



Aysgarth School
Trips and Outings Policy

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Aysgarth School Trips and Outings Policy

Introduction

Educational visits form an important part of life at Aysgarth School. They are of significant educational value to students and add to the all round education they receive at Aysgarth. With thorough planning and organisation educational visits can be very rewarding for both students and staff involved. Educational visits can form an important part of the entire curriculum in all departments. This policy applies to pupils in the Prep, Pre-Prep and EYFS.

COVID-19 - All staff have been given COVID instruction prior to the start of September term 2021. Staff should refer to the The Aysgarth Guiding Principles, Covid Risk Assessment and government '[Guidance for schools: coronavirus](#)'. Please note that these might change without notice due to changing situations and government regulations.

Useful References

- o Schools Trips and Outdoor Learning Activities (HSE, June 2011)
- o Health and Safety of Pupils on Educational Visits (DfES: 1998)
- o Health and Safety: advice on legal duties and powers Feb 2014
- o A Handbook for Group Leaders (DfES: 2002)
- o Standards for LEAs in overseeing Educational Visits (DfES: 2002)
- o Part 1 supplement: Standard for LEAs in Overseeing Educational Visits (DfES: 2002)
- o The Protection of Young People in the Context of International Visits (2002)
- o Group Safety at Water Margins (DfES)
- o Guidance for schools: coronavirus (COVID-19)

The objectives of this policy are to:

- o Outline the legal requirements and responsibilities for visits
- o Provide a planning framework for visits
- o Cover Health and Safety issues that might occur
- o Cover all types of visits offered by Aysgarth
- o Provide a working document for staff to use as a reference
- o Make the planning of visits as efficient as possible

The scope of this policy does not include the following:

- i) School minibus run in the morning

Contents

1. Responsibilities
 - 1.1 The Head
 - 1.2 Senior Deputy Head
 - 1.3 Group Leader
 - 1.4 Teachers
 - 1.5 Adult Volunteers
 - 1.6 Pupils
 - 1.7 Parents
2. Checklist of Planning Process
3. Details of Planning
 - 3.1 Outline Approval
 - 3.2 Planning of the trip
 - i) Venue suitability
 - ii) Supervision and ratios
 - iii) Pre-visit
 - iv) Information to parents
 - v) Briefing Students
 - vi) Briefing staff team
 - vii) Risk Assessments
 - viii) First Aid
 - ix) Transport Arrangements
 - x) Supervision on transport
 - xi) Funding/costing/budgets
 - xii) Emergency procedures
 - xiii) School contact
 - xiv) Media contact
 - xv) Accommodation
 - xvi) Visa requirements
 - xvii) External providers
 - xviii) Insurance
 - xix) Medical/dietary/special needs
 - xx) Remote supervision
 - xxi) Preparing students for remote supervision
 - xxii) Swimming supervision
 - xxiii) Paperwork / Items to remember for residential visits
 - xxiv) Evaluation of visits

4. Notes of type of Visit
 1. Day Visits
 2. Sports Fixtures
 3. Adventure Activities
 4. River Visits
 5. Residential Visits
 6. Visits Abroad
 7. Foreign exchanges
 8. Ski Trips
 9. Boarding Visits

1.Responsibilities

1.1 The Headmaster (Prep School) (EVC)

The Headmaster of the Prep School has overall responsibility for educational visits. No visit can take place without his permission.

He should:

- o Ensure that visits comply with Aysgarth's 'Health and Safety Policy Document'
- o Ensure that all visits follow the set procedures that are in place
- o Assess suitability of visit
- o Ensure risk assessments have been completed and appropriate safety measures are in place
- o Ensure parents are informed and that they have given consent when needed
- o Ensure accidents and incidents are reported
- o Update staff on any new guidelines
- o Provide guidance for staff on organising a visit
- o Provide staff training where necessary
- o Ensure adequate insurance cover is in place
- o Review systems and, on occasion, monitor practice
- o Ensure the Group Leader has experience in supervising the age groups going on the visit and will organise the group effectively
- o Ensure the ratio of supervisors to pupils is appropriate

1.2 Senior Deputy Head

- o Check calendar

1.3 Group Leader

One teacher should have overall responsibility for the visit and then:

- o Be responsible for the health and safety of the group
- o Have approval from the Head to carry out the visit
- o Follow guidelines outlined by the Aysgarth's Health and Safety Policy
- o For residential trips appoint a deputy group leader
- o Ensure all supervisors know their role on the visit
- o Be able to control and lead the students of the relevant age range
- o Ensure adequate first aid will be provided
- o Be aware of the child protection issues, ensuring all supervisors have been DBS checked
- o Ensure adequate first-aid provision for the visit
- o Complete all planning and preparation for the visit including briefing group members and parents when needed

- o Ensure that generic and visit specific risk assessments are in place, signed by the group leader and a **copy carried on the visit and a copy left in office**
- o Ensure the ratio of supervisors/pupils is appropriate for the needs of the group and activities involved
- o Have enough information on pupils proposed for the visit to assess their suitability or be satisfied that suitability has been assessed and confirmed
- o Consider stopping the visit at any time if the risk to Health and Safety of participants is unacceptable
- o Ensure that the Aysgarth staff have school/group/home contact details where needed
- o Ensure that the appropriate paperwork (risk assessments/insurance when needed/contact details/list of pupils) have been left at Aysgarth
- o Ensure that group supervisors have details of pupils' medical needs
- o Ensure accreditation of external providers has been carried out
- o Carry out an inspection visit where deemed necessary
- o Ensure that parents have given written consent for visits when needed
- o Ensure that non-teaching supervisors are covered by school insurance
- o Report all accidents and incidents that occur on visits to the Head

1.4 Teachers

- o Follow the instructions of the group leader
- o Inform the group leader if they consider the risk to Health and Safety of any group member is unacceptable
- o Attend any briefing before the trip
- o Carry the necessary paperwork/first aid kit as guided by the group leader
- o Inform the group leader of any special medical needs or circumstances that may affect their performance
- o All staff mobile phones should be switched to silent whilst on the trip. Mobile phones may only be used whilst on the minibus, or coach and may not be used in the direct presence of the pupils. (Except in an emergency). Mobile phones are not permitted in any area where EYFS children are present.

1.5 Adult Volunteers (non-teaching adults)

- o Be clear about their role
- o Do their best to ensure the health and safety of everyone in the group
- o Not to be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
- o Follow the instructions of the group leader
- o All personal mobile phones should be switched to silent whilst on the trip. Mobile phones may only be used whilst on the minibus, or coach and may not be used in the direct presence of the pupils. (Except in an emergency). Mobile phones are not permitted in any area where EYFS children are present.

1.6 Pupils

Group leader must make it clear to pupils that they must:

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

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from further participation in the visit.

1.7 Parents

- o Parents should make an informed decision on whether their child should go on a visit
- o The group leader should ensure that parents are given sufficient information in writing and in good time
- o Sign the Aysgarth Terms and Conditions.
- o If a pupil misbehaves on a visit, the parents will pay the cost of sending that pupil and accompanying supervisor (where necessary) home early.

2. Check list of the Planning Process

Before the visit:

- o Proposal for the Head who gives ***Outline Approval***
- o Submit dates and staff required for visit to the Assistant Head
- o Gain approval from Heads of Department for members of staff to be released to help on visits
- o Submit all necessary paperwork
- o Final approval given by the Head

Planning to include:

- o Venue suitability for group/activity
- o Supervision & Ratios
- o Pre-visit: where/when necessary
- o Information to parents
- o Consent forms collected in if needed
- o Briefing pupils
- o Briefing staff team

- o Risk assessments
- o First Aid
- o Transport arrangements
- o Funding/costing/budget plans with the accounts department
- o Emergency procedures
- o School contact
- o Media contact
- o Accommodation
- o Visa requirements
- o External providers checked
- o Insurance
- o Medical/dietary requirements of students
- o Remote Supervision
- o Swimming activities & Swimming Pools
- o Paperwork to remember
- o Photographs should be put onto the network and pupils should be encouraged to write a report for the school magazine.

During the visit:

- o Briefing pupils and supervisors
- o Supervision of visit

After the visit:

- o Report any accidents or incidents to the Head

3. Details of Planning

3.1 Outline Approval (This can be verbal)

- o A proposal for the visit must be submitted to the Head outlining the visit's aims, pupils the visit is aimed at, dates of the visit, a basic outline of what pupils will do on the trip.
- o Once approval has been given by the Head, dates of the visit and staff required must be given to the Senior Deputy Head for approval. Heads of Department must give permission for members of staff to participate in the visit.
- o Once outline permission has been given, detailed planning can take place.

3.2 Planning of the trip

- i) **Venue suitability for group/activity**
 - o The group leader should ensure that the visit is of educational value, that the venue and activity are suitable for the pupils involved.
 - o Ensure licences/accreditation are in place where appropriate.

ii) Supervision and ratios

Staff Ratio numbers will depend on:

- o age and ability of group
- o pupils with special educational or medical needs
- o nature of activities
- o experience of adults in off-site supervision
- o duration and nature of the journey
- o type of any accommodation
- o competence of staff, both general and on specific activities
- o requirements of the organisation/location to be visited
- o competence and behaviour of pupils
- o first aid cover

Aysgarth will need to ensure that there is a sufficient number of staff to cover emergencies, for example a pupil having to go home early or a pupil having to go to hospital.

However, the above are examples only and an appropriate safe supervision level for a particular group will be assessed carefully in all planning and risk assessments. Where it is considered that a higher adult/pupil ratio is required and it is not feasible to use school staff alone, parents and/or volunteers may be used to supplement the supervision ratio. These will be carefully selected and if possible, will be well known to Aysgarth and the pupil group.

The parents' and/or volunteers' responsibilities will have been discussed with them prior to the education visit. In particular, they will be made aware of any pupils who may require closer supervision.

Ratios

A general guide for visits to local historical sites and museums under normal circumstances might be:

- o 1 adult for every 3 pupils in the Nursery
- o 1 adult for every 4 pupils in Reception
- o 1 adult for every 6 pupils in years 1 to 3
- o 1 adult for every 10-15 pupils in school years 4-6
- o 1 adult for every 15-20 pupils in year 7 onwards

(A ratio of 1-20 is acceptable for trips where there are further systems in operation to support the welfare of the child at the destination and this is at the Headmaster's discretion e.g. sports fixtures and cinema trips)

A minimum for residential trips should be 1 adult to every 10 pupils
For residential trips abroad the ratio should be 1 adult to every 10 pupils but at least two of the adults should be teachers. There should be enough adults in the group to cover an emergency.

iii) **Pre-visit: where/when necessary**

An inspection visit should be made by any group leader who is intending to lead a group abroad or on a residential visit or who is to instruct or lead the group in an outdoor activity such as trekking in a location that is not familiar to them. During an inspection visit the group leader wherever possible should:

- o Ensure at first hand the venue is suitable to meet the aims and objectives of the school visit
- o Obtain names and addresses of other schools which have used the venue to seek references
- o Obtain advice from the manager/tour company
- o Assess potential areas and levels of risk
- o Ensure that the venue can cater for the needs of the staff and pupils in the group
- o Become familiar with the area before taking a group of young people there

If an inspection visit is not possible, then the group leader will need to consider how to complete an adequate risk assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue, from other schools who have recently visited it, from tour companies and local organisations such as tourist boards.

iv) **Information to parents**

Parents should be informed of the trip. This could include:

- o Dates of the trip
- o Cost of the trip
- o Visit's objectives
- o Location and times of where the pupils will be collected and returned
- o Mode of travel
- o Details of accommodation
- o Details of activities planned
- o Standards of behaviour expected
- o Details of insurance
- o Kit required
- o Money to be taken
- o On exchange visits, details of host families
- o Emergency Contact details of group leader and home contact

- o Parents should give consent for their child to participate in the visit.
- o Group leaders should not need to communicate with parents during the visit but the school contact might need to do so in the event of an accident or emergency.
- o Group leaders may wish to report back to parents after the visit, for example on the good behaviour of the students involved. Group leaders should also inform parents on return of any accidents or incidents involving their child.
- o Parents are asked to complete a generic consent form for Day trips in the School calendar. For all other visits parents must complete a separate consent.

v) Briefing pupils

It is vital that pupils are given clear expectations before departing on a visit. The group leader should ensure pupils understand the following when necessary:

- o Aims and objectives of the visit
- o Language (if travelling abroad): basic common phrases
- o Culture and customs
- o Why safety precautions are in place
- o What standard of behaviour is expected from students
- o Who is responsible for the group
- o What not to bring back either within the UK or from abroad
- o Rendezvous procedures
- o What to do if separated from the group
- o How to use phones abroad
- o Emergency procedures
- o Food and drink
- o Identity cards
- o A knowledge of out of bounds areas or activities

vi) Briefing staff team

For day visits all adult supervisors must understand their roles and responsibilities at all times. It may be helpful to put this in writing.

For all residential visits a staff meeting must be held with all necessary information and paperwork communicated and issued.

vii) Risk Assessments

A risk assessment for a visit need not be complex but it should be comprehensive. A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

There are three levels of risk assessment:

1. **Generic Risk Assessments:** normally prepared by a member of staff. These are applicable to the activity wherever and whenever it takes place. If staff are using generic risk assessments you must ensure they are read thoroughly and adjusted to meet the needs of your group and activity where necessary. Staff are required to sign the generic risk assessment form that they have read all risk assessments. It is essential not to become complacent about generic risk assessments. A re-assessment at regular intervals is recommended.
2. **Event Specific Risk Assessments:** prepared by the Group Leader, and will differ from place to place and from group to group.
3. **On-going Risk Assessments:** are made while undertaking the visit; judgements and decisions are made as the need arises, and are not normally recorded until after the visit.

The risk assessment should be based on the following:

- o What are the hazards?
- o What might happen?
- o Controls in place
- o Evaluate the risk level (low, medium, high) using the Risk Ratings Matrix

Identify controls that are in place

- o Reassess the level of residual risk (is it acceptable?)
- o Implement additional controls where necessary

When assessing the risks, a Group Leader should take the following factors into consideration:

- o The type of visit/activity and the level at which it is being undertaken
- o The location, routes and modes of transport
- o The competence, experience and qualifications of supervisory staff
- o The ratios of teachers and supervisory staff to pupils
- o The group members' age, competence, fitness and temperament and the suitability of the activity
- o The special educational or medical needs of pupils
- o The quality and suitability of available equipment
- o Seasonal conditions, weather and timing
- o Emergency procedures
- o How to cope when a pupil becomes unable or unwilling to continue
- o The need to monitor the risks throughout the activity
- o It is good practice for all Group Leaders and supervisors to carry a copy of risk assessments on the visit.
- o If the activity will depend on good weather, then it is a good idea to have a contingency plan and ensure a risk assessment is in place for this before the visit commences and it should form part of the paperwork passed onto the Head.

Risk Assessment Form Categories

- A** **Activities that present no significant risk.** (e.g. sports fixtures, inter school quiz, Uppingham Day)

- B** **Activities that are of a higher risk-risk (than category A) or higher profile activities.** (Day trips both leisure/educational e.g., cinema, watching sports fixtures, art trips)

- C** **Includes all those activities that, if not school led, would come within the scope of the Adventure Activities Licensing Regulations 1996. It also includes activities that fall outside the scope of licensing, or are less commonly pursued by pupil groups.** Hazardous Activities and Residential trips/ expeditions e.g. Camping, Sports Tours, Sailing, Rock Climbing

Guidelines for different category trips

Category A - Activities that present no significant risk. (e.g. sports fixtures, low risk on-site activities)

Permission needed from Headmaster (excluding regular trips in the school calendar e.g. sports fixtures, Sunday activities)

All category A trips in the school calendar have the Headmaster's permission

Risk assessment form required (this may be a generic form)

Individual risk assessment may be required for pupils with special medical needs e.g. epilepsy, nut allergies, diabetes

Parental consent if not included in the school calendar

A trip with a risk rating of 5 can be regarded as Low Risk when the 5 is caused only by the risk of coach/minibus travel

Parents are asked to sign a blanket consent form in the Terms and Conditions. This may be used to cover all Category A trips that will take place during normal lesson time (including sports fixtures) under the supervision of school teaching staff where parents are made aware of such trips through the school calendar/ website. The blanket consent form should not cover any hazardous trips.

Category B - Activities that are of a higher risk or higher profile activities. (Day trips both leisure/educational e.g. cinema, watching sports fixtures, art trips)

Permission needed from Headmaster

Risk assessment form

Parental consent form

Category C - It includes all those activities that, if not school led, would come within the scope of the Adventure Activities Licensing Regulations 1996. It also includes activities that fall outside the scope of licensing, or are less commonly pursued by pupil groups. Hazardous Activities and Residential trips/ expeditions e.g. Camping, Sports Tours, Sailing, Rock Climbing

Permission needed from Headmaster

Risk assessment form

Parental consent form

Briefing meeting for parents or copies of a parental letter (see appendix)

Appropriate qualifications of staff for hazardous activities. Insurance details for pupils and staff

All category C trips should be followed by the party leader completing an evaluation sheet. (see appendix)

viii) First Aid

First aid provision should always be considered when planning a visit. The group leader should assess what level of first aid might be needed. On any visit, there should be a member of staff who has a good working knowledge of first aid, there should be a first aid kit adequate for the activities on every visit and a member of staff who is familiar with this kit.

For adventurous activities, visits abroad and residential visits there should be one member of staff who has received valid first aid training (6 hour course). For day visits there should be a nominated member of staff who is responsible for first aid.

The minimum first aid provision for a visit is:

- o A suitably stocked first-aid box
- o A person appointed to be in charge of first-aid arrangements, this will be the group leader unless otherwise stated
- o The appointed member of staff will need to be responsible for ensuring all pupils who take regular medication do so and record this.

The group leader should make contact with the school nurse well in advance of the visit to discuss particular children and order the necessary first aid kits

ix) Transport arrangements

When selecting the mode of transport for a visit, the group leader should consider the following factors:

- o Passenger safety
- o Competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence
- o Number of driving hours required for the journey and length of the driver's day
- o Number of drivers needed
- o Type of journey (short or long distance/ motorway or cross-country)
- o Traffic conditions
- o Contingency funds and arrangements in case of breakdown/emergency
- o Appropriate insurance cover
- o Weather
- o Suitable breaks for long journeys
- o Supervision
- o Pupils under 1.35m need a booster seat when travelling in a car

The driver is responsible for the vehicle during the visit. All seats must face forward and seat constraints must comply with legal requirements. All pupils must wear seat belts. Further information can be found in the Aysgarth Minibus and Transport Policy.

x) Supervision on transport

The level of supervision necessary should be considered as part of the risk assessment for the journey. The driver should not normally be responsible for supervision during the journey. Driver supervision may be sufficient if a small number of pupils are being taken on a short journey. When planning supervision on transport, the group leader should consider the following factors:

- o Level of supervision
- o Safety when crossing roads as part of the journey
- o Safety on buses, trains, ferries and boats - the group leader should make clear to pupils any restrictions
- o Pupils should be made aware of what to do in an emergency
- o Safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad
- o Safety while on rests during the journey
- o Safety of the group in the event of accident or breakdown
- o Head counts by a member of staff should always be carried out when the group is getting off or onto transport
- o Responsibility for checking that seat belts are fastened
- o Travel sickness tablets should be administered when needed.

Private car

- o Vehicle is roadworthy
- o Car is fitted with functioning seat belts and pupils are wearing these at all times
- o Permission has been granted by the Head
- o Pupils under 1.35m need a booster seat when travelling in a car

School owned or hired minibus

- o The driver is responsible for vehicle during the visit
- o The Facilities Manager has been informed
- o The driver has appropriate licence
- o The driver has read and complies with the Aysgarth Minibus and Transport Policy
- o There is adequate supervision of the participants

Coach company

- o Where possible use 'Proctors'
- o If not using Proctors ensure that the operator has appropriate insurance and forward to the Bursar
- o Ensure that coaches have seat belts fitted

xi) Funding/costing/budget details

- o The group leader should ensure that parents have early written information about the costs of the visits. Parents should be given enough time to prepare financially for the visit.
- o There should be no accounts set up in a staff member's name.
- o Group leaders must set up an account with the Accounts Department into which all money for the visit is paid. A full list of pupils should be given to the accounts department along with information on the payment schedule for the parents and the tour company as well as any invoices. Group leaders should check with the Accounts Department that there are no school fee debtors; participating.
- o If you require cash for your visit account please put in a request to the Accounts department with at least one week's notice.
- o Group leaders should keep a record of all income and outgoings. Any receipts before, during and after the visit should be presented to the Accounts Department.
- o Group leaders are advised to collect pupils' pocket money and allocate a staff supervisor as 'banker' for the trip whose responsibility it is to distribute pocket money to the pupils.

- o A charge of 33% of the total transport cost or £5 per pupil (school minibus on local trips) should be added to the total cost of the trip. This does not include sports fixtures or curriculum outings.

When planning a visit, the group leader should add a small amount to the basic price per student in order to have a contingency fund in case of an emergency to cover any extra costs that may arise.

xii) Emergency procedures

- o The group leader is in charge of pupils during a visit. They have a common law duty to act as a reasonably prudent parent would. Staff should not hesitate to take life-saving action in an extreme situation.
- o Emergency procedures are an essential part of planning a visit. All visit leaders are to be aware of the following emergency procedures for:
 - o School contact (Headmaster)
 - o Media contact
 - o Contacting parents
 - o Contacting senior management

If an accident happens, the priorities are:

- o Assess the situation
- o Safeguard the uninjured members of the group
- o Attend to the casualty
- o Inform the emergency services
- o Inform the School contact
- o Notify insurers
- o Notify tour operator
- o School contact to inform parents
- o School contact to inform senior management team if deemed necessary
- o Report written up about the incident. Try and keep a record of all events, times and contacts after the incidents

xiii) School contact

Prior to a visit, the group leader should identify a senior member of staff as the 'School Contact'. This would be the Head unless otherwise stated. A second contact number may be necessary with some visits, depending on the type of visit and number of pupils. The school contact would need to consider:

- o Ensuring that the group leader is in control of the emergency and establish if any assistance is required from the school base
- o Contacting parents: School contact to act as a link between the group and parents
- o Parents should be kept as well informed as possible

- o If a serious accident, the school contact should liaise with the media

Information to be retained by school contact:

- o Itinerary and contact phone number/address of group
- o List of group members and contact details for next of kin
- o Copy of insurance cover (residential trips)
- o Contact number for tour operator
- o Copies of travel documents (passports etc)

xiv) Media contact

Aysgarth's media contact is the Head. In the UK this person should take on the role of dealing with the media in the case of a serious accident. When taking visits abroad, agreement with the Head should be made as to what should happen if a serious accident occurred whilst abroad. Please refer to Aysgarth's Crisis Management Policy.

xv) Accommodation

- o Ensure UK accommodation is covered by fire risk assessment.
- o If abroad ensure accommodation complies with Health and Safety regulations of the country
- o Ensure appropriate security arrangements are in place for possessions and pupils/staff
- o Locks on doors should work in the group's rooms but appropriate access should be available to teachers at all times
- o Staff accommodation should be close at hand and students should be aware of where this is
- o Ensure the whole group are aware of the layout of the accommodation, its fire precautions/exits
- o Balconies should be stable, windows secure, and electrical connections safe
- o Adequate space for storage
- o Fire alarm must be audible throughout the accommodation
- o After arrival at any accommodation it is advisable to carry out a fire drill as soon as possible
- o Parents need to have full details of accommodation arrangements

xvi) Visa requirements

Pupils who are not British nationals will normally need a visa to travel to another EU member state unless visa exception has been secured for them. The British Council will supply the Group Leader with a List of Travellers Form which will allow students participating in school visits to travel within the European Union without the need for a visa.

- o Home Office: 020 8760 8773
- o British Council: 020 7389 4004
- o The Head will need to sign and verify the List of Travellers Form
- o Group Leaders should allow adequate time for forms to be completed properly

Where a List of Travellers Form cannot be used the Group Leader should check with both the Embassy and the UK Border Agency as to the visas required.

xvii) External providers

Before using a tour operator group leaders should ensure it is reputable. Group leaders should ask for references from previous school groups.

If using a tour operator ensure they are approved by a bonding agency:

- o Association of British Travel Agents (ABTA)
- o Federation of Tour Operators Trust (FTOT)
- o Association of Independent Tour Operators Trust (AITO)
- o Passenger Shipping Association (PSA)
- o Confederation of Passenger Transport (CPT)
- o Yacht Charter Association (YCA)
- o The Association of Bonded Travel Organisers Trust (ABTOT)

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

External providers are responsible for assessing the risk of those parts of the visit they are contracted to provide.

Some contractors may offer pre-visits to overseas or other sites for group leaders. This can enable the group leader to gain a direct experience of the venue and environment and assist their appraisal of the contractor's risk assessment. It gives group leaders a chance to work with the tour operator before taking a group of pupils.

xviii) Insurance

Aysgarth has Public Liability cover for all 'approved' activities on-site and off-site.

Aysgarth use MARSH insurance brokers to provide insurance policies that cover educational visits both in the UK and abroad, these policies may from time to time be placed with different insurers. This may not cover children of staff who are not participating in the full itinerary of the visit or accompanying parents/siblings/guests or friends. Staff must check with the Bursar as to which visits are covered as well as checking the validity of cover for all participants. In some instances external insurance may be purchased or provided to cover trips or activities.

Some parents may cancel their child's place on a visit. The group leader should forward any cancellations to the insurer/operator as soon as possible, in writing, if a replacement is not available. Delay in notification may incur cancellation charges.

Additional cover may be necessary for students with medical conditions. The group leader should check this with the Bursar and/or the insurance Broker before departure. The group leader should ascertain the details of the insurance policy held by the tour operator and pass this on to The Bursar and parents.

Group leaders are advised to check that all members of the group are adequately covered and parents are informed of the insurance cover.

xix) Medical/dietary/special needs requirements of students

For more detailed information please refer to the medical policy

Group leaders must ensure they are aware of any medical, dietary or special needs requirements of any member of their party. This information should be given to all accompanying members of staff on the trip.

If group leaders are unsure about any pupil they should contact the School Nurse or parents for more information.

Group leaders should be aware of:

- o Details of medical conditions
- o Emergency contact details
- o Written details of any medication required (including instructions on dosage/times) and parental permission to administer
- o Parental permission if the pupils need to administer their own medication.
- o Information on any allergies/phobias
- o Information on any special dietary requirements
- o This information should be sought in good time so, if necessary, planning for particular students can take place.

Aysgarth School will already be familiar with the nature of a pupil's special educational needs. Any limitations or problems the pupil may have should be taken into account at the planning stage and when carrying out the risk assessment. Off-site visits may pose additional difficulties for a pupil with SEN and the behaviour of some pupils may prove challenging. The following factors should be taken into consideration:

- o is the pupil capable of taking part in and benefiting from the activity?
- o can the activity be adapted to enable the pupil to participate at a suitable level?
- o will additional/different resources be necessary?

- o is the pupil able to understand and follow instructions?
- o will additional supervision be necessary?

xx) Remote supervision

The aim of visits for older pupils may be to encourage independence and investigative skills, and some of the time on visits such as trips abroad and fieldwork may be unsupervised. The group leader should establish during the planning stage of the visit whether the students are competent in remote supervision and should ensure parents have agreed this part of the visit. The group leader remains responsible for pupils even when not in direct contact with them.

Parents should be informed, before the visit, whether any form of remote supervision will take place. An example of this is the Leavers Camp Expedition or Ski Trips.

xxi) Preparing pupils for remote supervision:

As a minimum, pupils should have the following:

- o Telephone numbers and emergency contacts if lost
- o Money
- o Maps and plans and any other information for them to act effectively
- o Location of local telephones and the appropriate coins
- o A knowledge of how to summon help
- o Knowledge of out of bounds areas or activities
- o A meetup point (where possible a base area where a member of staff will always be)

xxii) Swimming supervision

Swimming, paddling and other 'in-water' activities should never be allowed as an impromptu activity. They should only take place when a specific risk assessment has been written and qualified supervision is available.

Swimming and paddling in the sea should only be allowed in recognised bathing areas and have official surveillance, preferably lifeguard cover. Pupils should always be in sight of their supervisors. One supervisor should always stay out of the water for better surveillance.

The group leader or another supervisor should have completed the Aysgarth lifeguard training, especially where lifeguard cover may not be available.

Staff should be aware of:

- o The level of swimming ability in the group
- o Local conditions
- o Designate a safe area of water for use by the group
- o Ensure that pupils have not eaten (at least 30 mins before swimming)
- o Adopt and explain the signals of distress and recall

Swimming pools

When using public swimming pools, the following ratios should be adopted:

- o 1 adult to 20 students
- o For pupils in year 3 and below the ratio should be higher
- o Group leaders should monitor the risks of regular swimming activities and adjust supervision levels for their individual groups as necessary
- o If considering using a swimming pool not used before, it is advisable to check the following:
- o Is there constant pool supervision by a sufficient number of qualified lifeguards?

Where there is no lifeguard, the group leaders or designated supervisor should stay at poolside at a raised location and should have a relevant life saving award and be accompanied by an appropriate number of supervisors

- o Is the water temperature appropriate?
- o Is the water clear?
- o Does the deep end allow for safe diving?
- o Are there signs indicating the depth?
- o Is there a poolside telephone?
- o Are there a resuscitator and other pieces of first aid and rescue equipment, and is there somebody trained to use them?
- o Have the pupils been instructed on how to behave in and around the water?

xxiii) Paperwork/items to remember for residential visits:

- o Travel tickets, passports, visas, European health insurance cards (valid until expiry date) or Global Health Insurance Cards
- o A photocopy of the above should also be with another member of staff
- o Consent forms
- o Contact details for home contact/tour company
- o Contact details for parents (names, addresses, telephone numbers): at least two contacts for residential trips
- o Insurance policy and contact number
- o Location of local hospital medical service
- o For some visits you may require passport photos of the students
- o Contingency fund
- o ID cards for pupils
- o Mobile phone
- o A copy of all pupil information and contact details for all accompanying members of staff
- o Group leader to ensure they have contact details, medical history and photocopies of staff members' passports and European health insurance cards (valid until expiry date) or Global Health Insurance Cards

xiv) Evaluation of visits

All incidents/accidents should be reported. Any issues with particular pupils should be reported to the appropriate people.

Notes on types of visit

1. Day visits

This type of visit is usually in support of the curriculum. It will be necessary to seek approval for such visits and carry the necessary planning including risk assessment. Parental consent will be required in some instances, especially if it is not in the school calendar.

2. Sports fixtures

Where possible all fixtures should be in the school calendar. All away fixtures count as off-site activities and should have a risk assessment accompanying all fixtures (Generic Risk Assessment). A list of pupils involved in the fixture should be given to the school secretary with times, dates and venues as well as a contact telephone number.

Games staff should be aware of any pupils with special medical needs and carry a suitably stocked first aid kit.

Guidelines for staff taking away fixtures

- o Team sheets should be complete and up to date before leaving Aysgarth. Any amendments should be made before leaving and a master copy kept in the main office which can be referred to in the event of an emergency.
- o A register should be taken before the bus leaves Aysgarth which should match the master copy in the school office. The master copy must be updated if there are any changes.
- o Staff should make clear to the pupils the need to wear a seatbelt at all times.

After the match:

- o Pupils may travel home separately from the main party, **only in a vehicle with their own parents.**
- o A pupil **must have permission from their parents,** in advance of a fixture, if they are to travel home with anyone other than their parent/guardian or the main party with the member of staff.
- o Staff must take a register before leaving the away venue to ensure all pupils are present

Returning to Aysgarth :-

- o Staff should sign out (in the relevant register) any pupil who has gone home with parents.
- o Ensure that any injured pupils have reported to the school matron or nurse.
- o Record any incidents in the incident/ accident book.
- o Inform Matrons of any medical kit used.
- o If a pupil is taken to hospital in an ambulance and you need to stay with your team staff must inform the School Nurse or Matron at Aysgarth so that someone can be arranged to meet the pupil at hospital.
- o If a child needs to go to hospital (but not in an ambulance) and an Aysgarth parent offers to drive them there then in this extreme situation staff do have permission to allow that child to travel with an Aysgarth parent. Staff should still ring the School Nurse or Matron to arrange for someone to meet the pupil at hospital.

3. Adventure activities

When planning to use adventure activity facilities, offered by a commercial company or by a local authority, the group leader should check:

- Whether the provider is legally required to hold a licence for the activities it offers, and if so, that the provider actually holds a licence
- A licensed provider does not necessarily have to hold a licence for all its activities.

Many of the activities will be covered by Health and Safety legislation alone. However the following activities undertaken by pupils under 18 need a licence:

- o Caving
- o Climbing
- o Trekking (going on foot, horse, pony, cycle, skis, skates or sledges over moorland, or on ground over 600m above sea level when it would take 30 minutes to reach an accessible road or refuge)
- o Water sports

The group leader and supervisors retain ultimate responsibility for pupils at all times during adventure activities, even when the group is under instruction by a member of the provider's staff. The provider is responsible for the safe running of the activity. Clear handover and hand back procedures should be in place. Everybody, including the pupils, must have an understanding of the roles and responsibilities of the school staff and provider's staff. The group leader should have sufficient information on what the activity involves before it takes place. They should approach the instructor at an appropriate stage if they are concerned about the students taking unnecessary risks.

The group leader should ensure that the provider is aware of any special medical needs that members of the group may have. Not all bodies are required to hold a licence.

In-house provision

- o Staff must hold NGB qualifications.
- o The equipment used must be suitable and maintained to a high standard.
- o All activities must be covered by generic/specific risk assessments.
- o Clear management of safety systems must be in place.
- o Appropriate provision for first aid is made.
- o Every pupil is suited to the activity and is properly prepared and equipped.

4. River visits

Taking pupils on a river visit needs to be carefully planned. The risks assessed should include those arising from the hazards with being in rivers which can include water levels, current, obstacles in the water as well as infections such as leptospirosis that can be contracted by humans.

Once on the river visit, the Group Leader should be aware of the following:

- o Be aware of the local conditions - such as currents, weeds, a shelving, uneven or unstable bottom
- o Place staff in suitable positions along the bank
- o Set out clear boundaries for where the work will take place
- o Ensure all pupils are wearing suitable clothing and footwear to carry out the work
- o Be prepared to adjust the original plan if the flow of water or other circumstances change during the visit
- o Ensure that any pupils with cuts or abrasions are covered up with waterproof dressings
- o Any cuts or abrasions that occur during the visit should be cleaned out thoroughly and covered where appropriate

5. Residential visits

Refer to section in 'Planning'.

6. Visits abroad

Refer to section in 'Planning'.

7. Foreign exchanges

- o Parents/Guardians should be made fully aware of what checks are carried out on the home stay families prior to the visit
- o All pupils should be issued with an ID card with relevant phone numbers to be used in an emergency
- o Staff to visit each family over the course of each trip

- o The companies we use for Home Stay undertake whatever checks are available on those individuals from their country of origin

8. Ski trips

Refer to section in 'Planning'.

9. Boarding visits

A wide variety of trips are on offer in boarding. It is important that all members of staff accompanying these trips read the risk assessment and ensure it is followed. A generic risk assessment for some trips and public places has been put together and for more specific activities risk assessments are to be given to the members of staff on duty. There are also instructions regarding supervision of pupils.

On every boarding visit, a group leader should be allocated who will be responsible for the following:

Before pupils and staff depart by coach, the group leader should ensure:

- o All pupils are present
- o All pupils are in groups of three or more if going off within a park
- o Staff contact numbers given to each other
- o pupils are briefed on risks and general behaviour during the day
- o All pupils know check-in times and check-in points
- o All pupils know when/from where coach leaves
- o All pupils know where the base area is
- o Allocate a schedule and base area for staff
- o Make sure staff have relevant information (risk assessments/lists of pupils etc) and brief staff as to expectations