibility of the Visit Leader to consider the operational needs of the Academy and, where possible, visits should be organised out of Academy hours. Should there be no other option, the Visit

Leader must consider the use of internal cover and ensure staffing of the visit does not leave the Academy short staffed.

The Visit Leader should check the Academy calendar to avoid clashes with any other events. Details of the visit should be added to the Academy calendar and cover arrangements/requirements sent to Cover Supervisors.

The operational needs of the Academy take primacy and any visit can be withdrawn at any point.

### **2.3 Initial Communication with Parents**

A letter/e-mail should be sent to the parents of prospective attendees. This must be proofread by the relevant member of the Senior Leadership Team before it is distributed. It must include all key information and the Academy's right to remove any pupil. The letter should also include a reply slip which must be returned to the Finance Office in order to obtain a position on the trip.

### **2.4 Prospective Attendees**

Visits are a valuable part of a pupil's education; however, they are a privilege, not a right, and any potential attendee must meet the Academy's expectations in terms of their general behaviour and conduct.

The list of prospective attendees should be sent to the Senior Leadership Team, Heads of Houses, and the Safeguarding Team to allow adequate vetting. The Visit Leader will inform parents of those pupils who have not met the Academy's expectations, and, *on this occasion*, will not be permitted to attend the visit.

Should a trip be oversubscribed, the Academy pupils will be selected via 'random allocation'. Random allocation will be completed by the Trip Lead in the presence of the EVC or Vice Principal. Those pupils outside of the allocated amount will be placed in on a waiting list in the order presented by the random allocation.

All pupils have equal access to educational visits in line with the Equality Policy. However, should it be deemed that a pupil poses a risk to any individual, the visit as a whole, or the Academy's reputation, they will not be permitted to attend. Where a visit is a compulsory part of the curriculum e.g. a field trip for Geography, the Visit Leader and Head of Department will provide an approved alternative.

### **2.5 EVOLVE**

EVOLVE is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. It is proven to reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer and national guidelines.

EVOLVE must be completed by the Visit Leader no later than one month prior to the visit. All employees must be registered on the EVOLVE system by the EVC prior to attending any educational visit.

The following information is required for completion in EVOLVE:

Area	Details
Visit Name	Name of educational visit/experience
Type of Visit	Overseas Residential Adventurous activity Led by external provider of Academy
Purpose	Brief overview
Dates	Period
Venues / External Providers	Names
Travel Arrangements	Modes of transport
Staffing	Names of staff
Attendees	Number of pupils Year group Gender Option to add pupil information
Insurance	Ensure most up to date policy is added and separate policy for overseas
Risk Assessment	<b>Appendix 2</b>
Event Specific Notes	Relevant non-generic points
Attachments	Risk assessment Critical incident management plan Programme or itinerary Post visit evaluation Letter to parents Additional documents

### 3.0 Roles and Responsibilities

All educational visits take place within a legal framework. Adult supervisors in charge of young people during a visit have a duty of care to make sure they remain safe and healthy.

The following outlines the responsibilities of the Local Governing Body, Principal, EVC and Visit Leader.

#### 3.1 Local Governing Body

The responsibilities of the Local Governing Body are to ensure:

- The Educational Visits Policy is adhered to.
- All reasonable and practical measures are taken to include pupils with SEND and medical needs.

- Bookings are not completed until external providers have met all the necessary assurances.
- Significant issues or incidents are reported back.

### **3.2 Principal/Vice Principal (Line Manager)**

The responsibilities of the Principal are to:

- Authorise a visit.
- Approve the visit through EVOLVE.
- Liaise with the EVC prior to the visit, ensuring that the Educational Visits Policy is adhered to.
- Undertake a review of the visit with the Visit Leader and EVC as part of the evaluation process.

### **3.3 EVC**

The responsibilities of the EVC are to:

- Provide training, advice and guidance to Visit Leaders.
- Ensure all the necessary documents are completed accurately and uploaded onto EVOLVE.
- Liaise with the Principal as and when issues arise.
- Assist the Visit Leader in producing a review of the visit.

### **3.4 Visit Leader**

The responsibilities of the Visit Leader are to:

- Undertake training provided by the EVC.
- Complete a Visit Request Form.
- Complete and upload onto EVOLVE all the necessary documents relating to the visit.
- Review/evaluate the visit with the EVC.

## **4.0 Supervision**

### **4.1 Staffing**

Every educational visit must be adequately staffed with a minimum of two members of staff (one male, one female or two females) in attendance, unless agreed otherwise by the EVC.

### **4.2 Staff to Pupil Ratio**

Although there is no legal ratio in place, the Academy requires a minimum ratio of 1:20 for non-residential visits and 1:10 for residential visits.

### **4.3 Administrator of Medicine**

A qualified first aider and certified administrator of medicine must be in attendance on any educational visit (i.e. if a pupil with relevant medical needs is in attendance).

### **4.4 Volunteers**

Any volunteers will have an Enhanced DBS Certificate and will be supervised by the Visit Leader.

## **5.0 Funding**

Refer to the Charging and Remissions Policy.

## **6.0 Health and Safety**

### **6.1 Risk Assessment**

The Academy takes a common sense and proportionate approach to risk assessment and risk management to enable pupils to undertake activities safely.

All visits are subject to the approval of a risk assessment (**Appendix 2**).

Third Party companies will provide a separate risk assessment for any venues and/or activities. This does not replace the Academy's risk assessment.

If the Visit Leader or any staff in attendance believe any element of the visit contravenes the risk assessment, the visit or any associated activity may be terminated.

### **6.2 Medical**

Refer to the Supporting Pupils with Medical Conditions Policy.

Every pupil attending a visit must complete and submit a Medical Form. Prior to departure, these should be checked by the administrator of medicines and Visit Leader. In certain instances, a meeting with a pupil's parents may take place to discuss any additional care or support.

Prior to departure, all medicines must be submitted in their original packaging with details of dosage. Pupils should not be in possession of any prescribed or over the counter medicines. They are to be distributed as required by the administrator of medicines.

### **6.3 Misconduct**

Pupils' conduct on a visit falls under the Behaviour Policy.

Additional rules and expectations will be outlined by the Visit Leader and/or tour operator.

The Academy reserves the right to remove a pupil from a visit and/or or associated activity.

### **6.4 Emergency Procedures**

For all visits there must be adequate procedures in place in the event of an unexpected event e.g. injury or transport issues. Whilst many events will have been addressed in the planning and risk assessment stage, it is vital that all attending staff are aware of the protocol in such circumstances.

In all cases, there must be a member SLT who will be available as the first point of contact for the duration of the visit.

It is highly likely that third party companies, as well as venues, will have their own emergency procedures. It is the Visit Leader's responsibility to obtain these and share with other attending members of staff.

## **6.5 Critical Incidents**

Refer to the Critical Incident Policy.

## **7.0 Insurance**

The Academy has separate insurance policies for visits within and outside of the UK.

Where a visit is organised and booked through a third party operator, insurance may be provided.

Only one insurance policy will be used per visit and this must be specified on EVOLVE.

In all cases, it is not possible to make an insurance claim for voluntary withdrawal or removal due to a pupil's behaviour or conduct.





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**Initial Visit Request Form**

This form is to be filled in by the staff member proposing the out of school visit - Trip Lead.

On completion, please send to the EVC: [SWheeler@eastwood.southend.sch.uk](mailto:SWheeler@eastwood.southend.sch.uk). The EVC and Principal will evaluate the suitability of the proposed activities and respond by return with confirmation that it has been sanctioned.

Trip Category:			
<u>Category 1</u> Visits within the school day or extended school day not involving travel outside Greater London/South East area and not involving adventurous activities. This category is intended to cover swimming and sports fixtures and regular or routine visits to local establishments and facilities.			
<u>Category 2</u> Visits outside of Greater London/South East area which do not fall into the above category and do not involve an overnight stay, travel by sea or air or adventurous activities.			
<u>Category 3</u> Residential visits, overseas visits and visits involving adventurous activities.			
Category of the visit (1,2 or 3):			
Destination: Venue name and address:			
Objective of Visit:			
Departure Date:		Departure Time:	
Return Date:		Return Time:	
Name and Position of Organiser / Leader:			
Name and Position of Participating Staff Members/ Volunteers: (please include cover requirements) <i>Ratio: Category 1&amp;2 = 1:20 / Category 3 = 1:10</i>			
Proposed year group/ number of pupils:			

Method of travel	
Event Clashes (please check the Academy Calendar)	
Cost per pupil	Total cost of trip

Visit Leader..... EVC..... Principal.....

### Trip Consent Form

To be completed and signed by parent/carer if they wish their child to attend an offsite visit.

Name of Pupil:		House:		D.O.B:	
Proposed School Trip/Activity					
Departure and Return Dates of School Trip/Activity:					
Does your child suffer from any of the following: (please circle yes or no)					
Problems with eyesight?	Yes	No	Asthma	Yes	No
Problems with hearing?	Yes	No	Diabetes	Yes	No
Allergic reactions?	Yes	No	Heart condition?	Yes	No
Travel sickness?	Yes	No	Incontinence?	Yes	No
Epilepsy?	Yes	No	Special Dietary Needs?	Yes	No
If the answer to any of the above was yes, please give details:					
Is your child currently taking any medication? Yes / No					
If your child will require medication on the trip then you must complete the following forms available from reception or the trip leader					
<ul style="list-style-type: none"> <li>• IHCP (Individual Health Care Plan)</li> <li>• Consent to administer form</li> <li>• Consent to store document</li> </ul>					
Use the box below to give any additional medical information you feel we need to be made aware of: (please include injuries or illnesses suffered during the last six months etc)					
Details of GP		Name: Address Phone Number:			
Date of last tetanus injection?					
Can your child swim? Yes / No		How would you describe his/her swimming ability?			
<b>I give my consent for my child to attend this out of school activity and for the staff leading the visit to obtain emergency medical treatment for my child, if needed.</b>					
Name (Print):					
Signature:					
Relationship to child			Date:		
Emergency contact number:					

Confidentiality: The contents of this form will be treated in confidence.

**Please Note, copies of these details will be held on the school site and by the visit leader for the duration of visit and may be shared with other professionals (e.g. a paramedic) in an Emergency.**



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## Administering Medication Consent Form

### PARENTAL AGREEMENT FOR THE ACADEMY TO ADMINISTER MEDICINE (if necessary)

*Please note that all medications must be in the original packaging. In accordance with Department of Health guidelines we are unable to administer **ibuprofen or aspirin** based medication to pupils under 16 years of age, unless it has been prescribed by a Medical Practitioner and we have evidence to support this.*

PERSONAL DETAILS	
Pupil Name:	Tutor Group:
Parent/Carer Name:	Relationship to Child:
Signature:	Date:
Contact Telephone Number:	

MEDICAL CONDITIONS	
Does your child suffer from any medical conditions?	YES/NO – If yes, please specify:

Does your child take any regular medication <b>at home</b> ? If so, please give details below:		
NAME OF MEDICATION	DOSAGE	FREQUENCY/TIME TAKEN



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### **Consent to Hold Medication**

If you require us to hold medication in the Academy for a child, please complete the section below. This includes paracetamol to be held for occasional use e.g. headaches, stomach aches etc.

Name of Medication:	
Date Treatment Started (if applicable):	
Dosage/Frequency/Times:	
Any other Special Instructions:	
Expiry Date:	


I will deliver the medicine (with this completed form) to Reception and collect any remaining medication when the course is finished or medication has expired.

I accept the Academy has the right to refuse to administer medication.

I understand that I must notify the Academy, in writing, of any changes to the above.

By signing this form, I can confirm that I give consent for my child's IHCP and/or medical form to be stored electronically (password protected) on the confidential SIMS database and the restricted drive.

Signature:	Date:
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<b>EDUCATIONAL VISIT TO:</b>		<b>DATE(S):</b>
	<b>EXPEDITION GROUP LEADER:</b>  <b>OTHER EXPEDITION STAFF:</b>	<b>AGES/YEAR GROUP(S) OF PUPILS:</b>

<b>Specific Individuals at Risk</b> Students to complete individual medical/health and safety form.	<b>Control Measures</b> To be completed after medical/health and safety forms have been returned.
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<b>Overall Control Measures</b> <ul style="list-style-type: none"> <li>• The expedition will be organised by a reputable and experienced organisation who can provide a well researched and planned venture, appropriate leadership, UK and in-country support.</li> <li>• All arrangements will be approved by the relevant members of the SLT (Senior Leadership Team) and where applicable, the school governors</li> <li>• To safeguard and protect all involved, any contracts or arrangements will be written and made between the external provider and the organisation, and not direct with young people/parents.</li> </ul> <p>The Overall Group leader will ensure that the external provider is reputable, competent and safe by:</p> <ul style="list-style-type: none"> <li>• obtaining prior written assurance that the provider has carried out all appropriate risk assessments, and that suitable and sufficient safety management systems are in place for all aspects of the expedition</li> <li>• checking literature and handbooks provided</li> <li>• checking that any leaders of adventure activities are appropriately experienced/qualified</li> <li>• checking that equipment provided is in good condition</li> </ul>
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- Staff fully understand and are prepared to fulfil their supervision responsibilities e.g. possible need to accompany sick or injured group members to/in hospital and possibly to be repatriated back to UK
- Staff know when they are “on duty” and understand they maintain responsibility for young people at all times
- At least one group leader will have visited the country before and be aware of the potential hazards
- At least one of the group leaders has command of the language(s) of the country(ies) visited and will be able to deal with emergencies
- A guide, who can act as an interpreter, will always accompany the group, and will assist in the event of an emergency
- Safety advice and guidance will be obtained from relevant sources such as the Foreign and Commonwealth Office Travel Advice Unit prior to departure
- All group members will be made aware of all such guidance, including local customs, laws and regulations, and of potential hazards specific to the country(ies) visited
- Group members (and parents) will be made aware of potential health risks in the country(ies) visited
- Comprehensive travel insurance will be provided, including cover for rescue and medical services, and repatriation to UK (including an accompanying adult)
- All eligible members of the group will have a valid E111 (if travelling in EU) to facilitate reciprocal arrangements in event of medical emergency
- Group leaders will have access to sufficient contingency money to cover the full cost of emergency medical treatment should it be payable immediately.

The following risk assessment is categorised into six areas:

**Student safety and behaviour**

**Staffing**

**Tour operator**

**Venue/environment**

**Travel**

**Emergency procedures**

SPECIFIC DATE? LOCATION? EVENT? ACTIVITY?	SIGNIFICANT HAZARDS (i.e. how might people foreseeably be harmed?)  (e.g. Fast incoming tides → trapped →drowning or fall from cliff)	CONTROL MEASURES (i.e. what steps are being taken to reduce the risk of the hazard?)  (e.g. Ring Coastguard – check tides and weather – inform of visit – depart from beach 2 hours before high tide)	COMMENTS or EXTRA ACTION REQUIRED BEFORE DEPARTURE  (e.g. Check if “Spring Tides”, Add coastguard tel. no. to leader’s mobile phone)	OVERALL RESIDUAL RISK RATING  (Take into account both <u>seriousness</u> and <u>likelihood</u> of hazard)
<b>STUDENT SAFETY AND BEHAVIOUR</b>				
	Violence to staff / behavioural contract, smoking, alcohol consumption and gender issues	<ul style="list-style-type: none"> <li>• Staff supervise students.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• A ‘Behaviour Contract’ including a No-Smoking and No-Alcohol Policy is signed and agreed by pupils, parents and staff.</li> <li>• Staff to be of mixed gender in order to deal with issues arising with students of either gender.</li> <li>• The Head of Department, Senior Leadership Team and Heads of House to agree to individual students attending the expedition.</li> </ul>		
	Misbehaviour on coach	<ul style="list-style-type: none"> <li>• There will be appropriate and reasonable staffing ratios in order to keep order and maintain discipline whilst on board.</li> <li>• Staff will sit at separate locations within coach to maintain good order and ensure students keep seat belts on, and do not need to leave seats to ask questions etc.</li> </ul>		
	Abduction	<ul style="list-style-type: none"> <li>• Pupils remain in groups or pairs</li> <li>• Operate buddy system - each responsible for named other(s)</li> <li>• Pupils briefed regarding response if approached by stranger or offered anything on streets</li> <li>• Staff supervision at all times</li> <li>• Staff keep alert to media reports of specific terrorist threats and if necessary adapt or cancel programme if risk perceived</li> <li>• Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities</li> </ul>		



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	Student has a particular medical condition or SEN	<ul style="list-style-type: none"> <li>• Students and parents are reminded to bring individual medication</li> <li>• Staff to carry information regarding medical conditions and relevant medication carried</li> <li>• Staff briefed and trained regarding administering of relevant medication</li> <li>• At least one staff to carry basic first aid kit at all times</li> <li>• Advice to be taken from SENCO</li> <li>• Individual risk assessments carried out</li> </ul>		
	Indirect/ remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc)	<p>IF REMOTE SUPERVISION IS PROPOSED:</p> <ul style="list-style-type: none"> <li>• Check location is suitable for this mode of supervision</li> <li>• Ensure students sufficiently briefed and competent (any individual students for whom indirect supervision not suitable must be directly supervised)</li> <li>• Clear guidelines and emergency procedures set and understood</li> <li>• Students remain in pairs or groups (e.g. buddy system - each responsible for named other)</li> <li>• Rendezvous points and times set</li> <li>• Students know how to contact staff</li> <li>• Staff understand they are still responsible</li> <li>• Parents informed and consent given</li> </ul>		
	Return from expedition after school hours	<ul style="list-style-type: none"> <li>• Return is pre-planned and parents are informed where to collect pupils from (or it is pre-agreed with parents that older pupils will walk home)</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Suitable arrangements are made for any pupils whose parents fail to collect them</li> </ul>		
	Students loose or run out of money	<ul style="list-style-type: none"> <li>• A contingency fund will be organised so that any pupil who loses or runs out of money will be able to purchase food.</li> </ul>		
<b>STAFFING</b>				
	Competence and safety standards of the leaders are inadequate (accidents)	<ul style="list-style-type: none"> <li>• The Overall Group Leader (P. Barrett) will have extensive relevant experience of the country(ies) to be visited (or other countries of similar nature) and of the planned activities</li> <li>• At least one member of staff from the school will have extensive past expedition experience leading groups of similar age/experience, and undertaking similar activities/projects</li> <li>• The expedition will have adequate staffing to ensure that group members can be safely and properly supervised at all times, even in the event of a member of staff having to return home or being unable to fulfil their role due to illness/injury</li> <li>• All staff on the expedition will have proven competence in undertaking their role whilst on the expedition.</li> <li>• A written risk assessment related to the country visited and the activities will be completed.</li> <li>• All staff will be aware of the need for both technical and pastoral leadership</li> </ul>		

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		competencies, and will establish clearly the roles and responsibilities of each leader to ensure an effective leadership team that understands and works well with each other		
<b>TOUR OPERATOR</b>				
	Safety standards of tour operator or activity provider are inadequate	<p>Group leader will ensure that organisation is reputable, competent and safe by:</p> <ul style="list-style-type: none"> <li>• obtaining prior written assurance from the tour operator/activity provider that suitable and sufficient safety management systems are provided and in place</li> <li>• checking literature provided</li> <li>• checking that providers of adventure activities have current AALA licence for activities offered, and that instructors are appropriately experienced/qualified</li> <li>• ensuring that all leaders maintain an on-going risk assessment throughout the visit, and understand that, if doubts occur over safety, they can and should abort activity</li> </ul>		
	Programme is inappropriate for needs of group	<ul style="list-style-type: none"> <li>• Group leader will ensure that all relevant information is forwarded in good time to the provider about age, ability and any special needs in group</li> <li>• Group leader will ensure that all aspects of the visit, including activities, are safely accessible to and suitable for all group members</li> </ul>		

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	Lack of clarity re. division of responsibilities between group leader(s) and provider	Overall group leader will ensure that: <ul style="list-style-type: none"> <li>the precise and separate roles/responsibilities of the group’s own leaders and the provider are clearly understood by all</li> <li>all aspects of the visit including travel, accommodation and activities are properly planned and risk assessed /managed</li> <li>where the group’s own leaders are undertaking responsibility for activities (e.g. town visits) these are properly planned, risk assessed, and supervised</li> </ul>		
<b>VENUE/ENVIRONMENT</b>				
	Poor hygiene/food/water	<ul style="list-style-type: none"> <li>The staff will research and be thoroughly knowledgeable regarding the specific hazards in areas to be visited e.g. what to eat/not to eat</li> <li>All participants will be briefed re. potential hazards and trained in precautions required</li> </ul>		
	Lack of security (attack/ mugging/ robbery)	<ul style="list-style-type: none"> <li>The group will be briefed regarding sensible precautions and evacuation procedures in the event of a fire</li> <li>Sensible precautions will be taken to ensure security overnight e.g. locking of doors/windows in accommodation if necessary</li> </ul>		
	Uncooked/unclean food causing illnesses/ infections	<ul style="list-style-type: none"> <li>Students will be briefed not to eat local food, unless it has been prepared properly and cooked thoroughly. Students are to use common sense when doing so.</li> </ul>		

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	Diseases causing illnesses/ infections	<ul style="list-style-type: none"> <li>Group members will be made aware of health risks</li> <li>Inoculations/vaccinations will be obtained, if appropriate, and sufficient time allowed for course to be completed prior to travelling</li> </ul>		
	Animal (inc. dogs)/Insect/snake bites causing illnesses/ infections (e.g. rabies)	<ul style="list-style-type: none"> <li>Staff and students will be made aware of animals/insects that might pose potential risk and of recommended precautionary measures</li> <li>Members will be warned not to touch domestic or wild animals</li> </ul>		
	Heat exhaustion/ sunstroke/ dehydration	<ul style="list-style-type: none"> <li>Group leaders will ensure that all members of the party eat and drink properly, and are in a fit state to continue with the planned programme</li> <li>Group members will be briefed to wear protective clothing</li> <li>The itinerary will be planned to avoid activity during hottest periods</li> <li>Plenty of drinks/water will be made available</li> </ul>		
<b>TRAVEL</b>				
	Faulty vehicles or poor driving	<p>The Overall Group Leader and/or Expedition Company Leader will ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>local transport is arranged in advance with a reputable, trustworthy company that is arranged by the Expedition Company and who recommended by authorities who know the region well</li> </ul>		

<b>SPECIFIC DATE? LOCATION? EVENT? ACTIVITY?</b>	<b>SIGNIFICANT HAZARDS (i.e. how might people foreseeably be harmed?)</b>  (e.g. Fast incoming tides → trapped →drowning or fall from cliff)	<b>CONTROL MEASURES (i.e. what steps are being taken to reduce the risk of the hazard?)</b>  (e.g. Ring Coastguard – check tides and weather – inform of visit – depart from beach 2 hours before high tide)	<b>COMMENTS or EXTRA ACTION REQUIRED BEFORE DEPARTURE</b>  (e.g. Check if “Spring Tides”, Add coastguard tel. no. to leader’s mobile phone)	<b>OVERALL RESIDUAL RISK RATING</b>  (Take into account both <u>seriousness</u> and <u>likelihood</u> of hazard)
		<ul style="list-style-type: none"> <li>• any hired drivers are qualified (request to see paperwork if possible), and are fit to drive including not being under the influence of alcohol</li> <li>• the vehicle is generally sound, with sufficient tread on tyres, operational lights etc</li> <li>• ad hoc travel on local buses is avoided</li> <li>• travel at night, especially in remote areas, is avoided</li> <li>• seats (and seatbelts) are available for each member of the group</li> <li>• the group will not travel with accompanying passengers who pose potential risks or appear undesirable</li> </ul>		
	Accident or injury through participation of activities (including walking to, during and from activities)	The Overall Group and/or Expedition Company Leader will ensure that: <ul style="list-style-type: none"> <li>• all journeys and activities are carefully pre-planned</li> <li>• providers of activities have demonstrated adequate competence, experience and risk assessment of the activity</li> <li>• the programme of activities is suitable for the competence and fitness of the group members</li> <li>• the competence of any local guides is assessed as adequate</li> <li>• deputy/assistant leaders have the competence to lead the group back to safety in an emergency</li> </ul>		

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		<ul style="list-style-type: none"> <li>• the communication systems available will allow a rescue to be summoned effectively with minimum delay</li> <li>• areas where difficulty of evacuation could be life threatening will not be used</li> <li>• specific risks of locality (terrain, rivers, wildlife, weather patterns, culture etc) will be assessed and adequate precautions taken</li> </ul>		
	Attack/Mugging/ Robbery whilst travelling	<ul style="list-style-type: none"> <li>• The group will not split into smaller units of less than two</li> <li>• Group leaders will always be informed of where/when a team is going/returning and staying, and, if possible, remain in contact by mobile phone</li> <li>• In the event of an attack/mugging attempt, group members will be briefed in the appropriate response ( i.e. normally not to offer resistance, and to hand over whatever is being demanded)</li> <li>• Group members will be briefed to identify and keep away from high risk areas and potential troublemakers</li> <li>• Group members will be briefed regarding sensible security precautions, especially re. carrying of cameras, valuables etc.</li> </ul>		
	General travelling injuries (excluding air, rail, and sea)	<ul style="list-style-type: none"> <li>• Students will be made aware of road/traffic customs/regulations and potential hazards (e.g. alighting from coach on traffic side)</li> </ul>		

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		<ul style="list-style-type: none"> <li>Staff will ensure that all members are aware of and comply with national (or EU) requirements regarding seatbelts and seating regulations on coaches, and regarding seating and tachographs etc. in minibuses</li> </ul>		
	Defective Shuttle	<ul style="list-style-type: none"> <li>It can be reasonably assumed that the shuttle system has acceptable, independently-regulated safety management systems, so prior written assurances are not usually considered necessary, unless warranted by specific concerns</li> </ul>		
	Vehicles colliding with pedestrians in car park Group member apprehended on suspicion of terrorism	<ul style="list-style-type: none"> <li>Staff will closely supervise departure/arrival of students from/to the coach or minibus in car park when necessary</li> <li>All staff and students to remain on coach during entrance to shuttle</li> <li>Staff will ensure that students are fully aware of, and do not carry, items that are illegal or considered unsafe (e.g. knives)</li> <li>Staff will brief students re. importance of not jesting about possession of bombs or other terrorist activity</li> </ul>		
	Individual separated and left behind	<ul style="list-style-type: none"> <li>Staff will ensure that boarding and leaving the shuttle/coach is carefully supervised by staff members, and will carry out a head count at each stage of process (e.g. passport control, baggage check, customs etc)</li> <li>In the event staff/students have to leave the coach for a passport check, a member of staff</li> </ul>		



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		will be the first and last to board/alight the coach and students will be fully briefed for the process		
	Attack from a stranger	<ul style="list-style-type: none"> <li>• Staff will ensure that students read and/or listen to the shuttle’s official safety instructions, and will help explain emergency procedures to individuals if required</li> <li>• Group Leader will give establish clear rules for behaviour and conduct before journey begins</li> <li>• In the event of an emergency or health concern, staff will notify a member of the shuttle staff immediately</li> <li>• Students will not be allowed to alight from the coach, until the shuttle is moving. They will not be able to leave the carriage we are travelling in and a staff member will supervise the carriage.</li> </ul>		
	Drunkenness	<ul style="list-style-type: none"> <li>• No students or staff member will be allowed to drink alcohol whilst on board (or at any time during the trip)</li> </ul>		
	Panic/Fear attack  Travel sickness	<ul style="list-style-type: none"> <li>• Group members will be informed about recommended preventative measures, if appropriate.</li> <li>• Travel sickness medication to be carried.</li> </ul>		

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	Driver error and cause traffic accident	<ul style="list-style-type: none"> <li>• The coach will be hired from a company that is already accredited/approved by ERYC to operate bus services for children.</li> </ul>		
	Defective coach causing a traffic accident	<ul style="list-style-type: none"> <li>• The coach will be hired from a company that is already accredited/approved by ERYC to operate bus services for children to/from school (see list on School’s Intranet)</li> <li>• all emergency exits and door closures on coaches are checked and in good working order</li> </ul>		
	All Traffic accidents	<ul style="list-style-type: none"> <li>• The coach will be checked by a competent leader before departure regarding basic safety features, including: <ul style="list-style-type: none"> <li>○ There are sufficient seats for each member of staff and student (i.e. group number does not exceed seating capacity of coach) so that no seat is shared</li> <li>○ All seats have seat belts</li> <li>○ The tyres have sufficient tread and air pressure (brief visual check only)</li> <li>○ The emergency exits are firmly closed, but not locked or blocked</li> <li>○ All students will be briefed to stay seated, wherever possible, during journey</li> </ul> </li> </ul>		

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		<ul style="list-style-type: none"> <li>○ Students will be instructed to use and fit seat belts correctly at all times during journey</li> <li>● The route is planned to avoid high risk situations – e.g. avoid rush hours, narrow roads, steep gradients</li> </ul>		
	Collision with passing vehicle	<ul style="list-style-type: none"> <li>● Safe locations will be chosen away from busy traffic to get on/off coach (e.g. coach park, onto wide pavement)</li> </ul>		
	Further collision with vehicle, or with passengers during evacuation	<ul style="list-style-type: none"> <li>● If breakdown or accident occurs, all passengers will be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles</li> <li>● If above is not possible, passengers will be instructed to sit on side of vehicle furthest from moving traffic and remain wearing seat belts</li> </ul>		
<b>EMERGENCY PROCEDURES</b>				
	All Accidents, Incidents and Emergencies	<ul style="list-style-type: none"> <li>● All staff briefed regarding roles, responsibilities and procedures</li> <li>● School has emergency plan for dealing with an incident on an educational visit and</li> <li>● Leader to conduct detailed pre-visit to check area and facilities, and identify hazards</li> <li>● Specific risk assessment completed with respect to particular individuals, venues, and activities</li> <li>● Staffing ratios in line with LEA guidelines</li> </ul>		

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		<ul style="list-style-type: none"> <li>• All leaders briefed regarding risk assessment and control measures</li> <li>• Contact details of parents held by all leaders and home/base contact</li> <li>• Home contact and all leaders briefed regarding emergency procedures</li> <li>• All leaders carry mobile phones</li> <li>• At least one Leader has appropriate current first aid qualification</li> <li>• First aid kit is checked and taken with group at all times</li> <li>• First aid kit is easily accessed by all leaders</li> <li>• Any medication is kept secure and accessible only to leaders</li> <li>• Itinerary and arrangements to be discussed with pupils</li> <li>• Leaders aware that they need to maintain ongoing risk assessment</li> <li>• Programme is planned to avoid high risk situations</li> </ul>		
	First Aid required	<ul style="list-style-type: none"> <li>• A member of staff is trained to an appropriate level of first aid, and carry/have quick access to medical/first aid equipment</li> <li>• All medical/first aid equipment is appropriate for the location and group and is kept maintained with adequate stocks</li> </ul>		

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	Inadequate emergency/ contingency arrangements and insurance (Unable to respond satisfactorily to emergency)	<p>The Overall Group Leader will ensure that:</p> <ul style="list-style-type: none"> <li>• it will be feasible, if necessary, to rescue and evacuate group members in an emergency from all the areas that the group plans to visit during the expedition</li> <li>• the level of insurance is sufficient to cover all foreseeable emergencies , including mountain rescue or airlifts from remote areas, and adequate medical/repatriation services</li> <li>• travel is arranged through a reputable and established travel agency</li> </ul>		
	Medical/hospital treatment	<ul style="list-style-type: none"> <li>• Careful checks regarding professional standards and quality of hygiene/medical services will be made before allowing invasive medical treatment in foreign countries</li> <li>• Staff and students to have a completed E111 form</li> <li>• Adequate levels of insurance for each member of staff and students</li> </ul>		
	Terrorist attack/ civil strife /muggings/ robberies etc.	<ul style="list-style-type: none"> <li>• During planning, the group leader will obtain FCO (Foreign Commonwealth Office) and local advice regarding likely threats, and hazardous/high risk areas will be avoided</li> <li>• During the visit, staff will remain vigilant and alert to possible new dangers, and will adapt plans to avoid high risk areas if necessary</li> </ul>		
	Lost student(s)	<ul style="list-style-type: none"> <li>• Students will be briefed to stay together as a group and to look after each other– using</li> </ul>		

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		buddy system – and to know what to do if they become separated from group <ul style="list-style-type: none"> <li>• Students will know where and how to contact a staff member in an emergency</li> <li>• Meeting points will be agreed</li> <li>• Staff will discuss and establish an emergency procedure in the event of a group member becoming lost or overdue</li> <li>• All staff have maps, and briefed regarding routes</li> <li>• Group is divided into small units (no more than 10) each with own specified leader</li> <li>• Individual pupils never to be on their own</li> <li>• Frequent head counts by staff particularly at arrival/departure points, and when separating and reforming groups</li> <li>• Students to be briefed regarding procedure if lost/separated</li> <li>• All staff and students briefed clearly regarding rendezvous times and places</li> <li>• Travel arranged whenever possible outside of rush hour periods</li> </ul>		

**IMPORTANT:** The Risk Assessment should be shared and discussed with **all** the leaders of the visit, and should **only** be approved once all significant hazards have been identified, the control measures are agreed and will be implemented, AND the overall risk ratings are considered acceptable. In most circumstances, if the Overall Residual Risk is considered “Med” or “High”, the activity/event should be cancelled, or additional control measures put in place to reduce the risk to “Low”.

**Risk Rating = Likelihood X Severity**

Likelihood:		Severity:		Risk Level Matrix:		Key															
1	Improbable	1	No or trivial injury/illness	L i k e l i h o o d	5	5	10	15	20	25	<table border="1"> <tr> <td style="background-color: #cccccc;"></td> <td>Insignificant</td> </tr> <tr> <td style="background-color: #ff0000;"></td> <td>Low</td> </tr> <tr> <td style="background-color: #ffa500;"></td> <td>Moderate</td> </tr> <tr> <td style="background-color: #ccccff;"></td> <td>High</td> </tr> <tr> <td style="background-color: #800000;"></td> <td>Intolerable</td> </tr> </table>		Insignificant		Low		Moderate		High		Intolerable
	Insignificant																				
	Low																				
	Moderate																				
	High																				
	Intolerable																				
2	Unlikely	2	Minor Injury/Illness	4	4	8	12	16	20												
3	Even Chance	3	3+ Days Lost Time Injury/Illness	3	3	6	9	12	15												
4	Likely	4	Major Injury/Severe Incapacity	2	2	4	6	8	10												
5	Almost Certain	5	Death(s)	1	1	2	3	4	5												
						Severity															

Risk Assessment carried out by (Name): \_\_\_\_\_ (Position): \_\_\_\_\_  
 Risk Assessment approved by - Overall Group Leader’s signature: \_\_\_\_\_  
 - Deputy Group Leader’s signature: \_\_\_\_\_  
 - Assistant and Volunteer Leaders signature(s): \_\_\_\_\_

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Critical Incident Management Plan**

In case of an emergency the Visit Leader will contact the designated emergency contact indicating the situation and the actions being taken out on site.

**Emergency Contact =**  
**Telephone numbers =**  
**Email =**

Once the emergency contact has been informed the Visit Leader will arrange for the tree below to be put into action.

Should the parents need to contact their child whilst away on the visit they will be able to contact the Visit Leader on the following number:

VISIT LEADER:  
CONTACT NUMBER

