

**SYDENHAM SCHOOL RESIDENTIAL
AND DAY VISIT
POLICY AND PROCEDURES
(May 2019)**



**SYDENHAM SCHOOL RESIDENTIAL AND DAY VISIT
POLICY AND PROCEDURES
(May 2019)**

CONTENTS

PAGES 2-16	<p>A) INTRODUCTION</p> <p>B) THE LEGAL FRAMEWORK</p> <p>C) STUDENT ORGANISATION DURING VISITS PROTOCOLS</p> <p>D) PROCEDURES & INFORMATION FOR ALL VISITS</p> <p>E) COLLECTION OF MONEY FOR SCHOOLS TRIPS</p> <p>F) SCHOOL MOBILES</p>
PAGES 17-33	<p>RESIDENTIAL TRIP EARLY INFORMATION BOOKLET</p> <p>To be completed during the summer term in the academic year preceding the trip. This includes:</p> <ul style="list-style-type: none"> - FORM 1 GENERAL INFORMATION - FORMS 2a-f RISK ASSESSMENTS/COMMON RISKS FORM - CHECKLIST FOR USING COMMERCIAL, PRIVATE AND CHARITABLE OUTDOOR CENTRES - PROGRAMME DETAILS / CENTRE STAFF QUALIFICATIONS
PAGES 34 - 41	<p>DAY VISIT PROPOSAL FORM 3</p> <ul style="list-style-type: none"> - COVER REQUIREMENTS FOR DAY TRIP - RISK ASSESSMENT FOR DAY VISITS FORMS 4a, 4b - STUDENT ORGANISATION PROTOCOLS FOR ALL TRIPS - LA EMERGENCY PROCEDURES GUIDANCE
PAGE 42 - 43	<p>TEMPLATES FOR PARENT / CARER CONSENT LETTERS</p> <p>Page 42 FORM 5a for Residential trips</p> <p>Page 43 FORM 5b for Day trips</p>
PAGE 44	REMOTE SUPERVISION CONSENT FORM 5c
PAGE 45	STUDENT MEDICAL INFORMATION & CONSENT FORM FOR RESIDENTIAL VISITS FORM 6a
PAGE 46	STAFF MEDICAL INFORMATION & CONSENT FORM FOR RESIDENTIAL VISITS FORM 6b
PAGE 47	RESIDENTIAL CENTRE FORM 7 (TO BE SIGNED BY HEAD OF RESIDENTIAL CENTRE)
PAGE 48	STUDENT BEHAVIOUR CODE OF CONDUCT FORM 8
PAGE 49	INCIDENT REPORT FORM 9
PAGE 50	TO DO CHECK LIST

A) INTRODUCTION

The school values the work done by teaching and non-teaching staff to enrich the timetabled curriculum through a full and varied programme of activities at lunch times, after school and through day and residential visits. Such activities benefit our students in all kinds of ways and we value the ways in which the curriculum is enriched through these educational visits.

It is however extremely important to be aware of potential risks in all such activities. The school has very clear guidelines to be followed. The first step is to complete the appropriate form (day or residential) and return it to the Educational Visits Coordinator (EVC).

DAY VISITS The Diary manager must be seen before any arrangements for a Day trip are made including booking venues, transport, sending letters to parents etc. If agreed by the Diary Manager, the member of staff organising the trip must complete **FORM 3 Day Trip form** (pages 34 - 41 of this document) at least **TWO WEEKS** before the trip date to allow adequate time for the necessary planning. The form lists the steps to be taken after permission has been given for the visit to go ahead.

A completed risk assessment must be submitted with the request FORMS 4a & 4b.

A RESIDENTIAL VISIT is a very large undertaking, carrying tremendous responsibilities for staff and budget implications for the school. Such visits must therefore be planned carefully and requests made to the Senior Leadership Team in the summer term through the **'Draft Calendar'** process of the year preceding the trip. A full and clear list of procedures will then need to be followed once permission has been given for the visit to go ahead. This will involve completing the **'Early Information Booklet'** and passing to the EVC before the end of the summer term.

Clearly, for both day and residential trips, there will be additional and greater risks while pupils are away from school. These must be identified through the Risk Assessment process prior to the visit taking place and contingency arrangements identified through an action plan.

Full guidelines are available in Lewisham's folder – 'There and Back Again' and in the DfE guide entitled 'Health and Safety of Pupils on Educational Visits', including the 3 part supplement. These guidelines must be followed in the best interest of pupil and staff safety. Curriculum Leaders and Year Learning Coordinators have copies of these guides and they are also kept by the EVC. If staff would like their own individual copies then please see the EVC who will be able to supply them.

B) THE LEGAL FRAMEWORK

Under the Health and safety at Work etc Act 1974 employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as it is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes participants in off-site visits.

Employers for community schools like Sydenham are the LA. In terms of schools visits, decisions about school visits are delegated to the head teacher who has a responsibility to ensure that visits comply with the regulations and guidelines provided by the LA and the school's own health and safety. This responsibility is delegated by the head teacher to the educational visits coordinator (EVC) who acts on behalf of the head teacher.

The responsibility of the LA is to ensure that staff are competent to carry out this responsibility to a satisfactory standard and to provide advice, training and guidance to the EVC. The LA also has a responsibility to monitor the work of the EVC and to monitor visits carried out by schools.

The Management of Health and Safety at Work Regulations 1999, made under the 1974 Act, require employers to:

- Assess the risks of activities
- Introduce measures to control those at risk
- Tell employees about these measures

Also under the Health and Safety legislation, employees must:

- Take reasonable care of their own and others' health and safety
- Co-operate with employers over safety matters
- Carry out activities in accordance with training and instruction
- Inform the employer of any serious risks

These duties apply to all school visits. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

IN LOCO PARENTIS and the DUTY OF CARE

This responsibility goes back to a judgement made in a court of law in 1865:

The authority and responsibility of a teacher in relation to a pupil is broadly the same as that of a parent in relation to a child, while the pupil is under the teacher's control.

Fitzgerald v Northcote 1865

CHILDREN ACT 1989 S.3 (5)

A person who has care of the child may do “all that is reasonable” under the circumstances for the purposes of safeguarding or promoting the child’s welfare.

SCHOOL TEACHERS` PAY AND CONDITIONS DOCUMENT (58.7)

.....maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

THERE AND BACK AGAIN: LEWISHAM OUTDOOR EDUCATION HANDBOOK (Section 1 page 5)

- A teacher / youth worker has a duty of care for young people under their supervision
- Higher duty expected of teachers as a result of their specialised knowledge

VICARIOUS LIABILITY

There are a number of obligations which the law demands of employers. From the perspective of school visits the most significant of these obligations is what is known in law as **Vicarious Liability**. Put simply, this means that an employer is legally liable for the unlawful acts or omissions of its employees. Vicarious liability is strict, meaning that the employer does not have to be at fault in order to be liable.

The employer (LA) can be held vicariously liable when the employee acts “so closely and directly connected” with his or her employment that it would be “fair and just” to hold the employer liable. The conduct of a teacher on a school trip is an example of where the employer can be held vicariously liable for the acts of its employees.

EQUALITY ACT

Students with a Disability

In line with equality legislation, at Sydenham we may, and often must, treat a disabled student more favourably than a person who is not disabled to ensure that a disabled student can benefit from our provision to the same extent that a person without a disability can. Where something that the school does places a disabled student at a disadvantage compared to other students then we must make a reasonable adjustment by taking reasonable steps to try and avoid that disadvantage.

Auxiliary Aids:

The Equality Act extends the reasonable adjustment duty to require schools to provide auxiliary aids and services to disabled students. At Sydenham, the following factors will be taken into account when considering what adjustments are reasonable:

- the extent to which support will be available to the student under the SEN framework
- the school's resources
- the financial and other costs of making the adjustment
- the extent to which the adjustment would be effective in overcoming the disabled student's substantial disadvantage
- the practicability of the adjustment
- the effect of the disability on the individual student
- health and safety requirements
- the need to maintain academic, athletic, musical, sporting and other standards.
- the interests of other students and prospective students.[2]

[1] The Equality Act defines disability as when a person has a 'physical or mental impairment which has a substantial and long term adverse effect on that person's ability to carry out normal day to day activities.' Some specified medical conditions, HIV, multiple sclerosis and cancer are all considered as disabilities, regardless of their effect. Long term is defined as lasting, or likely to last, for at least 12 months.

[2] For further guidance, Sydenham will refer to the Technical Guidance for Schools in England (Reasonable Adjustments for Disabled Pupils) from the Equality and Human Rights Commission.

On school trips, a student undergoing gender reassignment must not be subject to any direct or indirect discrimination. Consideration must be given to sleeping arrangements before the trip is undertaken and where it is possible a separate room should be arranged. Each individual case and trip should be considered separately. In depth and recorded discussions, included the allocation of cost for this, must take place with the Educational Visits Coordinator at the earliest possible opportunity. When traveling outside the United Kingdom, the trip coordinator must check the requirements for searches at borders with the relevant border control agency to ensure that adequate risk assessment procedures are in place. The school must also investigate laws regarding trans communities in countries considered for school trips and ensure that adequate risk assessment procedures are in place to protect the safety of students who are undergoing gender reassignment.

C) STUDENT ORGANISATION PROTOCOLS FOR ALL TRIPS

Staffing ratios must be maintained for all trips unless an agreement has been given by the Headteacher for a variation. An agreement to vary ratios is only likely to be given for trips involving students in KS5.

Immediately before departure:

a) Ensure an accurate list of students attending is left with the Attendance Office and SLT back-up person for residential trips.

b) Mobile contact number for duration of the trip must be left with the School Admin Office and the SLT back-up person for residential trips. The number must be written on the Day Visit form or Residential Checklist Form

THE CONTACT MOBILE MUST BE KEPT ON AT ALL TIMES

ALL CALLS FROM SCHOOL MUST BE ANSWERED OR RETURNED IMMEDIATELY.

Student organisation on the day:

Teacher in charge of the trip must have a complete list of all students attending.

Attending teachers / support staff should be allocated a maximum of 18 students to be responsible for during the trip. These **Group Leaders** must be provided:

- A list of the students they are to be responsible for before the trip departs
The list should indicate what agreement the parent has made for dismissal at end of the trip.
- An opportunity for Group Leaders and students to identify themselves with each other before departure.

Roll call - At points of entry and exit to and from all transport and venues, Group Leaders should complete a roll call to ensure that all students in their care are present and accounted for.

Dismissal - At dismissal point at end of the trip, whether it is back at school or elsewhere, Group Leaders must do a final check to ensure that all students are returned and dismissed as agreed with parents. Group Leaders should finally confirm with the teacher in charge that all students are dismissed safely as agreed and requested by the parent.

Remote Supervision:

If this is allowed, staff must follow the procedure outlined on page 11.

Students being met by parents:

If a parent has indicated that they will collect a student on return to school or other dismissal point and have not given permission for the student to return home unaccompanied, staff must remain with the student until they are collected as agreed.

UNDER NO CIRCUMSTANCES SHOULD A STUDENT BE LEFT WITHOUT A MEMBER OF STAFF REMAINING WITH THEM IF THE PARENT HAS INDICATED THEY WILL COLLECT THEM. STAFF MUST REMAIN WITH

ANY UNCOLLECTED STUDENTS UNTIL THEY ARE COLLECTED BY THE PARENT OR THEIR AGREED REPRESENTATIVE.

If something goes wrong:

1 Follow procedures outlined on the Emergency Response sheet page (a copy must be taken on all trips). This document is also attached to the Day Visit form.

2 Contact the designated contact at school as immediately.

D) PROCEDURES AND INFORMATION FOR ALL SCHOOL VISITS

The procedures for setting up a school trip, residential or a day, are very similar and vary in only minor details.

1a RESIDENTIAL VISITS: Propose the trip during the drafting of the school calendar process in the summer term.

Once the trip is agreed and entered into the school calendar, you should, when requested, complete the:

**RESIDENTIAL EARLY INFORMATION BOOKLET
AND PASS TO THE EVC**

Make sure you complete the risk assessment (Forms 2a-f) as far as possible at this stage. You will need to review the risk assessment before the trip leaves.

1b DAY VISITS: See the Diary Manager to check that diary commitments allow the trip to take place - if agreed fill in the **DAY VISIT FORM 3** and pass to the EVC at least two weeks before the trip is to take place.
Complete risk assessment (FORMS 4a, 4b) at this stage.

2 COMPLETING THE RISK ASSESSMENT

Please refer to relevant sections in “There and Back Again” and the DoE ‘Health and Safety of Pupils on Educational Visits’, including the new 3 part supplement for details about exactly what has to be done and what risks have to be considered. (eg Environmental / physical risks).

PLEASE NOTE: A risk assessment must be completed for all trips, residential and day.

For all trips the risk assessment must be completed before the visit is confirmed by SLT. It will of course need to be reviewed before the visit takes place and assessment of risk must be ongoing during every trip.

FIVE POINTS TO REMEMBER WHEN COMPLETING THE RISK ASSESSMENT

Read and sign/date the Generic Risk Assessments and Centre Checklist Form if appropriate. You must then complete visit specific risk assessments for risks not covered in the generic risk assessments.

- a) **Don't Be Over Complicated**
 - use common sense
 - check you have taken reasonable precautions to avoid injury
- b) **Look for the Hazards**
 - concentrate on the significant ones which could cause serious harm or affect several people
 - consult with staff
- c) **Decide Who Might Be Harmed – and how**
- d) **Evaluate the Risks**
 - Are existing precautions OK or does more need to be done?
 - Is the remaining risk high, medium or low (keep risk as low as possible)?
 - Has relevant law been complied with?
 - Have school/LA guidelines been complied with?
- e) **Review the Risk Assessment**
 - before the visit takes place
 - during the visit itself

ADVENTURE ACTIVITIES

Risk assessments for adventure activities will be by the nature of the activity require more detail. Risk assessments for these type of activities should be completed with the EVC. The nature of activities that fall within this category are:

CAVING

CLIMBING

TREKKING

WATER SPORTS

Centres providing supervision for these activities must be licensed by the Adventure Licensing Authority. Please see 'There and Back Again' Section 1 (21, 22, 23, 24) and Section 5.

3 SEND LETTER TO PARENTS FORM 5a FOR RESIDENTIAL TRIPS TO
(Page 42) GAUGE INTEREST

FORM 5b FOR DAY TRIPS TO CONFIRM
(Page 43) CONSENT TO GO

REMOTE SUPERVISION

If remote supervision is to be allowed at any time during the trip, **FORM 5c** must be completed by

ONCE A RESIDENTIAL VISIT IS AGREED YOU NEED TO:

- a) Get all parents/carers to sign a consent/medical information letter—**FORMS 6a** (page 45)

COPIES OF THE MEDICAL FORMS MUST BE KEPT WITH THE GROUP AT ALL TIMES AND SHOWN TO MEDICAL / DENTAL STAFF WHEN NECESSARY.

- b) Send parents / carers a letter with full details of the visit itinerary. This should include:
 - i) Destination address and telephone number for emergencies.
 - ii) Departure and return times, including details about arrangements for communicating with parents if a delayed return is expected. Travel details should also be included.
 - iii) A full list of all activities to be undertaken.
 - iv) Compositions details of the party.
 - v) Name of teacher in charge and emergency communication links.
 - vi) All financial information, including full cost and what it covers, payment arrangements, amount of pocket money to be taken.
 - vii) Insurance details and what is covered.
 - viii) Details of any health precautions necessary.
 - ix) Check list of clothing and equipment etc.
 - x) Information about arrangements for returning a student to school should they behave in an unacceptable way, including a statement about our expectation that parents will meet the cost incurred by the school when it is necessary to return a student due to unacceptable behaviour.
- c) Arrange a parents meeting for all residential visits and a meeting for all students going
- d) Complete a list of all those going on the trip, **both students and adults**, with each persons emergency telephone contact number and name, including all adults going. Pass to the EVC (This information is obtained from the consent / medical **FORMS 6a, 6b** (pages 45-46).
- e) Obtain from the place of residence a signed confirmation that the centre / residence complies with current health and safety regulations (ie has a current fire certificate). If centre staff are going to instruct / take responsibility for students, this letter also asks the centre to confirm that staff at the centre are appropriately qualified for the activities planned **FORM 7** (page 47).
- f) Get all students and parents to sign a Behaviour Code of Conduct. An example is at the back of this document **FORM 8** (page 48).
- g) Review risk assessment about two weeks before the visit takes place.
- h) Meet with the EVC before departure to check through the visit arrangements including a final review of risk assessments.
- i) Arrange a meeting for all staff going.

- **RESIDENTIAL AND DAY TRIPS OUTSIDE THE UK**
WHAT MUST BE LEFT AT SCHOOL WITH THE SLT BACK-UP / EVC

- 1 The itinerary and contact telephone number/address of the group
- 2 List of all students, staff and other adults on trip with an emergency telephone number and named contacts
- 3 Medical forms for all students, staff and other adults on trip
- 4 Residential address and telephone number. Name of emergency contact at school
- 5 Copies of all travel documents together with contract with the centre/hotel/travel company

WHAT YOU MUST GET CENTRE STAFF TO COMPLETE

Confirmation letter that the centre meets health and safety regulations and that where centre staff are to be in a supervisory capacity, they are appropriately qualified. A copy of this letter is at the back of this document **FORM 7**. Please keep one copy, pass one copy to the EVC and give the Head of Centre a copy for their records.

- **MEDICAL QUALIFICATIONS FOR RESIDENTIAL VISITS**

All residential visits should (unless agreed otherwise with the EVC) take at least one member of staff who has a first aid qualification.

When visiting activity centres, this requirement can be met by the presence of centre staff who hold a first aid qualification.

IF A DAY VISIT IS AGREED YOU NEED TO:

- a) Get all parents / carers to sign a consent **FORM 5b**. You must keep this for each student
- b) Complete a list of all those going on the trip, both students and adults

- **DAY VISITS**
WHAT MUST BE LEFT AT SCHOOL WITH THE ATTENDANCE OFFICE / EVC

- 1 List of all students and staff on trip
- 2 Destination details and return times with delay arrangements

SWIMMING ON SCHOOL VISITS

i) SEA / LAKE / RIVER SWIMMING AND PADDLING:

Swimming and paddling in the sea, a river or in a lake is potentially an extremely hazardous activity and **must not be undertaken on any school trip**. The only exceptions are :

- a) Where it is the purpose of the school visit itself, and then only under strict control measures that have been agreed with the EVC beforehand.

or

- b) Where the nature of the activity involves water sports (eg canoeing, sailing).

YOU MUST NOT GIVE IN TO PRESSURE FROM PUPILS TO GO SEA/LAKE/RIVER SWIMMING OR PADDLING ON ANY SCHOOL VISIT UNLESS AN ARRANGEMENT HAS BEEN MADE WITH THE EVC BEFOREHAND AS IN a) and b) ABOVE.

CONTROL MEASURES FOR SEA/LAKE/RIVER SWIMMING MUST BE AGREED WITH THE EVC BEFORE THE VISIT TAKES PLACE.

ii) POOL SWIMMING:

This can be undertaken with prior agreement with the EVC, but only where parents have given consent and where the following control measures are in place:

- a) The pool must be inspected by the party leader before swimming takes place. Where there are obvious signs of lack of proper pool maintenance, swimming must not be allowed.
- b) An on site risk assessment should be carried out and appropriate control measures put in place before swimming is allowed.
- c) Students should only be allowed to swim in water out of their depth if their parents/carers have confirmed before the visit in writing that they can swim at least 50 metres.
- d) A teacher who is a qualified first aider must be present at all times while students are swimming. **Under no circumstances should students be allowed to swim unaccompanied.**
- e) **A qualified life saver must be on duty at all times.** This can be a member of staff who holds a life saver qualification, but is more likely to be pool staff.

The new Disability Discrimination Act makes it unlawful for schools and LAs to discriminate against disabled students. A disability can be defined as “any on-going condition that impedes access to the curriculum”. As well as the more obvious physical disabilities (wheelchair bound, hearing/visually impaired etc), consideration should be given to the many other forms of disability (Dyspraxia, Sickle Cell, Aspergers, Epilepsy etc.) As far as possible we should always endeavour to include students with physical or educational special needs on schools trips, both day and residential. Students should never be excluded from a trip on grounds of their medical, physical or educational special need. Where it is necessary to exclude a student from a school trip, we should be clear that the reason for excluding them is that it is not practicable to adapt the activities to be undertaken to suit the student. When planning the trip the group leader must assess the level of risk for both the special needs student and the risk to the rest of the group of taking the student with special needs. A risk assessment can lead to a student not going on a school trip where the risk involved precludes their attendance on health and safety grounds that cannot be reasonably overcome. Students with a disability should be taken into account when planning a visit. An example of this might be ensuring seating near the front for a visually impaired student or investigating the provision of a hearing loop for a hearing impaired student. If you are considering not taking a student with special needs on a school trip, you must inform the EVC before any letters are sent home to students. The EVC will then arrange to meet with you.

The judgement about whether to take a student with special needs on a trip should be primarily based on risk assessment and not on the financial implications of them attending. Costs can however lead to a student with special needs not going, where the additional costs incurred are prohibitively high.

PLANNING TRANSPORT (COACHES AND MINIBUSES)

- All minibuses and coaches, which carry secondary school students, must be fitted with a seat belt for each child. The seats must face forward and seat constraints must comply with legal requirements.
- The group leader is responsible for ensuring that coaches are hired from reputable companies and that they comply with current seat belt regulations. The EVC has a list of approved coach/minibus companies.
- The driver should not normally be responsible for supervision. No one can drive and supervise students simultaneously! Driver supervision may only be sufficient if a small number of students are being taken on short journeys within a 10 mile radius of the school (this must be agreed with the EVC before hand).
- **Before the journey all students must be made aware of the position of the emergency door and first aid equipment.**
- For double deck coaches, there must be at least one teacher on each level. This also applies when travelling by public transport.
- Head counts should always be carried out when the group is getting on/off the transport.
- Minibuses must comply with the current regulations and must have a forward facing seat with a seat belt for each student.

- Teachers driving a minibus must :

- Be approved to drive a minibus (see EVC for details)
- Have a clean driving licence
- Be allowed a rest period before driving
- Not drive when taking medication that might affect their judgement
- Know how to use fire fighting and first-aid equipment
- Take into consideration the effects of teaching and the working day
- Have regular medical checks e.g. eyesight
- Not be responsible for pupil supervision. A second member of staff or responsible adult must accompany the group unless the venue is a short distance away

REMOTE SUPERVISION

If at any point on the trip you are planning to allow students to be outside of direct teacher supervision for short periods of time, with an arranged meeting place where staff can be found in an emergency, you must obtain a consent form from the parent / carer. When students are allowed outside of the direct supervision of staff, the following rules must be followed:

- Students must be instructed to go round in a group of at least three
- They must be told where staff can be contacted and this rendezvous point must be staffed continuously by at least two members of staff
- The maximum time before students are to `report back` is one hour unless an agreement has been reached with parents before hand (an exception to this could be a visit to a theme park such as Thorpe Park)

Remote Supervision consent **FORM 5c** is at the back of this document (page 44).

PLEASE READ THE RELEVANT SECTION IN `THERE AND BACK AGAIN` AND THE DfE DOCUMENT FOR GUIDANCE

These LA and HASPEV ratios are **indicative** and should be used as a **guideline** only. The actual number of adults to students should be arrived at by careful consideration of the programme and proposed activities.

SYDENHAM POLICY RE STAFF TO PUPIL RATIOS

Based on best advice from the LA and DfE documentation, Sydenham has adopted the following policy re staff to student ratios:

RESIDENTIAL VISITS

- Visits in the UK must be staffed at ratio of 2 : 30 (1 additional teacher/adult for every additional 15 students)
- There must be at least one female teacher for mixed groups
- Visits outside the UK must be staffed at ratio of 1:10 (minimum one teacher and one other adult)
- All trips except small number of 16-19 year olds, must be accompanied by a teacher and 1 responsible adult (minimum of 1)

UK DAY VISITS

- The minimum ratio for day visits in the UK is 2 : 30 (1 additional teacher/adult for every additional 20 students)

NQTs

Newly Qualified Teachers can go on school trips and can have a supervisory role. However, they cannot be a group leader and cannot take students on trips alone.

GRADUATE TEACHERS

Graduate teachers can go on school trips and can have a supervisory role as a responsible adult. However, they cannot be a group leader and cannot take students on trips alone.

**ALL SCHOOL TRIPS MUST BE LED BY A TEACHER WITH AT LEAST
ONE YEARS TEACHING EXPERIENCE**

STAFF SUPERVISION ON DAY AND RESIDENTIAL VISITS – ALCOHOL CONSUMPTION

DAY TRIPS

STAFF MUST NOT DRINK ALCOHOL UNDER ANY CIRCUMSTANCES.

RESIDENTIAL TRIPS

WHERE STAFFING RATIOS ALLOW, STAFF, ON A ROTATION BASIS, MAY WITH THE CONSENT OF THE TRIP LEADER, BE ALLOWED 'DOWN TIME'.

STAFF 'DOWN TIME' IS ONLY TO BE ALLOWED WHERE THE 'DOWN TIME' DOES NOT RESULT IN THE MINIMUM STAFF TO STUDENTS RATIO BEING BROKEN.

IN ALL THESE CIRCUMSTANCES, CONSUMPTION SHOULD BE 'MODERATE'. THE UK DRINK DRIVING REGULATIONS SHOULD BE SEEN AS A GUIDE TO WHAT WOULD BE CONSIDERED 'MODERATE'.

PLANNING FOR AN EMERGENCY

Every Group Leader of a school trip, residential or day, must consider the course of action they would take in the event of an emergency.

We cannot plan for all possibilities, but it is certainly possible to plan for the more common events. Planning should form part of the risk assessment and should be along the lines of:

TYPE OF EMERGENCY -----ACTION TO TAKE

Paramount at all times is the safety of students and staff.

The group leader would usually take charge in an emergency and would need to ensure that back up cover is arranged.

If an emergency occurs on a school trip the teacher leading the trip should follow the procedure described on the following page.

A COPY OF THIS PROCEDURE MUST BE TAKEN ON EVERY SCHOOL TRIP

- In Office Hours:** Ring the Executive Director of Education and Culture:
0208 314 6200
- Out of Office Hours:** Ring the Emergency Control Service
0208 314 6000

- ☐ The Emergency Control Service will make all necessary contacts (including the Directorate's senior management) and establish incident procedures. 17
- ☐ The Emergency Control Service will contact the Press Office. All media interest should be channelled through them.
- ☐ The Head/Line manager of the school or centre will arrange to contact parents as soon as possible and establish all necessary links locally.
- ☐ At the incident site, record all relevant details in writing as soon as possible. Record names and addresses of witnesses and names of emergency service officers.
- ☐ Restrict telephone calls to the essential and keep emergency numbers as clear as possible.
- ☐ Legal liability should not be discussed or admitted.

E) COLLECTING MONEY FOR SCHOOL TRIPS

Teachers must not collect money for school trips. Please see page 34 of this guidance for the procedure for collecting payments.

Special arrangements that differ from these can be made for Activity Days by arrangement with the EVC.

F) SCHOOL MOBILES

The school has mobile `phones for use on all school visits.

There are Day Visit Mobiles

and

A dedicated Residential Mobile

They should be collected from the Admin Office the day before the trip leaves. Please remember that the mobiles are for school use only and should not be used to make personal calls unless an agreement has been made with the EVC before the trip leaves. Staff may, with the agreement of the EVC or Headteacher, use their own mobile and any costs for calls made related directly to the trip, will be reimbursed on production of evidence of costs incurred.

TRIPS ABROAD

- The school mobiles both have a roaming facility and can be used in most European countries and North and South America.

<p style="text-align: center;">PLEASE RETURN MOBILES TO THE ADMIN OFFICE WHEN THE TRIP RETURNS TO SCHOOL</p>

**SYDENHAM SCHOOL
RESIDENTIAL EARLY INFORMATION BOOKLET
FOR VISIT IN THE ACADEMIC YEAR
2018/2019**

PAGES 17 - 33

**TO BE COMPLETED AFTER A PROPOSED TRIP HAS BEEN AGREED AT THE SUMMER TERM
CALENDAR MEETING**

NAME OF TEACHER

LEADING THE TRIP: _____

FACULTY / SUBJECT / YEAR: _____

VISIT TO : _____

DATES : _____

**ALL PARTS OF THIS BOOKLET INCLUDING GENERIC AND VISIT
SPECIFIC RISK ASSESSMENTS MUST BE COMPLETED AND SIGNED**

YOU MUST ALSO INDICATE PROPOSED STAFFING FOR THE TRIP

**TBC IS NOT ADEQUATE AND WILL RESULT IN
THIS BOOK BEING RETURNED**

PLEASE RETURN TO Educational Visits Coordinator (EVC)

RESIDENTIAL VISIT EARLY INFORMATION BOOKLET

BEFORE COMPLETING THE BOOKLET, PLEASE REFER TO:

- SYDENHAM SCHOOL VISITS PROCEDURES BOOK – **AVAILABLE ON R Drive (School Trips folder)**
- LA GUIDELINES 'THERE AND BACK AGAIN'

FOR HARD COPIES OR CLARIFICATION OF ANY POINTS PLEASE SEE J EMMANUEL.

THE SCHOOL POLICY & PROCEDURES BOOK CONTAINS LETTER TEMPLATES FOR ALL FORMS MENTIONED BELOW.

WHAT TO DO

1 COMPLETE THIS BOOKLET WITH AS MUCH DETAIL AS POSSIBLE AT THIS STAGE. INCLUDING RISK ASSESSMENT FORMS 2a, 2b, 2c, 2d, 2e. THESE MUST BE REVIEWED AT THE FINAL MEETING WITH THE EVC PRIOR TO DEPARTURE

2 CHECK AND TICK ACCOMMODATION AND CENTRE CHECKLIST FORM 2f

Refer to relevant sections in "There and Back Again" and the DCSF 'Health and Safety of Pupils on Educational Visits', including the new 3 part supplement for details about what has to be done and what risks have to be considered. (eg Environmental / Physical risks). There is also guidance in the Sydenham School Visits Procedures book.

3 SEND LETTER TO PARENTS FORM 5a TO GAUGE INTEREST

This letter should include details about the journey. The letter should also explain how it is possible for parents to obtain financial help for the board and lodging element of the overall cost if they are on income support etc (details are on the INTRANET).

4 YOU THEN NEED TO:

- a) Get all parents / carers to sign a consent/medical information letter – **FORM 6a**
- b) Send parents/carers a letter with details of the visit and the itinerary. This should include :
 - Destination address and telephone number for emergencies
 - Departure and return times, including details about arrangements for communicating with parents if a delayed return is expected. Travel details should also be included
 - A full list of all activities to be undertaken
 - Name of teacher in charge and emergency contact details
 - All financial information, including full cost and what it covers, payment arrangements, amount of pocket money (if any) to be taken
 - **Insurance details if provided by a tour company. All trips are now covered by our policy with the local authority – you do not need any other cover.**
 - Details of any health precautions necessary
 - Check list of clothing and equipment etc
 - Information about arrangements for returning a student to school should they behave in an unacceptable way, indicating that parents will need to meet the cost incurred by the school when it is necessary to return a student due to unacceptable behaviour

- c) Arrange a parents meeting and a meeting for all students
 - d) Complete a list of all those going on the trip, both students and adults, with each persons emergency telephone contact number and name, including all adults going. Pass to the EVC. This information is requested in the consent / medical **FORMS 6a**.
 - e) Obtain from the place of residence a signed confirmation **FORM 7** that the centre / residence complies with health and safety regulations (ie has a current fire certificate). If centre staff are going to instruct / take responsibility for students, this letter also asks the centre to confirm that staff at the centre are appropriately qualified for the activities planned
 - f) Review risk assessment two weeks before the visit takes place
 - g) Meet with the EVC two weeks before trip to check through the visit final arrangements including final review of risk assessments
 - h) Arrange a meeting for all staff going to discuss final arrangements etc
5. Get all students and parents to sign a Behaviour Code of Conduct **FORM 8**

WHAT MUST BE LEFT AT SCHOOL WITH THE SLT BACK-UP PERSON

- List of all students and staff on trip with an emergency telephone number and named contacts
- The itinerary and contact telephone number/address of the group accommodation
- Medical consent forms for all students and adults on trip with an emergency telephone number and named contacts
- Copies of all travel documents together with contract with the centre/hotel/travel company
- Residential address and telephone number.

WHAT YOU MUST GET CENTRE STAFF TO COMPLETE

Confirmation letter that the centre meets health and safety regulations and that where centre staff are to be in a supervisory capacity, they are appropriately qualified. A copy of this letter is at the back of this book **FORM 7**. Please keep one copy and give the Head of Centre a copy for their records.

MEDICAL QUALIFICATIONS FOR RESIDENTIAL VISITS

All residential visits should (unless agreed with the EVC prior to the trip) take at least one member of staff/adult who has a first aid qualification . When visiting activity centres, this requirement can be met by the presence of centre staff who have first aid qualifications.

6 REMOTE SUPERVISION FORM 5c

If at any point on the trip you are planning to allow students to be outside of direct teacher supervision for short periods of time, with an arranged meeting place where staff can be found in an emergency, you must obtain a consent form from the parent / carer. When students are allowed outside of the direct supervision of staff, the following rules must be followed:

- Students must be instructed to go round in a group of at least three
- They must be told where staff can be contacted and this rendezvous point must be staffed continuously by at least one members of staff
- The maximum time before students are to `report back` is **1½ hours** unless an agreement has been reached with parents before-hand via the letter outlining the visit itinerary

GENERAL INFORMATION**FORM 1****YOU MUST COMPLETE ALL PARTS OF PAGES 21 - 33**

Details of Residential Educational Visit to be completed and returned to the Educational Visits Co-ordinator (EVC) by the end of the summer term prior to the year the trip will take place.

Size and composition of the group:

Year Group(s): _____

Total girls: _____ Total boys (Year 12/13): _____

Group Leader: _____

Deputy Group Leader: _____

Other accompanying staff: _____

1. Purpose of visit and specific educational objectives:

2. Places to be visited:

3. Dates and times:

Departure: _____ Time: _____

Return: _____ Time: _____

4. Travel arrangements: Include the name of the coach/air company etc.

- 5. Organising tour company (if any):** Include licence reference number if the body is registered with the Adventure Activities Licensing Authority.

Name: _____ Address: _____

Tel: _____ Licence No if registered: _____

- 6. Proposed cost and financial arrangements.** Please include Board and Lodging costs and a copy of these costings from the organisers.

Board & Lodging _____

Transport _____

Tuition _____

Other _____ **TOTAL** _____

- 8. Accommodation to be used:**

Name: _____ Address: _____

Telephone Number: _____

Name of Head of Centre _____

- 9. Brief details of the programme of activities**

- 10. Details of any hazardous activity and the associated planning, organisation and staffing**

- 13. Name of the contact person who will act as main contact at school and who will hold all information about the journey in case of an emergency. If you do not know at time of writing circle TBC.**

_____ or TBC

14. Existing knowledge of places to be visited and whether an exploratory visit is intended or has taken place.

Information about parental consent

All consent forms including the medical and remote supervision forms must be completed and signed by parents prior to the trip.

**UNDER NO CIRCUMSTANCES MUST A STUDENT BE TAKEN UNLESS
THESE FORMS HAVE BEEN SIGNED BY THE PARENT AND RETURNED**

Please attach copy of information / letter(s) sent to parents

17. Names of students with special educational and/or medical needs:

NAME	DETAILS OF SPECIAL NEED
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Signed: _____

Date: _____

**YOU MUST NOW COMPLETE AND SIGN
RISK ASSESSMENT FORMS 2a- f**

GENERIC RISK ASSESSMENT FOR SYDENHAM SCHOOL RESIDENTIAL TRIP REVIEWED JANUARY 2016
COMMON RISKS

ACTIVITY _____ VENUE _____ TRAVEL BY _____
 DATE(S) OF TRIP _____
 EDUCATIONAL OBJECTIVES _____
 NUMBER OF STUDENTS ATTENDING _____ YEAR GROUP(S) _____ NUMBER OF TEACHERS ATTENDING _____ OTHER ADULTS _____
 TEACHER IN CHARGE OF TRIP _____ FIRST AIDER ACCOMPANYING TRIP _____
 RISK ASSESSMENT COMPLETED BY _____ DATE ASSESSMENT COMPLETED _____

HAZARD	PEOPLE POTENTIALLY AFFECTED	RISK RATING	RISK FACTORS	LIKELIHOOD OF HAPPENING	CONTROLS MEASURES	FURTHER ACTION
List hazards which have the potential to cause physical harm or affect members of the group.	Which members of the group might be affected?	In terms of injury or property damage A Major injury B Moderate injury C Minor injury	List things that make the hazard more or less likely to occur	1 Extremely likely 2 Good possibility 3 Slight chance	List existing control measures that reduce the total risk or have a high chance of success in minimising risk	What other action will you take to reduce and/or eliminate the risk?
Crossing roads	All students	A - C	Not crossing in safe areas. Students not supervised appropriately at crossings. Students unaware of dangers. Students trying to cross unsupervised by staff. Outside UK trips, traffic on opposite side of road.	3	Brief students about dangers. Ensure adequate supervision and management of students when crossing roads, staff at front and back of line of students. One adult to supervise directly as students cross road. Cross in a safe place (ie Zebra and Pelican crossings). Route assessed by group leader prior to visit. Particular care / guidance when outside UK.	Basic road safety covered with students prior to visit, including staying with group, not attempting to cross unless directly instructed by accompanying staff that it is safe to do so.
Getting on/off train, bus/coach	All students	A-C	Students not supervised appropriately. Not directed to safe area when leaving vehicle. Vehicle parked unsafely.	3	Brief students about dangers. Ensure adequate supervision. Staff stand at entrance and exit. Ensure students are directed to a safe area on leaving vehicle. Students on coaches/minibus always exit	Coaches parked safely entrance doors kerbside. Where possible, coaches picking up at school park onsite.

					on kerb side, strictly supervised.	
Getting lost	All students	A-C	Students unable to rejoin group due to not knowing where to find main party. Students not supervised appropriately. Students becoming detached from group and supervision of staff.	3	Students are well supervised. When walking to/from venue, one teacher at front and one behind last student. At venue, arrange a meeting place for students who become detached from group. Brief students about what to do re seeking support from someone in an official position if lost. ALWAYS FOLLOW STUDENT ORGANISATION PROCEDURE/PROTOCOLS.	Residential trips, all pupils given School Mobile number to contact if detached from group. Staff take student mobile numbers when students have mobiles.

ANY SIGNIFICANT OUTBREAK OF ILLNESS MUST BE REPORTED TO THE CONTACT AT SCHOOL IMMEDIATELY**RESIDENTIAL GENERIC RISK ASSESSMENT : Street Walking (T1)****FORM 2a**Establishment: Sydenham SchoolActivity: Walking on urban streets UK **(FOR TRIPS TO OTHER COUNTRIES WHERE CARS DRIVE ON RIGHT HAND SIDE OF THE ROAD, COMPLETE A VISIT SPECIFIC RISK ASSESSMENT)**Date Reviewed: **REVIEWED May 2019**Reviewed by: **J Emmanuel**

Hazard <i>List significant hazards which may result in serious harm or affect several people</i>	Who may be affected	Control Measures List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	Any Further Action <i>List the risks not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Road traffic accident – risk of injury or death	Pupils and staff	<ul style="list-style-type: none"> • Appropriate supervision – supervisors competent and briefed by group leader • Students organised in manner suitable for age and behaviour (event specific) • Students briefed and educated in basic Road Safety – rules for keeping safe • Roads crossed unless exceptions in event specific at pedestrian crossings • Route assessed by group leader – event specific • Parents informed 	Basic Road Safety covered with pupils as appropriate prior to visit Keep a note of changes to route (road works etc)

Review procedure: Annual whole school review by EVC and review for each individual trip by teacher ic visit

SIGNED _____ **DATE** _____

Review procedure : Annual whole school review by EVC and review for each individual trip by teacher ic visit

SIGNED _____ DATE _____

RESIDENTIAL GENERIC RISK ASSESSMENT : Accommodation (E1)**FORM 2c**

Establishment: Sydenham School
 Activity: Residential Accommodation
 Date Reviewed: **REVIEWED May 2019**
 Reviewed by: **J Emmanuel**

Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	Who may be affected	Control Measures <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	Any Further Action <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable</i>
Falls from Height	Pupils and staff	<ul style="list-style-type: none"> Balconies/windows checked Bunks fitted with safety bar Students briefed 	Leaders should check all rooms on arrival and hold room briefings with pupils
Fire	Pupils and staff	<ul style="list-style-type: none"> Accommodation must be fitted with smoke and fire alarms Evacuation plans, signs and fire doors operational An evacuation procedure must be carried out on arrival 	Obtain confirmation from accommodation and or tour operator before travelling. Organise a fire drill for your group
Poisoning: Chemicals and Food	Pupils and staff	<ul style="list-style-type: none"> Provider must confirm protective procedures 	Use accommodation protocol. In Section 5 of There and Back Again
Abduction, sexual abuse, Stranger danger'	Pupils and staff	<ul style="list-style-type: none"> Ensure accommodation is secure, especially ground floors on hot nights when windows etc may be left open Ensure accommodation has no public access or can be supervised appropriately (especially in hotels) 	Leaders to check arrangements on arrival. Supervision arrangements should be agreed with accommodation manager if secure space is not provided.

Review procedure : Annual whole school review by EVC and review for each individual trip by teacher ic visit

SIGNED _____ DATE _____

RESIDENTIAL GENERIC RISK ASSESSMENT : HEALTH RISKS (E2)

FORM 2d

Establishment: Sydenham School
 Activity: All Outdoor Activities
 Date Reviewed: **REVIEWED May 2019**
 Reviewed by: **J Emmanuel**

Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	Who may be affected	Control Measures List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	Any Further Action <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Hypothermia	Staff and Students	<ul style="list-style-type: none"> • Preliminary briefing: bring warm clothing • Waterproofs. Unless provided, aware that pupils waterproofs are inadequate • Plan activity to ensure that plan 'B' is always achievable 	Children's tolerance to cold varies. Monitor carefully. Determine need to access weather reports/predictions based on type of activity and location.
Hyperthermia	Staff and Students	<ul style="list-style-type: none"> • Plentiful supplies of drinking water • Care over duration of exposure to heat • Cover from direct sun (see below) 	Determine need to access weather reports/predictions based on type of activity and location.
Sun Burn	Staff and Students	<ul style="list-style-type: none"> • Prepare students. Long sleeves/tracksuit bottoms • Sun hats • Medical form 'provide appropriate sun block' ask for any history of allergy • Take and use hypo-allergic sun block. 	Determine need to access weather reports/predictions based on type of activity and location.
Extreme weather rain and wind Drowning	Staff and Students	Take heed of extreme weather conditions and adjust plans accordingly	Keep a flexible approach to plans, have plan B always in mind.
Students requiring medical or other assistance at night in accommodation.	All	All students made aware of arrangements for contacting staff during sleeping hours	

Review procedure : Annual whole school review by EVC and review for each individual trip by teacher ic visit

SIGNED _____ **DATE** _____

RESIDENTIAL GENERIC RISK ASSESSMENT : HEALTH RISKS (E2)

FORM 2e

Establishment: Sydenham School
 Activity: All Outdoor Activities
 Date Reviewed: **REVIEWED May 2019**
 Reviewed by: **J Emmanuel**

Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	Who may be affected	Control Measures List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	Any Further Action <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Travel via air	All	<ul style="list-style-type: none"> Stay together until through customs / passport control. In departure lounge, identify a waiting area and one supervising adult to remain at that point at all times. Students can be allowed 30 minutes to look around departure lounge in groups of 3, told to report back to waiting area to register with staff after 30 minutes. 	Follow airport procedures in the event of an emergency.
Travel via ferry	All	<ul style="list-style-type: none"> Stay together until through customs / passport control and embarked on ferry. On ferry identify a waiting area and one supervising adult to remain at that point at all times. Students can be allowed 30 minutes to look around (outside weather permitting) in groups of 3, told to report back to waiting area to register with staff after 30 minutes. 	Follow ferry procedures in the event of an emergency.
Travel via train	All	<ul style="list-style-type: none"> There must be a member of staff / supervising adult in every train coach in which students are traveling at all times. 	Follow rail company procedures in the event of an emergency.

Review procedure: Annual whole school review by EVC and review for each individual trip by teacher ic visit

SIGNED _____ **DATE** _____

FORM 2f

VISIT SPECIFIC RISK ASSESSMENT FOR RESIDENTIAL VISIT

Before booking a visit the party leader should obtain written assurance that outside providers have themselves assessed the risks for all activities / accommodation and have appropriate safety measures in place **FORM 7**.

Please use paragraph 46 page 9 and page 49 in the DCSF document to help you – (Health & Safety of Pupils on Educational Visits). Please see EVC for a copy if you cannot use the faculty one.

Please complete this form for risks not covered in Common Risks or Forms 2a, b, c, d, e, f

Hazard <i>List significant hazards which may result in serious harm or affect several people</i>	Who may be affected	Control Measures List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	Further Action <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable.</i>
			.
		.	

SIGNED

DATE

Checklist for Using Commercial, Private and Charitable Outdoor Centres

General

- ☐ Is the provider covered for third party insurance claims? Currently this should be at least £2M and for adventure centres, £5M.
- ☐ Does the provider have a code of conduct to which it is expected that visiting groups adhere?
- ☐ Is there a clear definition of responsibilities between providers and visiting groups regarding safety, supervision, the programme and general welfare?
- ☐ Does the provider have a staff code, complaints and disciplinary procedure?
- ☐ Does the provider ensure employees disclose criminal convictions as part of the appointment procedure?

The Accommodation

- ☐ Does the provider comply with relevant safety regulations such as the Health and Safety at Work Act 1974?
- ☐ Are the premises covered by a fire certificate and, if not, has the advice of the local fire authority been sought and recommendations adopted
- ☐ Does the provider have a clear fire drill?
- ☐ Does the provider have procedures for dealing with emergencies and administration of first aid?
- ☐ Do the catering arrangements meet current food and hygiene standards?

Where accommodation is offered to groups with special educational needs:

- 1 Are the management arrangements and design of the Centre suitable for the specific needs of your group?
YES / NO
- 2 Is the Centre properly adapted and installed with suitable equipment?
YES / NO

The Programme

- ☐ Can a course of activities and experiences be negotiated and designed to give a proper learning progression throughout the programme?
- ☐ Has preliminary planning taken place?
- ☐ Are risk assessments matched to the agreed programme of activity?
- ☐ If the Centre is providing adventure activities, does it hold a Licence from the Adventure Activity Licensing Authority?
- ☐ Is the equipment and resource provision suited to the task, adequately maintained and in accordance with current good practice?
- ☐ Do vehicles and trailers comply with existing regulations, and when relevant are they adapted for special needs groups?
- ☐ Does the provider encourage responsible attitudes to the environment as an integral part of the programme?
- ☐ Is there sufficient flexibility to make radical changes to the programme if necessary?
- ☐ Are there adequate and regular opportunities for the organisers to liaise with the provider and delegated staff?

Staff Qualifications

- ☐ Are Centre staff appropriately qualified to lead the activities defined in the programme?
- ☐ Do Centre staff hold valid first aid certificates?



Form 3

ORGANISATION OF DAY TRIPS, RESIDENTIAL VISITS & EVENTS

RESIDENTIAL TRIPS

PROPOSE FOR CALENDAR CONSIDERATION IN SUMMER TERM. IF AGREED YOU WILL BE ASKED TO COMPLETE AN 'EARLY INFORMATION BOOK'.

DAY TRIPS

SEE DIARY MANAGER TO SEE IF TRIP CAN GO AHEAD (Deputy Headteacher)

If agreed, please complete this Day Visit form or the one available on the Intranet at least two weeks prior to the trip.

2. Where payment is required, e-mail Sarah Anatole with the following:

- List of students attending the trip
- Amount of payment for the trip/event (i.e. deposit, one-off payment or in instalments)
- Deadline of payments
- Content of letter or text to be sent to the parent/carers

3. The trip/event will be set-up on ParentPay as per the information given.

DO NOT MAKE 'FIRST TO PAY GETS PLACE' A CRITERIA FOR ALLOCATION OF PLACES.
The trip leader should allocate the places before the names are passed to the finance office.

4. Sarah Anatole will send a ParentPay bar code letter with the payment schedule and details of how to pay online or at Paypoint terminals in local shops

5. The trip organiser will receive regular updates on payments from Sarah Anatole and accurate payment records are held on ParentPay. Please find more information on <https://www.parentpay.com> or come and see Sarah Anatole to have a look at how the system works

NON RESIDENTIAL CLASS VISIT

GENERIC RISK ASSESSMENT FOR SYDENHAM SCHOOL DAY TRIP (COMMON RISKS)
FORM 4a

ACTIVITY _____ VENUE _____ TRAVEL BY _____
 DATE OF TRIP _____ TEACHER IN CHARGE OF TRIP _____
 EDUCATIONAL OBJECTIVES _____
 NUMBER OF STUDENTS ATTENDING _____ YEAR GROUP(S) _____ NUMBER OF TEACHERS ATTENDING _____ OTHER ADULTS _____
 RISK ASSESSMENT COMPLETED BY _____ DATE ASSESSMENT COMPLETED _____

HAZARD	PEOPLE POTENTIALLY AFFECTED	RISK RATING	RISK FACTORS	LIKELIHOOD OF HAPPENING	CONTROLS MEASURES	FURTHER ACTION
List hazards which have the potential to cause physical harm or affect members of the group.	Which members of the group might be affected?	In terms of injury or property damage A Major injury B Moderate injury C Minor injury	List things that make the hazard more or less likely to occur	1 Extremely likely 2 Good possibility 3 Slight chance	List existing control measures that reduce the total risk or have a high chance of success in minimising risk	What other action will you take to reduce and/or eliminate the risk?
Crossing roads	All students	A - C	Not crossing in safe areas. Students not supervised appropriately at crossings. Students unaware of dangers. Students trying to cross unsupervised by staff. Outside UK trips, traffic on opposite side of road.	3	Brief students about dangers. Ensure adequate supervision and management of students when crossing roads, staff at front and back of line of students. One adult to supervise directly as students cross road. Cross in a safe place (ie Zebra and Pelican crossings). Route assessed by group leader prior to visit. Particular care / guidance when outside UK.	Basic road safety covered with students prior to visit, including staying with group, not attempting to cross unless directly instructed by accompanying staff that it is safe to do so.

Getting on/off train, bus/coach	All students	A-C	Students not supervised appropriately. Not directed to safe area when leaving vehicle. Vehicle parked unsafely.	3	Brief students about dangers. Ensure adequate supervision. Staff stand at entrance and exit. Ensure students are directed to a safe area on leaving vehicle. Students on coaches/minibus always exit on kerb side, strictly supervised.	Coaches parked safely entrance doors kerbside. Where possible, coaches picking up at school park onsite.
Getting lost	All students	A-C	Students unable to rejoin group due to not knowing where to find main party. Students not supervised appropriately. Students becoming detached from group and supervision of staff.	3	Students are well supervised. When walking to/from venue, one teacher at front and one behind last student. At venue, arrange a meeting place for students who become detached from group. Brief students about what to do re seeking support from someone in an official position if lost. ALWAYS FOLLOW STUDENT ORGANISATION PROCEDURE/PROTOCOLS.	Residential trips, all students given School Mobile number to contact if detached from group. Staff take student mobile numbers when they have mobiles.

DAY VISIT: NON GENERIC VISIT SPECIFIC RISK ASSESSMENT**FORM 4b****COMPLETE FOR ALL RISKS THAT ARE PARTICULAR TO THIS TRIP AND THAT ARE NOT COVERED IN THE COMMON RISK ASSESSMENT 4a**

HAZARD	PEOPLE AFFECTED BY THIS HAZARD	RISK RATING	RISK FACTORS	LIKELIHOOD OF HAPPENING	CONTROLS MEASURES	FURTHER ACTION TAKEN
List hazards which have the potential to cause physical harm or affect members of the group.	Which members of the group might be affected?	In terms of injury or property damage A Major injury B Moderate injury C Minor injury	List things that make the hazard more or less likely to occur	1 Extremely likely 2 Good possibility 3 Slight chance	List existing control measures that reduce the total risk or have a high chance of success in minimising risk	What other action will you take to reduce and/or eliminate the risk?

STUDENT ORGANISATION PROTOCOLS FOR ALL TRIPS

Staffing ratios must be maintained for all trips unless an agreement has been given by the **Headteacher or EVC** for a variation.

Immediately before departure:

- a) Ensure an accurate list of students attending is left with Attendance Office and the SLT back up person for residential trips -

THIS MUST BE AN ACCURATE LIST OF WHO IS OUT.

- b) If not using the school mobile, the contact number for duration of the trip must be left with the SLT back - up for residential trips and Admin Office for Day trips. The number must be written on the Day Visit form or in the Residential Visit Early Information Book.

THE CONTACT MOBILE MUST BE KEPT ON AND AUDIBLE AT ALL TIMES **ALL CALLS FROM SCHOOL MUST BE ANSWERED OR RETURNED IMMEDIATELY**

Student organisation on the day:

Teacher in charge of the trip must have a complete list of all students attending.

Attending teachers / support staff should be allocated a maximum of 18 students to be responsible for during the trip. These **Group Leaders** must be provided:

- A list of all students indicating the students they are to be responsible for.
The list should clearly show what arrangement has been agreed by the parent for dismissal.
- An opportunity for Group Leaders and students to identify themselves with each other before departure.

Roll call - At points of entry and exit to and from all transport and venues, Group Leaders should do a roll call to ensure that all students in their care are present and accounted for.

Dismissal - At dismissal point at end of the trip, whether it is back at school or elsewhere, Group Leaders must do a final check to ensure that all students are returned and dismissed as agreed with parents as indicated on their student list. Group Leaders should finally confirm with the teacher in charge that all students are dismissed safely as agreed and requested by the parent.

Remote Supervision - If this is allowed, staff must follow the procedure outlined on page 11.

Student mobiles (Residentials): Where students carry a mobile 'phone, the teacher in charge should record this number on the list of students attending. Rules about use are the same as on school site (eg no use during working sessions). They may be used during rest time and to contact parents on return in case of a delay to the return time. **This list must be destroyed on return.**

Students being met by parents:

If a parent has indicated that they will collect a student on return to school or other dismissal point and have not given permission for the student to return home unaccompanied, staff must remain with the student **until they are collected as agreed.**

UNDER NO CIRCUMSTANCES SHOULD A STUDENT BE LEFT WITHOUT A MEMBER OF STAFF REMAINING WITH THEM IF THE PARENT HAS INDICATED THEY WILL COLLECT THEM.
STAFF MUST REMAIN WITH ANY UNCOLLECTED STUDENTS
UNTIL THEY ARE COLLECTED BY THE PARENT OR THEIR AGREED REPRESENTATIVE.

If something goes wrong:

1 Follow procedures outlined on the Emergency Response sheet (a copy must be taken on all trips). This document is attached to the back of the Day Visit form.

2 Contact the designated contact at school as immediately.

**SYDENHAM SCHOOL
DAY AND RESIDENTIAL VISITS
EMERGENCY PROCEDURES
(YOU MUST DETACH AND TAKE A COPY OF THIS FORM ON THE VISIT)**

- ☐ Assess the nature and extent of the emergency.
- ☐ Make sure all other group members are accounted for, are safe from danger and are well looked after and that student mobile phones are not used until permission is given.
- ☐ Make sure that there can be no recurrence of the dangers that created the emergency.
- ☐ Render first aid and attend to the casualty(ies).
- ☐ Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital.
- ☐ Collect the remainder of the group and arrange for their return to base.
- ☐ Arrange for one adult to remain at the accident site to assist or liaise with the emergency services.
- ☐ Contact the centre where you are staying / visiting and inform them.
- ☐ Contact the Headteacher, or designated contact person at school.
- ☐ Give them the following information:
 - your name
 - nature, date and time of the incident
 - location of the incident
 - details of any injuries
 - names and telephone numbers of all involved
 - actions taken so far
 - telephone numbers for future communication. For a serious incident, try to identify alternative phone numbers as lines could become jammed.
- ☐ If the press is involved before you have time to contact base, make no comment and refer them to the Council Press Office or to the local Police.
- ☐ The Headteacher/designated contact person should rapidly appraise the situation. Where the incident is clearly serious he/she should immediately contact the following Lewisham Directorate of Education and Culture numbers in order:

In Office Hours:

**Ring the Executive Director of Education and Culture:
0208 314 6200**

Out of Office Hours: Ring the Emergency Control Service

0208 314 6000

- ☐ The Emergency Control Service will make all necessary contacts (including the Directorate's senior management) and establish incident procedures.
- ☐ The Emergency Control Service will contact the Press Office. All media interest should be channeled through them.
- ☐ The Head/Line manager of the school or centre will arrange to contact parents as soon as possible and establish all necessary links locally.
- ☐ At the incident site, record all relevant details in writing as soon as possible. Record names and addresses of witnesses and names of emergency service officers.
- ☐ Restrict telephone calls to the essential and keep emergency numbers as clear as possible.
- ☐ Legal liability should not be discussed or admitted.

FORM 5a

SYDENHAM SCHOOL
PROPOSED RESIDENTIAL EDUCATIONAL VISIT

VISIT TO : _____ DATES: _____

Dear Parent / Carer

(Information here about visit)

The cost of the trip is £_____

Once you have indicated that you wish your daughter / son to attend this trip, any monies paid for the trip can only be refunded if there is :

- a medical reason for not attending that can be supported by evidence from your doctor
- there are other serious circumstances that prevent attendance (ie family bereavement)

or the school is able to find another student who wishes to go and who can pay the full cost

Board and Lodging Grant

Parents in receipt of Benefits, Income Support; Income Based Jobseeker's Allowance; Support under part VI of the Immigration and asylum Act 1999; Child Tax Credit, where you are not entitled to working Tax Credit and when your annual income (as assessed by Inland Revenue) does not exceed £13,230) are entitled to receive a grant for the board and lodging element of the total cost. If you think you are entitled to this grant, please complete the form attached and return it to school with proof of your benefit as described on the form.

Apart from the exceptions listed above, we need all parents to make a voluntary contribution to cover the cost of the trip. The visit can only go ahead if the level of support is sufficient.

Apart from these, all parents must make a voluntary contribution to cover the cost of the trip. However, the visit can only go ahead if the level of support is sufficient.

Please complete the reply slip below to let us know the level of interest. Tick one box only. This should be returned to _____ by _____

(Group Leaders name)

.....

SYDENHAM SCHOOL RESIDENTIAL VISIT TO _____

PLEASE RETURN TO _____ BY _____
 DAUGHTER'S NAME _____ TUTOR GROUP _____

Tick one box only

I am interested in my daughter going on this visit and am able to fund the full cost of the trip ☐

I am interested in my daughter going on this visit and am on Income Support and would need to apply for a grant for the board and lodging cost of the trip. ☐

SIGNED _____ DATE _____ **FORM 5b**

**SYDENHAM SCHOOL
DAY VISIT
PARENTAL CONSENT FORM**

Dear Parent / Carer,

The school is proposing to undertake a visit to

In order to run this visit / activity we have to meet the cost of the visit/activity which works out at :

£_____ per student and £_____ for students receiving free school meals

Monies paid for a trip can only be refunded if there is :

- a medical reason for not attending that can be supported by evidence from your doctor
- there are other serious circumstances that prevent attendance (ie family bereavement)

or the school is able to find another student who wishes to go and who can pay the full cost

We can only meet the cost of the visit/activity by asking for voluntary contributions. There is no obligation, and students will be treated the same if you can or cannot contribute.

However, the visit/activity can only go ahead if the level of support is sufficient.

I would be grateful if you would let me know whether you wish your daughter to take part in the visit/activity.

Yours faithfully,

(Teacher name)

.....

REPLY SLIP SHOULD BE RETURNED TO _____ BY _____

I do / do not wish my daughter to take part in the visit/activity

Daughter's name _____ Form _____

Signed _____

Date _____

FORM 5c

SYDENHAM SCHOOL
REMOTE SUPERVISION CONSENT FORM

VISIT TO : _____

DATES OF VISIT : _____

TICK ONE BOX ONLY

I GIVE PERMISSION FOR MY DAUGHTER TO BE GIVEN THE
OPPORTUNITY FOR `REMOTE SUPERVISION` AS DESCRIBED
IN THE INFORMATION SHEET.

☐

I DO NOT GIVE PERMISSION FOR THE `REMOTE SUPERVISION`
OF MY DAUGHTER AS DESCRIBED IN THE INFORMATION SHEET.

☐

STUDENT NAME _____

SIGNED _____

RELATIONSHIP TO STUDENT _____

DATE _____

PARENTAL CONSENT AND MEDICAL FORM FOR A SCHOOL RESIDENTIAL VISIT**FORM 6a**

Full Name of student _____

Date of birth _____

VISIT TO:**DATES:**

I agree to my daughter/son taking part in this visit and have read the information sheet. I agree to my daughter/son participating in the activities described. I acknowledge the need for him/her to behave responsibly at all times.

Own/family doctor _____

Address _____

Tel. number _____

Does your daughter/son suffer from any conditions requiring medical treatment, including medication?

YES / NO If YES please give details below:

Does she/he suffer from diabetes or epilepsy?

YES / NO

If YES please say which and send written details of treatment and confirming fitness to take part in the trip.

Is she/he allergic to anything? (Antibiotics, Penicillin, other medicine, any particular food, animals etc.)

YES / NO If YES please give details below:

Is she/he receiving any medical treatment at present?

YES / NO

If YES, please give details below and attach a current medical certificate confirming fitness to take part in this trip.

FORM TO BE KEPT WITH GROUP LEADER AT ALL TIMES AND SHOWN TO MEDICAL/DENTAL STAFF WHEN MEDICAL ATTENTION IS SOUGHT

REGULAR MEDICATION

Medication required must be given to the teacher leading the group before departure. It should be clearly marked with the name and full /clear instructions for use. Inhalers may be retained by students. Spare inhalers should be given to the group leader.

IT IS IMPORTANT TO NOTE THAT TEACHING STAFF HAVE NO AUTHORISATION TO GIVE MEDICINES TO STUDENTS. ANY MEDICINE THAT YOUR DAUGHTER/SON WILL NEED DURING THIS TRIP MUST

BE HANDED IN AS DESCRIBED ABOVE BEFORE DEPARTURE.

Has she/he had any contact with any infectious illnesses within the last month? YES / NO

If YES please give details below:

DATE OF LAST ANTI TETANUS VACCINATION

Does she/he require a special diet for medical or religious reasons? YES / NO If YES please give details below:

VEGETARIAN DIET

Does your daughter/son require a vegetarian diet? YES / NO or vegan diet YES/NO

MEDICAL CONSENT DECLARATION

I consent to my daughter/son taking part in all activities described in the invitation letter and to her/him receiving medication attention and treatment as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

SIGNED: _____ PARENT / CARER

NAME: _____

DATE: _____

FIRST	_____
TEL ADDRESS	_____ _____ _____
SECOND	_____
TEL ADDRESS	_____ _____ _____

**EMERGENCY CONTACT DETAILS
 MEDICAL FORM FOR A SYDENHAM SCHOOL VISIT
 (STAFF FORM)**

VISIT TO: _____

DATES: _____

Name _____

—

Date of birth _____

Own doctor _____

Address _____

Tel. number _____

Do you suffer from any conditions requiring medical treatment, including medication?

YES / NO If YES please give details below:

Do you suffer from diabetes or epilepsy?

YES / NO

If YES please say which and give details below:

Are you allergic to anything? (Antibiotics, Penicillin, other medicine, any particular food, animals etc)

YES / NO If YES please give details below:

Are you receiving any medical treatment at present?

YES / NO

If YES, please give details below:

FORM 6b

REGULAR MEDICATION

Have you had any contact with any infectious illnesses within the last month? YES / NO.

If YES please give details below:

DATE OF LAST ANTI TETANUS VACCINATION

Do you require a special diet for medical or religious reasons? YES / NO If YES please give details below:

VEGETARIAN DIET

Do you require a vegetarian diet? YES / NO
or vegan diet ? YES / NO

MEDICAL CONSENT DECLARATION

I consent to my receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

SIGNED: _____

PRINT NAME: _____

DATE: _____

EMERGENCY CONTACT DETAILS

FIRST	_____
TEL	_____
ADDRESS	_____

SECOND	_____
TEL	_____
ADDRESS	_____

**FORM TO BE KEPT WITH PARTY LEADER AT ALL TIMES
AND SHOWN TO MEDICAL/DENTAL STAFF WHEN
MEDICAL ATTENTION IS SOUGHT**

SYDENHAM SCHOOL
SCHOOL JOURNEY INFORMATION REQUEST FORM

Dear Head of Centre,

Could you please confirm the following with respect to our school group visiting the Centre
 from _____ to _____

1. Staff at the Centre are appropriately qualified for the activities that our students will be engaged
2. The Centre has third party public liability insurance
3. The Centre complies with the relevant safety regulations such as the Health and Safety at Work
 - a. Act 1974.
 - b. For Activity Centres the Centre is licensed by the Adventure Activities Licensing Authority?
4. The Centre is covered by a fire certificate. If not, the advice of the local fire authority been sought and recommendations have been adopted.
5. Where requested, the Centre has facilities and accessibility arrangements for pupils with a disability.
6. The Centre has procedures for dealing with emergencies and the administration of first aid.

Yours sincerely,

Head Teacher

ON BEHALF OF CENTRE

Name of Centre _____

I confirm that the Centre meets the health and safety points 1 - 6 above. Our facilities and accessibility
 arrangements for students with a disability are:

Signed on behalf of Centre _____

Name _____

Position _____

Date _____

THE GROUP LEADER SHOULD RETAIN ONE COPY OF THIS LETTER.
ONE COPY SHOULD BE GIVEN TO THE HEAD OF CENTRE

AND ONE TO THE SCHOOL EVC.

FORM 8

**Code of Conduct for Students on
Sydenham School Visits**

Group leaders should bring to the attention of parents and students this code of conduct.

In accepting a place on this school visit to _____, I agree to:

- Observe normal school rules
- Co-operate fully with teachers at all times
- Fulfil any tasks or duties set prior to and during the visit
- Participate fully in all activities and sessions during the visit
- Be punctual at all times
- Not leave the group sessions or accommodation without permission
- Always return to the meeting point or accommodation at agreed times
- If given indirectly supervised time, remain in a group of not less than three students
- Avoid behaviour which might inconvenience others
- Be considerate at all times
- Respect all requests and requirements made by staff and accompanying adults
- Behave at all times in a manner which reflects credit on self, the group, and the school
- Abide by laws, rules, and regulations of the countries and places visited
- Comply with all customs regulations
- If in doubt on any matter, consult with teachers

Student name: _____

Student signature: _____

Parents/Carers name(s): _____

Parents/Carers signature: _____

Date: _____

FORM 9

SYDENHAM SCHOOL VISIT INCIDENT REPORT

VISIT TO _____

DATE OF VISIT _____

MEMBER OF STAFF IC VISIT _____

MEMBER OF STAFF
COMPLETING THIS FORM _____

WHAT HAPPENED?

WAS ANYONE INJURED?

WHAT ACTION DID YOU TAKE?

WAS THIS HAZARD CONSIDERED IN THE RISK ASSESSMENT?

PLEASE RETURN THIS FORM TO THE EDUCATIONAL VISITS COORDINATOR

VISITS CHECK LIST

TO DO		RESIDENTIAL DAY	
RESIDENTIAL VISIT EARLY INFORMATION BOOKLET	FORM 1	YES	n/a
RESIDENTIAL RISK ASSESSMENT	FORM 2a-e	YES	n/a
CHECKLIST FOR USING COMMERCIAL, PRIVATE AND CHARITABLE OUTDOOR CENTRES	FORM 2f	----- IF APPLICABLE -----	
DAY VISIT REQUEST FORM	FORM 3	n/a	YES
DAY VISIT RISK ASSESSMENT	FORMS 4a, b	n/a	YES
PARENT CONSENT	FORM 5a, b	YES	YES
REMOTE SUPERVISION CONSENT	FORM 5c	----- IF APPLICABLE -----	
MEDICAL/CONTACT INFORMATION	FORM 6	YES	NO
RESIDENTIAL CENTRE LETTER	FORM 7	YES	IF APPLICABLE
STUDENT CODE OF CONDUCT	FORM 8	YES	NO
PARENTS MEETING		YES	NO
STUDENTS MEETING		YES	YES
APPROPRIATE STAFF RATIO CHECKED		YES	YES
IDENTIFIED GROUP LEADER		YES	YES
LIST OF NAMES WITH EVC & ATTENDANCE OFFICE	YES		YES
ITINERARY TO PARENTS / EVC		YES	NO
STAFF MEETING		YES	YES
ROOM ALLOCATION		YES	n/a

BLANK PAGE