



Budmouth College

Trips and Visits Policy

Governors' Committee responsible:	Personnel and Resources
Link Senior Leader responsible:	John Hegarty
Date reviewed:	1 st January 2016
Next review date:	1 st January 2018

HOW TO APPLY FOR TRIP APPROVAL

Read the guidance, complete Trip Approval Form V1 (local trip /visit) or V2 (residential/overseas/adventurous activities)
Attach a Risk Assessment Form V3

If trip in college time ,get approval from SL

Get approval from Trips and Visits Coordinator (JH)
Who will review safety, leadership, educational value and planned provision then take on the approval process

Approval gained from VP Cover (AB)
Approval gained from VP Calendar (CE)
Approval sought from Principal
Governors informed

ONLY NOW CAN THE TRIP BE LAUNCHED WITH STUDENTS & PARENTS

Open an account with Finance Office, arrange insurance, do nominal roll/bus list from SIMS, inform Cover Manager etc.

Equality Impact Assessment – initial screening record

1. What area of work is being considered?	Trips and Visits Policy
2. Upon whom will this impact?	All members of staff All students Any other accompanying adult

3. How would the work impact upon groups; are they included and considered?

<i>The Equality Strands</i>	Negative impact	Positive impact	No impact
Minority ethnic groups			X
Gender			X
Disability		X	
Religion, Faith or belief			X
Sexual Orientation			X
Transgender			X
Age <small>(N/A to pre-school and school children)</small>			X
Rurality			X

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	X		
Gender	X		
Disability	X		
Religion, Faith or belief	X		
Sexual Orientation	X		
Transgender	X		
Age	X		
Rurality	X		

Does the initial screening highlight potential issues that may be illegal?

YES/ NO

Further comments:-

Do you consider that a full Equality Impact Assessment is required? YES/ NO

Initial screening carried out by John Hegarty



Signed Date 01/01/2016

Comment by Principal :

Date.....

BUDMOUTH COLLEGE

TRIPS & VISITS POLICY

Policy Statement: Budmouth College will provide students with safe ventures which promote their personal, educational and social development. This document is designed to help staff in that process.

Person Responsible: Trips & Visits VP

Review Date: 1st January 2018

People Involved: Party Leaders, Staff & Students

Trips and visits are a vital part of college life, not only for their educational value but for the personal and social development opportunities they offer. It is obvious that trips out of college involve an element of risk, and this must be taken into account when planning any visit. It is the policy of the College that for all activities, staff will follow national guidelines.

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1. **Before any such trip is launched with parents or students**, approval must be gained from

- Subject Leader if the trip is subject based or requires staff cover
- Trips & Visits Co-ordinator (JH) for risk assessment and review of in the light of existing/planned provision/safety.
- VPs for cover and calendar implications (AB/CE)
- Principal
- Governors are then informed

2. **Adventurous Activities**

The adventurous activities listed below require special arrangements and details relating to these can be found online within the DfE publication Health and Safety of pupils on educational visits. <http://static.zsl.org/files/haspev-1179.pdf>

Abseiling	Horse Riding	Skating
Canoeing	Micro Light Aircraft	Skiing
Camping	Motor Sports	Swimming
Cycling	Mountain Biking	Surfing
Caving	Orienteering	Walking
Diving	Parachuting	Water Skiing
Gliding	Rock Climbing	Wind Surfing
Hang Gliding	Sailing	

3. **Safety & Risk Assessment**

- **For all trips, the Party Leader must carry out a risk assessment of the venue and activities before approval can be given (Form V3).** A copy of this risk assessment must accompany the 'Approval Form' (Form V1 or V2) and shared this with staff and students on the trip.
- Risk assessments of specialised activities should be undertaken by someone who is experienced in the activities. In the case of any hazardous activity, risk assessment must be on-going and if the risk is deemed to have increased, the activity may be stopped. Safety must never be compromised in order to meet educational or other objectives.

Risk assessment sounds more complicated than it really is. It is something we do automatically but which must never be done casually.

We take risks every time we cross a road. To minimise that risk we take certain steps. We choose a pedestrian crossing or traffic lights to cross at. If neither is available, we cross where traffic can see us and has time to stop. We look, listen and if the road is clear we cross quickly. In short, we assess the risks and we take steps to minimise those risks.

When you take a group of students off-site you are taking risks. The key is to accurately assess those risks and then take steps to avoid or control them. This process should be on-going (dynamic) and activities should not continue if risks are assessed to be or to become too high.

Doing a Risk Assessment (Complete Form V3)

There are seven factors which you must take into account:

- the type of activity and the level at which it is being undertaken;
- the location, type of terrain, altitude, footpaths;
- the competence, experience and qualification of supervisory staff;
- the group members' ages, competence, fitness and temperament;
- the ratio of competent, experienced and qualified staff to students;
- the quality and suitability of the available equipment;
- seasonal conditions, weather and timing.

Staff should make a preliminary visit to the site or centre:

- **Look for and identify the hazards.** This could be the activity itself, such as climbing, or the environment eg bad weather.
- **Decide who is at risk and how.** This will usually be students, staff and the general public.
- **Look at existing precautions.** Consider the equipment and procedures, the qualifications and experience of staff involved.
- **Ask, could more be done to keep students safe?**
- **Consider the seven factors listed above** in the light of your understanding of the site, the students and the activity.
- **You must now record all the steps and share it with your staff and students.**
- **When on site, continually review the risk.** Eg Is the weather changing? Has one adult left the site to care for an injured or sick student so affecting staff/student ratios? Are the students becoming too tired to continue? If you ever feel that the risk has become too great, stop the activity at once.

A well-trained and qualified instructor at a reputable activity centre will also be assessing risks all the time. If they decide that an activity has become too risky, abide by their decision however disappointed your students might be. Do remember that even where an instructor is working with the students, the Party Leader remains responsible for safety.

Party Leaders should brief party members on:

- risks, hazards and dangers;
- conduct and behaviour;
- free time;

- communication systems;
- supervision arrangements and staff responsibilities;
- variations and vulnerability of certain party numbers.
- fire safety – emergency drill and evacuation procedures.

4. Supervision:

- The Principal carries the final responsibility for every trip and he must be satisfied that the Party Leader is suitably qualified and experienced to undertake the visit;
- NGB recommendations for staff/student ratios must be followed.

Staffing Ratios

1/15	Most visits, field work and walks.
1/10	Camping
2/10	Caving
1/7	Mountain Biking
1/6	Sea Canoeing

These ratios will need to be reviewed in light of the students involved, their ages and also if conditions change or particular challenges or dangers exist. Do remember that no trip (other than local) should be dependent upon one member of staff and that mixed groups necessitate mixed staffing.

When accompanying children away from college, all teachers have a duty of care. They are 'in loco parentis'. To discharge your duty of care, you must be able to show that all reasonable steps have been made to establish safe conditions for the students. A court may even deem that staff are obliged to take more care than a reasonable parent because of their professional responsibility. It is expected that training, expert knowledge and experience gives them a greater awareness of the potential risks in particular activities than an average parent. They should not act without preparation or forethought. All staff must be cognisant of the College's Safeguarding and Whistleblowing Policies.

Staff are obliged to take all reasonable measures to ensure that every child under their control and supervision is safe and protected from any unacceptable risk. Most accidents occur at break times or when guard has been relaxed after completing an activity. Ensure that supervision is maintained at these times. Supervisors should not all take a break at the same time as students. Supervision must be maintained at all times.

Delegating Responsibility

A teacher's duty of care on a college visit is not confined to normal working hours. It lasts throughout the time away and can only be put aside at times when responsibility for the care of children can be reasonably delegated to some other person. That is, for example, where visiting a residential or outdoor activity centre you can reasonably allow students to be supervised by the centre's own staff provided you are satisfied that they are suitably qualified and

experienced. Even then, general responsibility for welfare and discipline rests with the leader who must always be available in case of emergency. There should always be a conscious changeover of responsibility when this happens. Each side should make it clear to students and accompanying adults when they are assuming responsibility and when they are passing responsibility on.

Supporting Staff

You will need to clearly brief any supporting staff and set out their roles and responsibilities. The Party Leader will be responsible for informing all accompanying adults of any student medical conditions. Adults working with children must be DBS checked via County.

Safeguarding

All staff have a legal responsibility to immediately report any disclosures of abuse against a child. On a trip or visit you should report your concerns to the Party Leader who will attempt to contact the DSP for Child Protection at Budmouth College. If the DSP is unavailable the Party Leader will decide to either inform the police if there is an immediate risk of harm or contact the Weymouth Office for Children's Services on 01305 760139, out of hours 01202 657279, and ask to speak to the Duty Officer for further advice. Details of the disclosure or concern and steps taken must be clearly documented, including date and time, and given to the DSP on return to College.

College Phones

For many trips, especially exchange visits and those where children have the opportunity to operate independently, it is necessary to issue them with an emergency phone number. It is obviously undesirable that personal numbers should be disseminated, so the college can provide up to four independent phones for any trip. These can be obtained from the Finance Office (JF).

Children of Staff

If children, who would not normally be part of the trip, accompany their parents who are acting as supervisors, you must have a clear policy.

- Under no circumstances must children be allowed to accompany staff without the consent of the organisers.
- The child is not to distract adults from their responsibilities.
- The child must be under the supervision of his or her parent for the duration of the trip.
- The parent must pay all costs related to their child.
- The child is only to take part in activities where they have the necessary skills and where it does not exclude other members of the party taking part.

5. Using External Providers (Complete Form V6)

Wherever practicable someone should visit the centre before the trip is confirmed. If not, then the centre should be contacted and asked to confirm that:

- the centre holds a current licence;
- their staff are qualified and competent to undertake their assigned duties;
- staff competencies are confirmed by national governing body qualifications;
- the centre has DBS checked all its staff;
- there is a clear line of authority for each activity;

- the member of staff identified in the chain of management as having responsibility for a particular activity has the relevant competence, qualification and experience;
- all groups of participants have ready access to at least one responsible person with a First Aid qualification.

The Leader should request a list of the centre's risk assessments and staff with their qualifications. You should seek assurances that the equipment is safe, appropriate and meets the relevant safety standards. The centre should also have a Health and Safety Policy including fire safety and have a suitable emergency procedure for contacting next of kin and others in case of an emergency. You should check that the centre has adequate insurance cover including public liability, product and third party. A copy of their certificates should be requested.

6. Residential Accommodation

Where accommodation is provided, it should be to an acceptable standard.

Briefly the regulations can be outlined as follows:

- Accommodation should be adequately heated;
- Sleeping areas must have at least one external window providing ventilation;
- Sleeping areas should be adequately lit;
- All bedroom and bathroom areas must have opaque blinds, curtains or equivalent;
- Provision must be made for the drying of clothes;
- There should be one wash basin for every 15 people and one WC for every 10 people in close proximity to sleeping areas;
- There must be at least 30 inches between the sides of each bed or set of bunks and enough circulation space to allow for easy access to all facilities in the room;
- There must be at least one residential member of staff or supervising adult, e.g. party leader, of the same sex as participants sleeping in the close proximity of those participants;

7. Exchange Visits

As part of the preparation and briefing students must be made aware of what they should consider to be 'normal' arrangements from their host for standards of accommodation, supervision, down time, bed time etc.

It should be clear what action a student should take if an incident occurs or/and they are concerned or unhappy. (Clearly, professional judgement will need to be exercised to establish whether it is just a case of homesickness). They must not be criticised or 'convinced' that it is OK. In support of this if a student is concerned, alternative accommodation must be found or the student brought home.

Group leaders must contact all young people within the first 24hrs to check that they are happy and on a regular basis throughout the remainder of the stay.

There must be a 24hr contact number for use by host families and students, which can be used for any issues. Hosts must have clear guidelines on what constitutes the sort of incident that must be reported.

Establish with the overseas leader an understanding of your expectations regarding accommodation and ask for evidence of any pre- visit assessments made of the host families. The families used must be known to the organiser and reputable.

The pre agreed programme must identify any adventurous/hazardous activities for parental consent and to enable sufficient checks to be made in advance on their suitability.

Young people must be debriefed at the end of the stay by group leaders and any concerns acted upon. Hosts must have the opportunity to report back to the local organiser.

If a serious incident occurs it should be reported to the local authorities and police back in the UK.

All this works in reverse when placing foreign students with host families in this country with the additional requirement that the hosts are DBS checked.

If as the visit organiser you are not confident that all this information has been gathered or given the visit should not go ahead

Unhappy Student

1. Students should be thoroughly prepared and briefed before the exchange visit.
2. Students should be aware of the possibility to change hosts or return home during the visit.
3. Students should be given contact details of a liaison person at their UK school.
4. Full information about the student should be given to the host school during the planning process.
5. As far as possible, the language skills of the student should be matched to the host family.

Unsuitable Host

1. The host school should make pre-visit assessments of potential host families, including criminal checks if possible.
2. Alternative hosts should be available if necessary.

Unsuitable Student

1. The Leader should ensure, as far as possible, that students will 'fit in' with the host families that take part in the exchange.
2. The host families should be given clear written disciplinary procedures.
3. Parents/guardians should be warned before the exchange that if their son/daughter needs to be sent home early he/she will be accompanied by an adult.
4. Host families should be given the opportunity to feedback to the host school if the UK student was unsuitable in any way

Inappropriate Activities

1. A schedule of suitable activities agreed by both the UK and host schools should be issued to host families before the exchange.
2. Host families and participants should feedback to their respective schools on the activities undertaken during the exchange visit.

Lost/Missing Student

1. There should be a clear hand-over procedure on arrival and departure.
2. Students should carry key contact information in the local language.

Sick Student

1. Students may need to have inoculations prior to the exchange.
2. Hosts must be made aware of any conditions suffered by their student that requires regular management or routine treatment.
3. Hosts should be given spare asthma inhaler or other medication if appropriate.
4. Parents must sign a consent form allowing medical treatment in an emergency.
5. In the event of an emergency, hosts should have contact numbers for the Leader and the College.

8. Fire Safety in Hotels/Centres

- In all cases it is essential that there is a valid Fire Certificate.
- Where premises do not legally require a Fire Certificate, there must be evidence that advice from fire officers has been followed.
- As soon as you arrive at an overnight stop, you should satisfy yourself that your students are familiar with the geography and surroundings and are certain of the means of evacuation in the event of fire.
- All marked fire escapes must be accessible. You should check that your students know their nearest escape route.

Fire Drill

This should be rehearsed at the first available opportunity:

- Everyone must leave the building at once. Do not waste time trying to put the fire out unless it is a small fire that can be smothered quickly with a blanket or rug. Call the fire brigade immediately.
- Make sure all your students have assembled at the appropriate point. Carry out a roll call and if there is anyone missing inform the appropriate authorities immediately.

9. During the Trip

- Each morning check that all staff are aware of their responsibilities for the day.
- Hold a daily staff briefing. This need only be a five minute exercise but it should keep all staff informed of plans and activities and any minor injuries or events of the previous day. They can also bring any behaviour or potential health problems to your attention.
- Each morning check the weather forecast. If you are by the coast and taking part in seaside activities, check local forecasts on the radio or via the telephone.
- If you are visiting a beach check the times and heights of low and high tide.
- Ensure mobile phones are charged.

- Monitor the health of students. Each child should be spoken to by an adult before the day's activities so that their well-being can be assessed.
- Before every activity, ensure that all students and groups have a reporting back time. Make sure that you know when this is. Tell them it means that help will be sent out if they do not return by this time. Make sure that all students are aware of this, so that they know if they do not report back the emergency system will go into operation.
- Keep a check on clothing and make sure that wet clothing is dried overnight so that each child starts the day dry and warm. Check that footwear is appropriate for the day's activities.
- Keep a list, or make sure the centre is keeping a list, of who is where at all times of the day.
- As activities change and you move from activity to rest periods, ensure that there is a definite changeover of responsibilities.
- At the end of each day register your group and check that there are no injuries or illness among staff or students.

10. First Aid:

- There must always be access to first aid commensurate with the activity undertaken.
- Outdoor, remote and sporting activities must be accompanied by a qualified and competent first aider together with first aid kit.
- The contents of a First Aid Box must match those set out in the College's First Aid Policy
- A 'first aider' is any adult who holds a current First Aid Certificate.
- For low risk visits (e.g. theatre trips) – it will not be necessary for Leaders to have a first aid qualification.

Treatment & Medication

Records should be kept of any treatment given. These records should include the name of the person treated, the date, time and place of the treatment, the circumstances of the incident and details of the injury and the treatment given. In the event of an injury, an accident form must be completed on return to College.

If any students normally requires medication, you must ensure that they take enough supplies for their stay. You should follow your College policy on the dispensing of medicines.

11. Emergency Action Plan.

On departure, every trip must leave a completed Bus List (V4) in the College Office.

If the trip is going to be running outside of college office opening hours (8am-4pm) then an additional list and trip details must be left with a member of SLT. In the event of an emergency, the Party Leader should follow the guidance laid down in the College's Emergency Action Plan which appears below.

AS LEADER YOU SHOULD:-

Ensure the safety and reassurance of the group including your staff.

Assist and treat the injured.

Ensure your personal safety.

Inform the emergency services, providing group details and the Emergency Action Plan number in Weymouth.

Establish contact with an EAP Team member in Weymouth who will immediately become responsible for all notification, communication and press liaison.
Try and use your mobile or a 'secure number'.
(Location/Number/Nature of incident/casualty details/group details/ actions so far/support required)
Politely refer any press enquiries to the EAP Team.
Arrange for the transportation of the remaining group to base or home.
Protect your group from an intrusive press.

AS A LEADER YOU SHOULD NOT:-

Leave the main group, if necessary send another staff member with the emergency services or casualties to hospital.
Make any statement to the press.
Release the names of victims.
Contact parents - except where youngsters have minor injuries.

THE EAP TEAM WILL:-

Open an office at college.
Provide line contact with the leader - keeping his/her number secret.
Contact the parents of every party member to offer help or just reassurance.
Establish contact with local police and assist in the notification process.
(The police may seek a monopoly on notification - but the Team must make its own best judgment)
Contact staff/parents to provide recovery transport.
Deal with all press enquiries.
Remain on standby until the primary incident has resolved.

STATEMENTS:-

Unlike press reaction, the nature of any incident is impossible to predict. Any reliable assessment of risk, damage or liability may take months and so the statement issued must seek to relieve pressure from those involved whilst satisfying the media demand for copy. Despite their lack of knowledge, the press will publish anything and later revision will never achieve the same coverage. This being so, it is crucial we have a positive input from the start. No verbal statement should be issued but rather fax numbers taken with the promise of an immediate statement. This statement can then be composed and sent to every enquiry source.

Such a statement might include:

Our primary concern for those injured and their families.
The support of those affected in college and community for those involved.
The size and success of our trips and visits programme.
The experience of our leadership teams.

USEFUL NUMBERS

Budmouth College	01305 830500
Dorset Emergency Number (via Fire Service)	01305 252040
Budmouth College Fax	01305 830555

EMERGENCY UNITS

Dorset County Hospital	01305 255541
Yeovil Hospital	01935 75122
Taunton Hospital (Musgrove Park)	01823 333444
Bridgewater Hospital	01278 451501
Plymouth Hospital (Derriford)	01752 777111
Tavistock Hospital	01822 612233

12. Completing a nominal roll/bus list from SIMS

A nominal roll with an accompanying mobile phone number must go with the Leader, be lodged with the College Office, go to SLT if they are providing stand-by cover, and if students are going to miss lessons a list must be emailed to staff. This document is produced on SIMS by following the instructions provided at:-

<https://www.budmouth.dorset.sch.uk/frogos/2c29d233784ef56c7a9a25a30a56fb90>

Group Leaders must carry a charged mobile phone. Leaders taking trips which run outside of College hours must get agreement that stand-by cover is provided by a member of SLT in Weymouth and phone numbers are swapped.

13. Parental Information and Consent:

- Parents now sign a general form covering most trips/visits and their consent can be found logged on the bottom of the child's entry on SIMS. Staff must check that this consent has been provided before including any child in a trip or visit.
- A Parental Consent form is no longer required for trips and visits unless the trip involves a residential element or overseas travel, in which case a parental Consent Form (V5) must be used.

For residential/overseas trips:

- Parents must give "informed consent" and so trip letters must include details of activities, accommodation, travel, costings, staffing and insurance.
 - The party leader must inform all parents that the College reserves the right to refuse to take a student on a trip or may withdraw a student from a specific activity.
 - No student can be taken on a residential or overseas trip if the consent form (V5) has not been returned. Telephone consent is not acceptable.
 - All consent forms must be retained by the College.

Producing a nominal roll/bus list from SIMS

- This can be produced on SIMS by following the instructions provided at:-
<https://www.budmouth.dorset.sch.uk/frogos/2c29d233784ef56c7a9a25a30a56fb90>
- A nominal roll must go with the Leader, be lodged with the College Office and go to SLT if they are providing stand-by cover. If students are going to miss lessons, a list must be emailed to staff.
- Group Leaders must carry a charged mobile phone. Leaders taking trips which run outside of College hours must get agreement that stand-by cover is provided by a member of SLT and phone numbers are swapped.

14. Insurance:

- All visits (except local sporting fixtures/ local educational establishments) must be insured with the Business Manager's Office (Form V6)
- All hazardous and overseas visits must have additional insurance.
- Do remember to budget for this.

15. Finance

You have legal responsibility for the money collected from students. For your own security you must keep a full financial record. This may be time consuming, but it will give you and the College protection.

- Get a number of quotes and confirm any arrangements in writing
- Arrangements for the collection of all monies must be made through the Finance Office.
- As soon as a trip is approved, you should open a new account with the Business Manager's Office.
- Total costs must be given to parents in advance of deposits being taken.
- All funds must go through the College accounts.
- If staff are receiving funds they must not hold cash for longer than is necessary – it must be kept in the College safe before it is banked. Staff must never take it home.
- As soon as funds arrive, they should be logged in your deposit book and signed for by the Finance Office staff.
- Trips requiring multiple payments should use Payment Cards obtainable from Reprographics.
- Party Leaders are responsible for the collection and accurate record keeping for all receipts, payments and refunds.
- At least a week before the trip, you should order cheques and cash from the Finance Office.
- Do remember to leave in your account sufficient funds to cover coach hire, minibus mileage, insurance and any other bills which may arrive after the trip
- During the trip you should retain receipts to enable the Finance Office to complete accounts on your return.
- The Business Manager has the authority and responsibility for checking financial arrangements.

Charging

You must work on the assumption that all trips must be self-financing and do remember to budget with a small contingency fund in case of unforeseen incidents. Regularly check your spending against your budget.

Cover is hugely expensive and sometimes difficult to obtain. In planning try to minimise staff absences, be reasonable in staffing ratios and do consider involving Support Staff.

Staff must read the College's policy on charging for trips. Make sure parents are clear about the total cost, the deposit and subsequent instalments for the visit. Establish payments dates which parents can be informed of by letter or through the first trip meeting.

Let parents know of the policy on pocket money and how much their children are expected to take.

16. Buses

Whilst coaches hired from external providers remain their legal responsibility, it is obviously prudent that staff carry out a visual check before commencing their journey.

Minibuses can only be driven by College approved staff that have successfully completed assessment. On journeys of more than 90 minutes, and for purposes of safety and supervision, two staff should accompany groups. The condition of the vehicle, the loading of the roof rack and the behaviour of the passengers will always remain the responsibility of the driver. This being so, all vehicles must be checked before use. Complete minibus regulations can be found in the Finance Office.

17. Online Advice

Running a Trip

<http://static.zsl.org/files/haspev-1179.pdf>

Trips Abroad

<http://www.education.gov.uk/schools/guidanceandadvice/f00191759/departmental-advice-on-health-and-safety-for-schools/trips-abroad>

Health & Safety on Trips

<http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools>

Risk Assessment

<http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools/assess-risk>

HOW TO APPLY FOR TRIP APPROVAL

Read the guidance, complete Trip Approval Form V1 (local trip /visit) or V2 (residential/overseas/adventurous activities)
Attach a Risk Assessment Form V3

If trip in college time ,get approval from SL

Get approval from Trips and Visits Coordinator (JH)
Who will review safety, leadership, educational value and planned provision then take on the approval process

Approval gained from VP Cover (AB)
Approval gained from VP Calendar (CE)
Approval sought from Principal
Governors informed

**ONLY NOW CAN THE TRIP BE LAUNCHED WITH
STUDENTS & PARENTS**

18. Trip Check List

Complete Form V1 OR V2 (for overseas, residential or adventurous trips) and attach your Risk Assessment to it
Get approval from Subject Leader, Trips & Visits Co-ordinator (JH), VP Cover (AB) & Calendar (CE) and the Principal.
<u>Only now can the trip be launched with parents and students.</u>
If residential/overseas letters & consent forms go out to parents with full information
Consent Forms collected if trip overseas or residential
Account opened, funds deposited
Insurance arranged
If visit during college time. Place a bus list (form V4) in the College Office and email staff who will be missing students.
If visit runs outside college time. Place a bus list (form V4) in the College Office, give a copy together with trip details to a member of SLT.
Collect cash/cheque drawn from Finance Office
Check mobile phones are on board – numbers left with Office
Check the Emergency Action Plan is on board

Application for the Approval of a Trip (please print landscape)

FORM V1

To: SUBJECT LEADER - TRIPS & VISITS CO-ORDINATOR (JH) – VP COVER (JH) CALENDAR (CDE) – PRINCIPAL - CHAIR OF GOVERNORS

Trip Title:

Dates:

Time Out:

Time Back:

Destination:

Purpose:

Leader:

Accompanying Staff:

Transport:

Signed:..... Governor

Date:.....

APPLICATION FOR APPROVAL FOR OVERSEAS, RESIDENTIAL AND ADVENTUROUS TRIPS (please print landscape)**FORM V2****To: SUBJECT LEADER - TRIPS & VISITS CO-ORDINATOR (JH) – VP COVER (JH) - CALENDAR (CDE) - PRINCIPAL - CHAIR OF GOVERNORS**

This form must be submitted during the very first stage of planning the visit and needs to gain approval from the Subject Leader, both VPs, the Principal and Governors before the trip is launched with parents or students.

Section A

Name of Party Leader							
Name and telephone number of emergency contacts in Weymouth	1.				Tel.		
	2.				Tel.		
Name of country/county to be visited.							
Activities							
Dates and Times	Departure:			Return:			
Number of days							
Anticipated number in party Total:	Staff	Boys	Girls	Staff	Boys	Girls	
	* Age as at the commencement of the visit or activity						
Names of adults accompanying	Teachers:			Adult Volunteers:			

<i>Risks</i>	<i>Who might be harmed?</i>	<i>Is the risk adequately controlled?</i>	Extra action necessary to control risk

Risk Assessment
Form V3 (Exchanges)

Activity:

Assessment undertaken (dates):

FORM V3 (Exchanges)

GENERAL AREA RISK ASSESSMENT

Ref. No.:	.	1 Negligible	1 Improbable	9 or above
Date:	.	2 Minor injury	2 Possible	further
Assessor:	.	3 Major injury	3 Occasional	immediate
Location:	.	4 Single death	4 Fairly frequent	assessment
Off Site	.	5 Multi-death	5 Frequent	needed
Activity:	Exchange Visits	6 Multi-offsite	6 Certainty	.
IDENTIFIED HAZARDS		SEVERITY 1-6	PROBABLE FREQUENCY	RISK SCORE
Unhappy Student		.	.	.
Unsuitable Host		.	.	.
Unsuitable Student		.	.	.
Inappropriate Activities		.	.	.
Lost/Missing Student		.	.	.
Sick Student		.	.	.
.		.	.	.
.		.	.	.
.		.	.	.
.		.	.	.

FORM V4

Completed copies of this form must accompany the trip and be deposited in the College Office before the students leave the site. Please note that:- 1. Staff must be listed 2. Boarded transport box completed 3. A mobile number must be listed.

PARENTAL CONSENT FORM FOR RESIDENTIAL/OVERSEAS VISITS

PART A - please print details in capital letters

Student's Name:.....

Year/Tutor Group:.....

Visit/Trip:.....

Parent/Carer:.....

Home Address:.....

.....

.....

Contact telephone number in case of emergencies: Home:..... Mobile/Work:.....

Contact email (for residential/overseas trips):

Name and address of family doctor:.....

.....

Doctor's telephone number:.....

Student's NHS Number:.....

Student's Date of Birth:.....

Student's Mobile Number:.....



PART B**MEDICAL INFORMATION**

- | | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. | <i>Has your son/daughter suffered from:</i> | | |
| | Asthma or bronchitis | YES | NO |
| | Sight or hearing impairments | YES | NO |
| | Heart condition | YES | NO |
| | Fits, fainting or blackouts | YES | NO |
| | Severe headaches | YES | NO |
| | Diabetes | YES | NO |
| | Allergies to any known drugs | YES | NO |
| | Any other allergies, e.g. insect bites, material, food, medicine, pollen, dust | YES | NO |
| | Other illness or disability | YES | NO |
| | Recent bed-wetting | YES | NO |
| | Sleep-walking | YES | NO |
| | Travel sickness | YES | NO |
| | Anaphylaxis. | YES | NO |
| 2. | Has your son/daughter received medical or surgical treatment of any kind from either your family doctor or a hospital during the past three months? | YES | NO |
| 3. | Has your son/daughter been given specific medical advice to follow in emergencies? | YES | NO |

If the answer to any question is **YES** please give the details below: (including dosage of any medicines/tablets)

-
- | | | | |
|----|-----------------------------------------------------------------------------------|-----|----|
| 4. | Has your son/daughter received vaccination against Tetanus in the last ten years? | YES | NO |
|----|-----------------------------------------------------------------------------------|-----|----|

PART C

As parent/guardian of _____ I have read, fully understood and am satisfied with the details supplied about the above mentioned trip and agree to my son/daughter taking part in it.

I consent to my son/daughter receiving any necessary medical treatment for any injury or illness during the trip and I will inform the College if medical problems arise before the group departs. I understand the requirement for students to behave sensibly and that I am responsible for my child getting home from the College after the trip.

Signed:..... (Parent/Carer)

Date:.....

ACTIVITY PROVIDER - PRELIMINARY RISK ASSESSMENT

The questions below are intended to assist the school/college in complying with its legal duty to assess hazards and risks to students while participating in school/college organized or sponsored activities. The activity provider must give detailed answers to all the questions below, to enable the school/college to assess whether a pre-activity site visit is required. Negative answers may not mean that the venue is unsuitable, only that additional supervision, equipment, etc. will be needed by the school/college. Please answer all questions.

1 | If your facilities are supplied in return for payment, do you have a license as required by the Adventure Activities Licensing Regulations 1996 and the Activity Centres (Young Persons' Safety) Act 1995?

2 | Does the activity centre have a written safety policy document? (Please send a copy of the 'Statement of Safety Policy')

3 | Does the centre operate a policy for staff recruitment, training and assessment that ensures that all staff with a responsibility for the safety and welfare of participants are competent to undertake the duties to which they are assigned? Staff competence includes personal qualities and communication skills, as well as appropriate technical skills, experience and qualifications in the activities that they supervise or instruct.

4 | Are all reasonable steps taken to check all staff for relevant criminal history and any involvement in civil actions for damage or negligence?

5 | Does the centre maintain a clearly defined authority and chain of responsibilities for each programme or activity and does it have in place a well understood system of reporting and accountability that are set out in writing or in diagrammatic form? (Please send an example with reply)

6	Does the centre identify in the chain of management responsibility the key person or persons responsible for the supervision of staff leading activities?
7	Do the staff who are identified as having any level of management responsibility for a particular programme or activity possess the competencies, qualifications and experience required for the discharge of that responsibility?
8	Does the centre maintain written local operating procedures / safe systems of work for each programme or activity offered? (Please include an example with reply)
a	Are these appropriate to the site or range of sites used and the skill level at which activities are undertaken?
b	Do operating procedures define the method of carrying out the activities and competencies, qualifications and/or experience required by staff undertaking different levels of responsibility within a programme?
c	Do operating procedures conform to the National Governing Body (NGB) guidelines where these are relevant to the safe conduct of the activity at the level being undertaken?
9	Are centre staff competencies confirmed by possession of NGB qualifications, where appropriate and that, in the absence of NGB qualifications, staff competencies are assessed by an NGB qualified member of staff and deficiencies made good by training that is recorded, or such deficient staff are prohibited from supervising that activity? (Provide a list of names and qualifications with reply)

10	Does the centre guarantee that, whilst in their care, all groups of participants are accompanied by, or have ready access to:
a	At least one responsible person with a current nationally recognized first aid certificate?
b	That where groups are unaccompanied in the field, a member of each group is trained in advance in emergency procedures and carries the appropriate equipment?
11	Does the activity centre comply with the Activity Centre Advisory Committee (ACAC) Code of Practice? If not state why.
12	Does the centre have written emergency procedures to deal with fire, other emergency evacuations, serious accidents and medical emergencies? (A copy of these procedures may be requested prior to confirmation of booking)
13	Does the activity centre have facilities for dealing with people with special needs?
14	Does the centre guarantee that sufficient equipment is used in all activities and that it is safe, appropriate to the intended use, of mixed sizes where appropriate and fit for the purpose in all respects?
15	Where applicable, does the centre ensure that equipment meets the appropriate UIAA, BSI, BMIF, CEN or other equivalent Nationally accepted safety standards?

16	Does the centre guarantee that equipment used is subject to frequent checks and the results recorded in an equipment log? (Please send an example with reply)
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17	Is all equipment checked to ensure that it is safe to use immediately prior to each use?
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18	Where vehicles are used, are they systematically inspected at least once each day? Are any trailers, roof-racks and loading arrangements checked for security, particularly when vehicles are used on rough terrain?
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19	Does the centre have public liability, product and third party insurance cover or adequate alternative provision? (Please send a copy of the current certificate with reply)
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CONFIRMATIONS

Name of Activity Centre:

Print name and sign:

Date:

TRIP/VISIT INSURANCE APPLICATION

FORM V7

To: Business Manager, Budmouth College

Trip:

Leader's Name:.....

Dates (as DD/MM/YY)	From / /	To / /	Number of days	A
Number of students participating (age at last date of activity)	Under 16	16 and over	Total Number	B
Number of Staff (inc Leader)				C
Number of Adults				D
Total number of activity days (Participants by number of days)				
Destination:				
Nature of activities:				
Any hazardous activities? YES/NO				

Signature:.....

Date:.....

