



Twyford
C of E
Academies Trust

Document Title	School Trips Policy
Committee Responsible for Policy	Board of Directors (in consultation with Student Committees).
Review Frequency	Every 3 years
Last Reviewed	June 2016
Next Review Due	June 2019
Policy Author	Associate Headteacher (Twyford)

School Trips Policy

1 Statement of Principle

The Directors, Governors and staff of Twyford Church of England Academies Trust believe that all students should be able to participate in a variety of off-site learning opportunities and residential visits whilst at school. The Directors value the contribution made by staff to the residential programme, which is an enriching experience for all.

We believe that every student, whatever his/her means, should have the opportunity to go on at least one residential visit in Years 7 - 13

2 Aims

Off-site and residential visits should meet all or most of the following criteria:

- a. An element of “risk”/the unfamiliar – experiencing a different environment from the urban community in which Twyford is set, to encourage self-reliance.
- b. An opportunity for personal development
- c. An opportunity to learn more about being part of a team
- d. An experience of living in a community which promotes individual responsibility for personal & group organisation
- e. A range of opportunities at a variety of costs, with the emphasis on trips which offer “value for money”
- f. Curriculum relevance – whether in outdoor pursuits, PSHE or subject based study

3 Routines

- a. No residential should be organised for September (unless it has been calendared in the previous academic year)
- b. Before any trip can be authorised, it is essential to follow the planning routine (see Appendix A: School Visits Guidelines.)
- c. Once the trip has been authorised the trip leader should complete the compulsory forms for the trip (SV1, SV4 and SV7).
- d. Once the compulsory forms have been received by the SLT member in charge of the trip the Associate head will sign the SV2 form (confirmation for the trip to proceed)
- e. If there are any major changes to the advertised itinerary (e.g. significant flight delays etc.) then the party leader MUST contact the school, or named senior member of staff to advise of the enforced changes at the earliest possible opportunity
- f. It is the SLT who will have an overview of trips and decide when “new” trips might take place in the school year. It is suggested that expensive trips might well operate biennially (every two years)
- g. Staff are reminded that all outdoor activity centres must be vetted prior to booking before any residential trips depart, the students and parents must be fully briefed about expectations and

details about the residential must be given in writing to both Parents and the Headteacher. These details should be appropriate to the students' age. Students must also sign a behaviour contract.

4 Staffing

Staffing ratios should adhere to those laid down by the LA/ school and ensure appropriate supervision and adherence to Health & Safety regulations

4.1 STAFFING FOR residential

- a. Should first be taken from members of that Year Team
- b. Should be someone who has the appropriate skills, knowledge, experience needed for the content of that residential
- c. Should reflect the gender balance of the party
- d. Must have someone who has a first aid qualification

4.2 STAFFING FOR CURRICULAR residential

- a. Should first be offered within the department
- b. If appropriate, be offered to members of that year group
- c. Must have someone who has a first aid qualification

4.3 OTHER residential

- a. Should include at least ONE senior member of staff (HOD/HOY or above)
- b. Reflect staffing from the appropriate year/curricular content of the residential
- c. Must have someone who has a first aid qualification

4:4 Day trips

- a. Should include the member of staff who has completed the compulsory forms for the trip
- b. Should try to minimise cover implications where possible

STAFFING on the Activities week will be organised by the Activities Week Co-ordinator in conjunction with the trip organiser/or Head of Year.

5 Information for Parents

It shall be the responsibility of the Deputy Headteacher/ Associate head to produce on an annual basis, a list of approved residentials for inclusion in The Induction Handbook for new students Year Ahead booklets together with an indication of the costs involved and brief details of the residential.

Appendix A: School Visits Guidelines

Our policy is to encourage a wide range of off-site learning opportunities for students. These always have to be balanced with the need of staff and students for a stable working environment. Current practice is regularly reviewed within departments and years and by SLT.

These guidelines are addressed to anyone intending to organise a school visit. The school visits forms should be completed when you have checked through the guidelines.

Additional guidance about the running of trips can be obtained from the borough representative for residential. Insurance cover for all trips is provided by the trust and details of the policy can be found on the school VLE. A copy of the Trust charging policy is also found on the Trust VLE site.

A: PLANNING A VISIT

1. The Original Idea

- All visits should have a clear connection with the school's stated curricular aims.
- Our policy statement on residential experience sets out our aims for off-site experience.

2. Getting permission to run the trip

- Firstly discuss your idea with you Head of department/ head of year and SLT link.
- Before any trip is organised or publicised to parents/ students you must get permission for the trip from the Associate Head/ Deputy Head in charge of trips. He/she will need to look at the calendar and agree a suitable date with you. Trips that have not been calendared from the start of the academic year may not be granted if the calendar is tight for the date you have requested
- Permission for residential visits will be needed from the Associate Headteacher and Governors. Residential trips are agreed in June for the following academic year.

3. Timing and notice

- Residential visits should be planned BEFORE the calendar is made up for the coming ~~into~~ school year. Permission for residential trips for the following year will be made in the second half of the summer term, following a Governors meeting. You will be asked to complete a proposed residential form at the start of the summer term (Appendix B)
- All other visits should be planned with at least 4 weeks' notice
- Two periods to avoid: September and the first half of the Summer Term.

4. Booking

- Check your dates and times very carefully indeed.
- For school minibuses, see Site Office.

5. Which students to take

- Generally the group will be your teaching or tutor group.
- DO take everyone you feel confident about.
- DO NOT take anyone who has been banned from outings; check with Heads of Year.
- As a general rule, ensure that at least one of the staff accompanying the group knows those students well.

6. Payment

- No student should be excluded from a school visit on grounds of cost.
- Pupil premium students are given £100 at the start of each academic year to support payment for non-compulsory activities. They can use this money to help fund a residential or day trip
- Ask for a realistic contribution, covering all costs, including a factor for non-payment and for staff costs.
- All payments should be made through parent. Members of staff should NOT collect money for ANY trips.

7. Staffing Ratios

- Day trips within the UK where there is minimal risk e.g. trips to museums, cultural centres - staff ratio is 1:15.
- Day trips where there is a degree of risk involved e.g. Activity centres, fun fairs, Sports involving water – staff ratio is 1:10
- Overnight trips in the UK and Abroad must have a minimum of two teachers (ideally 1M and 1F) and a staff ratio of 1:10.

B: ORGANISING THE TRIP

Before the trip

1. Ensure that you have received written confirmation that the trip can go ahead from the Associate Head teacher.
2. Complete an SVI form, a risk assessment form for the trip (see Appendix E).
 - For all trips (except those involving a local visit to a low risk event) the forms needs to be completed at least 4 weeks before the trip takes place as the forms may need to be sent to the borough. If the trip is to a local cinema or museum you will need to complete forms two weeks in advance.
 - Once you have completed both forms please pass them onto the Deputy head/Associate Headteacher, with a copy of the parental letter of consent (see below)
 - Please ensure that you have gone through the risk assessment with the students you are taking before the trip takes place

There are two types of risk assessment form. For trips to cinemas, conferences and museums there is a generic completed Risk assessment form that you can sign (Appendix F). For other visits / residential, complete the risk assessment template in Appendix E – form SV4.

3. You must write a letter to parents. Examples of model letters to parents are in Appendices C and D
You must include: -
 - Place of visit
 - Dates and timing of the trip (particularly when you expect to return to school)
 - Dismissal arrangements
 - Itinerary for the trip, mode of transport, accompanying staff.
 - Special requirements e.g. clothing, food, spending money.
 - Reminder that students who are on a trip during school hours should be in full school uniform unless it is a residential or outward bound activity based trip.
4. For residential you should have a parental consent form for each child. A model parental consent form can be found in Appendix E (Form SV7). You may also want students to sign a behaviour contract before the trip (see Appendix G). A copy of the letter and parental consent form should go to Associate Headteacher along with the SVI form and risk assessment form.
5. You will now need to complete an external trip form for cover purposes (available on the VLE in the Admin/Cover section). Please ensure that this is done at least two weeks on advance of the trip and that you have ensured that staff who are accompanying you have also completed a form for their cover. The form should be countersigned by your line manager so that they are aware that the trip has been given the go-ahead.
6. Please provide Pastoral mailbox with a list of the students going on the trip at least 48 hours in advance of the trip taking place.

On the day of the trip

- Please ensure that you have a complete list of names of students
- Check student names at key points during the trip e.g. before you board a train.
- Agree clear visible meeting points and agreed meeting times for students if they are to be allowed unsupervised time.
- Make sure that all parents have been made aware of your return time, particularly if this is after the end of the school day. You should keep reception informed of any changes to these arrangements during the day so that they can alert parents. Please report to reception when you return if it is during school hours.
- For all residential visits you must take with you the parental consent forms in cases of an emergency such as needing to take a student to hospital.
- Copies of passports must be handed to administration team with behaviour contracts. Remember that some students will have difficulties with immigration authorities, either in the country being visited or in Britain itself

Emergency contacts

- You must have the school's number with you on all visits – 0208 752 0141
- You must have the students home numbers with you on all residential visits and on journeys where you will get back at a late hour
- You must have a contact number for a senior member of staff for all residential visits.
- You must have details of the Trusts travel insurance policy and the procedure for making claims. These are available in the Admin/School Visits section of the VLE.

If something goes wrong

- You are in charge and, in consultation with your colleagues, must make sure what appears to you to be the wisest decision.
- As a general rule, always aim to keep the party together.
- Keep the designated senior member of staff at the school informed.
- Keep a written log of what happened
- Make a full verbal and written report to the head teacher/ senior member of staff as soon as possible.
- Do not speak to the press. Ask them to contact the school for a press release if appropriate.

Staff responsible for organising a trip

Further school trips guidance documents can be found on the VLE under Admin/ school visits and trips

Appendix B: Proposed Residential Form

PROPOSED RESIDENTIAL FORM		
<i>Please give as much information as possible on this form. Please type in the boxes on the right where necessary.</i>		
Proposed Trip/Destination/Description:		
Member of staff responsible for organising trip:		
Year group(s) involved and approx. numbers:		
Number of staff involved and names:		
Time of year you propose the trip occurs:		
The trip will take place during: (tick all that apply)	School Days	
	Weekend	
	Holidays	
Please tick the category that best describes this trip:	Curriculum requirement	
	Curriculum desirable	
	School ethos	
	Pastoral	
	Other (define below)	
Please now give as much detail as possible about what occurs on the trip and how it fits the category(ies) ticked above:		
Estimated cost of the trip to the students: <i>Do not forget additional admin costs</i>	£	
If this trip could not run when you suggest, are there other times when it could run, or other year groups for whom it might be appropriate:		
Signed:	Date:	
<i>Thank you for your time. Please return the form to the Headteacher and remember to liaise with the Cathie Slack on all trips</i>		

Appendix C: Day Trip Letter Template

Date

Dear Parent/Carer

Re: TRIP NAME

We have an exciting opportunity to Trip Name At Place/where on Date, at Time. The cost of the trip is Price.

TRIP DETAILS

Please return the permission slip below and visit Parentpay.com, to pay the fee, by deadline date.

Yours Sincerely,

Trip Organiser

Email address

✂.....

To: Student Services (Name of Trip:))

I/We give permission forTutor group(Student's name and tutor group) to participate in the trip name

I have paid £price by Parentpay.com.

Signed: (Parent/Carer)

Date:..... Contact Details:.....

Medical Conditions:.....

Appendix D: Residential Letter Template

Date

Dear Parent/Carer

Re: - Trip Name

We are delighted to announce a forthcoming trip to xxxxxxxx on xxxxxxxx, the total cost of the trip will be £..... or concessionary price of £..... for pupil premiums and free school meal students.

Trip information

The trip is first come first served basis but the final decision regarding the students travelling will be made by the Senior Management Team and Head of Year. They will continue to monitor behaviour records, punctuality and coursework, in fairness to other students who have not been included in the trip on these criteria. Students selected will be expected to maintain a high standard in these areas, failure to do so may put their place in jeopardy.

To secure a place for your son/daughter, please pay via Parentpay.com, the non-refundable deposit of £..... by the strict deadline of:

If you subsequently decide to withdraw your child from the trip please notify me in writing by All parents not notifying withdrawal by this date will be liable for the full cost of the trip.

The instalment plan is below

Once the trip is full, it will no longer appear on parentpay.com as an option.

Yours Sincerely,

Trip Organiser

Email address

Appendix E: School Visits Safety Procedure (London Borough of Ealing model with changes)

COMPULSORY FORMS TO BE FILLED IN

Schools may use their own design of forms, as long as the same ground is covered in their form as in these model forms. As SV1+2 is key, however, it is recommended that it is used as given here.

Contents

SV1 Part 1: APPLICATION FORM FOR THE APPROVAL OF AN EDUCATIONAL VISIT BY THE ASSOCIATE HEADTEACHER

Must be completed for every visit

SV1 Part 2: CONFIRMATION FORM FROM ASSOCIATE HEADTEACHER TO GIVE THE GO-AHEAD FOR A VISIT

Must be completed for every visit

SV4: RISK ASSESSMENT FORM

Must be completed for every visit

SV7: PARENTAL CONSENT FORM (also see note below)

Must be completed for every visit

A copy of the basic form must be submitted with the SV1+2 for Associate Headteacher scrutiny

Form SV7 is a general form which can be used for any visit. Schools may choose to design their own form using SV7 as a guide.

Included in the SV7 is a request that parents give medical information about their child. It is however recommended that such information is collected for all pupils once a year and stored in school (and updated if there are changes), so that it need not be requested every time a pupil goes on a visit. It is also recommended that the group leader, in case of an emergency, takes medical details of all pupils on a visit.



Twyford CofE Academies Trust Form SV1

Part 1: APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS BY ASSOCIATE HEADTEACHER or EVC or GOVERNING BODY

School: <i>Delete as appropriate</i>	Twyford Cof E High School William Perkin Cof E High School
Group Leader (or Organiser) :	Click here to enter text.

The group leader must complete this form at an early stage of the preparations. The group leader must have already received approval of the proposed visit in principle and must have regularly updated the head teacher on the progress of the preparations. The group leader must make a risk assessment using form **SV4** and obtain parental consent for pupils to participate via Form **SV7**.

When approval is given, a copy of this form must be retained by the head teacher and also by the group leader. The head teacher must be informed of any subsequent changes in planning, organisation, staffing or pupil numbers. If required the head must seek approval from the school governors or LEA. For category 1 and 2 visits forms are kept at the school. For category 3 and 4 visits, approval must be gained from the Education Safety Office.

1. Purpose of visit and specific educational objectives:

Purpose of visit:	Click here to enter text.
Educational Objectives:	Click here to enter text.

2. Places to be visited:

Click here to enter text.

3. Dates and times:

Departure	
Date:	Click here to enter a date.
Time:	Click here to enter time.

Return	
Date:	Click here to enter a date.
Time:	Click here to enter time.

4. Transport arrangements: (Include the name and address of the transport company and where vehicles are involved vehicle registration number(s)).

Click here to enter text.

Fill in sections 5, 6 and 7 following only if applicable.

5. Organizing Company/Agency (if any): (Include licence reference number if the body is registered with the Adventure Activities Licensing Agency).

Name: Click here to enter text.	Address: Click here to enter text.
Telephone number: Click here to enter text.	License number (if registered): Click here to enter text.

6. Proposed Cost and financial arrangements:

Click here to enter text.

7. Accommodation to be used:

Name: Click here to enter text.	Address: Click here to enter text.
Telephone number: Click here to enter text.	Name of head of Centre: Click here to enter text.

8. Brief details of activities (for all visits):

Click here to enter text.

9. List any hazardous activity here. (Give details of the hazards and the associated planning, organisation and staffing in the Risk assessment form SV4)

Click here to enter text.

10. Names, relevant experience, qualifications and specific responsibilities of school staff accompanying the party:

Click here to enter text.

If a residential trip:

First Aider Name: Click here to enter text.

Date of certificate: Click here to enter a date.

11. Names, relevant qualifications and specific responsibilities of other adults (non-staff) accompanying the party:

Click here to enter text.

12. Name, address and telephone number of the contact person at school who holds all information about the visit or journey in case of emergency, including out of hours contact.

Click here to enter text.

13. Existing knowledge of places to be visited and whether an exploratory visit is intended:

Click here to enter text.

14. Size and composition of group:

Age range:	Click to type
Number of boys:	Click to type
Number of girls:	Click to type

'Leader to pupil' ratio:	Click to type
'Group leader to participant' ratio:	Click to type

15. Information to accompany this form:

Please attach a copy the parental consent form (SV7) as sent to parents and the risk assessment form SV4. (Permission cannot be granted without these forms)

15. The group leader must have all the information about medical requirements for all pupils who will be participating.

Please confirm here:

Signed:	<i>Sign</i>	Date:	Click to enter a date.
Group Leader:	Click here to enter text.		

Insurance arrangements for all members of the proposed party, including voluntary helpers:

The Trust has a blanket policy in force that covers all persons associated with the activity. Details of the policy are available in the Admin/Schools Visits section of the VLE.

Form SV1

Part 2: CONFIRMATION FROM ASSOCIATE HEADTEACHER or EVC FOR VISIT TO GO AHEAD

To be completed by the head teacher

To the group leader:

Place to be visited:	Click here to enter text.	
Dates of visit:	From: Click to enter a date.	To: Click to enter a date.

- a. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least 7 days before the party is due to leave.
- b. On return, your report and evaluation of the visit including details of any incidents must be with me as soon as possible but normally no later than 7 days after the party returns.

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of the visit. Approval is given. Signed: Click here to sign.		Date : Click to enter a date.
Full name of Associate Headteacher	Click here to enter text.	

A copy of the completed application form and details of any subsequent changes must be retained by the head teacher. A copy must also be available for the responsible authority (LEA and/or governing body).

Checklist:

FORM	DATE SEEN
SV1 part 1	Click here to enter a date.
Risk Assessment SV4	Click here to enter a date.
Parental consent form (SV7) (as sent to parent, not completed forms from parents)	Click here to enter a date.

(Calculate Actual Risk Rating by using the formula given on page 2)

RISK ASSESSMENT FOR:

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where The Information Is Kept	Note Any Action You Will Take To Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)

RISK ASSESSMENT FOR:**RISK RATING**

SEVERITY	LIKELIHOOD	RISK RATING (S X L)
1 = no injury or illness	1 = very remote	High 14+
2 = first aid injury/illness	2 = improbable	Medium 5 – 13
3= minor injury/illness – up to 3 days away	3 = possible	Low 1- 4
4= 3(+) days injury/illness	4 = probable	
5 = major injury / illness	5 = likely	
6 = fatal or disabling injury/illness	6 = certainty	

ASSESSMENT UNDERTAKEN BY:**REVIEW DATE:**

Twyford CE High Academies Trust

Parental Consent Form for Residential Trips (Involving Overnight Stays)

Visit to:

Date from: Date to:

Section A: Contact Details

Student Name (*as appears on passport*):

Date of Birth:

Home Address:

Parent Email Address:

Parent Work Tel. Number 1:

Parent Work Tel. Number 2:

Mobile Contact Number 1:

Mobile Contact Number 2:

Alternative Emergency Contact (Name and Number):

Name and Address of Doctor:

Doctor Tel. Number:

Child's National Health Service Number:

Section B: Medical Details

Does your child suffer with any ailments? (e.g. Asthma, Hayfever, Eczema) Yes No

If YES, please specify:

Does your child take any medication? Yes No

If YES, please specify:

Is your child an EPI-PEN Carrier? Yes No

If YES, please ensure the teacher in charge of the visit is given an additional EPI-PEN.

Is your child allergic to anything? (e.g. penicillin, feather pillows, plasters, wasp stings, foods) Yes No

If YES, please specify:

Does your child have any special dietary restraints? (E.g. vegetarian, Halal, Vegan etc.) Yes No

If YES, please specify:

When did your child last have a tetanus injection?

Swimming Ability

Is your child able to swim 25 metres? Yes No

Is your child water confident in a pool? Yes No

Is your child confident in the sea or in open inland water? Yes No

Is your child safety conscious of water? Yes No

Giving consent below does not remove the need for group leaders to ascertain for themselves the level of the pupil's swimming ability

For Residential Exchanges ONLY:

To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last 4 weeks that may be contagious or infectious? Yes No

If YES, please give brief details:

Section C: Declaration of Consent

I give my permission for my son/daughter (named above) to go on the visit to:

Click here to enter text.

I agree to impress upon him/her the necessity to behave responsibly and to help the leaders to ensure the safety of everyone on the visit, as outlined in the Behaviour Code. I agree to my son/daughter receiving medication 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.

Name of trip leader:

Click here to enter text.

I authorise the above named trip leader or other adult supervisor of the party to act fully on my behalf in the event of an emergency, to include obtaining full medical treatment if necessary. In case of an accident, I will not hold the leaders of the party responsible, provided that due care, as of a parent, has been exercised.

Signed:

Click here to enter text.

Parent/Carer

Date:

Click here to enter a date.

**APPENDIX E2: Recommended but Optional Forms to be filled in
(FOR SCHOOL USE ONLY)**

SV5: GROUP LEADER EVALUATION FORM FOR FUTURE REFERENCE
School use only

SV6: PUPIL CHECK LIST FOR GOING ON A VISIT
School use only – to issue to pupils participating

SV8: SUMMARY FORM FOR INFORMATION ABOUT PUPILS AND ADULTS
PARTICIPATING IN A VISIT
School use only

SV9: EMERGENCY CONTACT INFORMATION
School use only

SV10: OFF-SITE SWIMMING POOL CHECK LIST
School use only

SV12 CHECKLIST TO GIVE TO BUS OR COACH COMPANY
Must be completed for each Coach company that is to be used. If Schools give a list of the companies they intend to use to the Education Safety Office, then the LEA will do the checks.

Form **SV5:** **EVALUATION OF THE VISIT TO BE COMPLETED BY THE GROUP LEADER FOR FUTURE REFERENCE**

School Group:	
Group Leader:	
Number in Group:	Boys: Girls: Supervisors:
Date(s) of visit:	
Purpose(s) of visit:	
Venue:	
Commercial Organisation:	

Please comment on the following features:

	Rating out of 10	Comment
1. The Centre's pre-visit organisation:		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Instruction:		
5. Equipment:		
6. Suitability of environment:		

Form SV5 continued

	Rating out of 10	Comment
7. Accommodation:		
8. Food:		
9. Evening activities:		
10. Courier/Representative		
10. Other comments and evaluation including "close calls not involving injury or damage:		

Signed: _____ Date: _____

Group leader's full name: _____

To be detached and completed after all ventures and logged in the school's central records.

CHECKLIST FOR PUPILS GOING ON A VISIT

QUESTION	ANSWER
<ul style="list-style-type: none"> Who is the group leader? 	
<ul style="list-style-type: none"> Where am I going to visit? 	
<ul style="list-style-type: none"> How can I contact my group leader? 	
<ul style="list-style-type: none"> How do I use the phone if help is required? 	
<ul style="list-style-type: none"> What will be done to keep me safe and secure on the visit? 	
<ul style="list-style-type: none"> What must I do if I get lost or into difficulties when not with the group leader? 	
<ul style="list-style-type: none"> What is written in the code of conduct for my visit? 	
<ul style="list-style-type: none"> What do I do to keep my money and valuables safe? 	
<p>FOR RESIDENTIAL VISITS AND EXCHANGES: DO I KNOW:</p>	
<ul style="list-style-type: none"> The address(es) and telephone number(s) of the place(s) where I shall be staying? 	
<ul style="list-style-type: none"> How must I behave (house rules) where I am staying? 	
<ul style="list-style-type: none"> Where am I to sleep and where am I to dress? 	
<ul style="list-style-type: none"> What do I do if I am worried/unhappy about anything when staying with a host family? 	

SUMMARY FOR GROUP LEADER OF INFORMATION ABOUT PUPILS AND ADULTS PARTICIPATING IN VISIT

SURNAME	FORENAME	DATE OF BIRTH	ADDRESS	NEXT OF KIN	CONTACT PHONE NUMBER	RELEVANT MEDICAL INFORMATION

EMERGENCY CONTACT INFORMATION

(To be completed before the visit. Copies to be held by the group leader and school home contact)

1. **School/group:** _____

2. **Name of group leader:** _____

3. **Visit departure date:** _____

4. **Return information:** Date: _____ Time: _____ Location: _____

5. **Group:** Total Number: _____ Adults: _____ Group Members: _____

6. **Do you have an emergency contact list for everyone in the Group?** YES/NO
(If no, obtain one. If yes, attach it to this sheet.)

7. **Emergency contact information:**

a. During school hours:

Assoc. Headteacher: _____ Tel: _____

Deputy/other: _____ Tel: _____

b. Out of school hours:

Head Teacher: _____ Tel: _____

Deputy/other: _____ Tel: _____

c. Travel Company:

Name/Address: _____ Tel: _____ Fax: _____

Company Travel Rep: Name: _____

Insurance/Emergency Assistance: _____ Tel: _____ Fax: _____

Hotel: _____

Address: _____

_____ Tel: _____ Fax: _____

Hotel contact (e.g. Rep/Manager: _____

c. Other emergency numbers: _____

SWIMMING POOL CHECKLIST

POOL NAME:

COMPLETED BY:

DATE:

	YES	NO
<ul style="list-style-type: none"> • Is there regular testing of water quality? • If YES, how often? (Please write in) 		
<ul style="list-style-type: none"> • Are records kept of the water quality • If YES, for how long? (Please write in) 		
<ul style="list-style-type: none"> • Are accurate signs displayed indicating the depth? 		
<ul style="list-style-type: none"> • Is the depth of the water less than 1.5 metres? (if so diving must not be permitted) 		
<ul style="list-style-type: none"> • Is there a resuscitator? 		
<ul style="list-style-type: none"> • If there is a resuscitator, are the lifeguards trained in its use? 		
<ul style="list-style-type: none"> • Is there poolside rescue equipment? 		
<ul style="list-style-type: none"> • Is there a poolside telephone? 		
<ul style="list-style-type: none"> • Is there a poolside alarm? 		
<ul style="list-style-type: none"> • Is an emergency action plan displayed? 		
<ul style="list-style-type: none"> • In the case of an indoor pool, is the swimming pool room locked when not in use? 		
<ul style="list-style-type: none"> • Are the Pool's normal operating procedures available for inspection by authorised persons? 		
<ul style="list-style-type: none"> • Is there constant pool supervision during lessons? 		
<ul style="list-style-type: none"> • Do you check for adequate poolside supervision during lessons? 		
<ul style="list-style-type: none"> • Do you provide appropriately qualified swimming coaches for the lessons? 		
<ul style="list-style-type: none"> • If not, do you check that those who do the coaching are appropriately qualified? 		
<ul style="list-style-type: none"> • Do you provide lifeguards with National Pool Lifeguard Qualifications? 		
<ul style="list-style-type: none"> • What is the lifeguard to pupil ratio? Please write in here. 		
<ul style="list-style-type: none"> • Are the changing facilities in keeping with basic hygiene? 		
<ul style="list-style-type: none"> • Do you ensure that pupils are not left alone at any time in the pool? 		

BUS OR COACH COMPANY CHECKLIST

COMPANY NAME:

COMPLETED BY:

DATE:

QUESTION	YES	NO
Do you have the appropriate public service vehicle (PSV) operator's license?		
Does the driver have a PSV license?		
Do you have the appropriate Insurance? See note 1 below.		
Do you comply with legislation covering the driver's hours, rest periods and driver competency?		
Do you keep a Maintenance Schedule?		
Do you keep an Operator History?		
Do you have Breakdown Recovery protection, including international if a visit abroad is planned? See note 1 below.		
Do all seats have forward facing seat belts?		
Do the seat belts comply with current legislation?		
Are there enough seats for every pupil and adult intending to travel on the coach to have their own seat?		
Will the driver will be responsible for the coach at all times during the visit?		
Are there written emergency incident procedures? See note 1 below.		
Is there disabled access?		
Do you have a vetting procedures do you have for drivers? See note 1 below.		
Do you have procedures for the driver to contact your office in an emergency during the visit?		
Do you ensure that the driver knows the emergency contact procedure?		

1: If so please provide the enquirer with a copy. If the enquirer is a school, would the school please forward a copy to the Education Safety Office.

Appendix F: Generic Risk Assessment for Cinema/Museum etc.



Twyford CoE Academies Trust Appendix F: Generic Risk Assessment for Cinema/Museum/Theatre ...

ACTION PLAN

Delete travel types/risks (rows) which do not apply

Please enter scores in last column. High risk visits will be discussed with the Associate Headteacher for a final decision

Forward Travel: walk, bus, coach, tube, train	Name of Venue:	Return Travel: walk, bus, coach, tube, train, collected by parents
--	-----------------------	---

SIGNIFICANT HAZARDS (i.e. how people might foreseeable be harmed)	PEOPLE AT RISK (i.e. pupils/students, staff or all etc.)	LIST CONTROL MEASURES (i.e. what steps are commonly taken to reduce the risk of the hazard)	OVERALL RESIDUAL RISK RATING (Low/Med/High) (i.e. calculate the risk taking into account both the severity and likelihood of the hazard)
---	--	---	---

Travel			
Public transport – bus, train, taxis	Students, teachers and adult helpers	In advance: <ul style="list-style-type: none"> • issue emergency plan to follow in case of separation • provide details of destination and contact numbers • prepare contingency plans for delays, cancellations or insufficient capacity for the group • plan routes carefully • Meeting point to be arranged and advised to all students in case of separation • Provide mobile phones to group supervisors and advise numbers to whole group • Provide close supervision in crowded areas • Carry out head counts when getting on and off vehicles • Establish smaller groups with own leader to enable better supervision 	

Whilst on foot	Students, teachers and adult helpers	<p>In advance:</p> <ul style="list-style-type: none"> • issue emergency plan to follow in case of separation • provide details of destination and contact numbers • Meeting point to be arranged and advised to all students in case of separation • Provide mobile phones to group supervisors and advise numbers to whole group • Plan routes carefully to avoid obvious hazards and danger points • Advise students of code of conduct to be followed at all times • Provide close supervision in crowded areas and carry out head counts • Use smaller groups with own leader to enable better supervision 	
Venue			
Does the venue have its own risk assessment?	Yes No	Please send with other documents if you have it.	
Injury during visit		<p>In advance:</p> <ul style="list-style-type: none"> • Establish emergency procedures and contact numbers provided • Provide mobile phones to group supervisors and advise numbers to whole group • Ensure first-aid equipment and trained supervisors are provided • Ensure adequate supervision of students • Issue instruction and information for all in group • Establish meeting place for use in case of separation • Issue code of conduct for visit 	
Adverse weather – Outside museums ...	Students, teachers and adult helpers	<p>In advance:</p> <ul style="list-style-type: none"> • obtain detailed weather forecasts and call off event if unsuitable • issue advice on appropriate clothing and footwear, sun cream, food and drink • Provide sun cream • Provide adequate food and drink • Establish emergency procedures and provide contact numbers 	

Getting Lost	Students, teachers and adult helpers	<ul style="list-style-type: none"> In advance: <ul style="list-style-type: none"> establish emergency plan to cover students getting lost and communicate plan to whole group provide written details of destination address and contact numbers Assign each individual to a group leader Establish groups with leader Arrange meeting point in case of separation and advise all students Issue a code of conduct for visit Provide mobile phone to group supervisors and issue numbers to whole group 	
Other – add any other risks which may be specific to this visit			
Single member of staff	Students and teacher	<ul style="list-style-type: none"> Students to be allowed to take their school mobile on visit Students to be issued with school contact number School to have member of staff alerted/designated to join group 	
			Total score

RISK RATING

SEVERITY	LIKELIHOOD	RISK RATING (SxL)
1 = no injury or illness 2 = first aid injury/illness 3= minor injury/illness – up to 3 days away 4= 3(+) days injury/illness 5 = major injury / illness 6 = fatal or disabling injury/illness	1 = very remote 2 = improbable 3 = possible 4 = probable 5 = likely 6 = certainty	High 14+ Medium 5 – 13 Low 1- 4

ASSESSMENT UNDERTAKEN BY:

REVIEW DATE:

IMPORTANT.

The final “Risk Rating” column should be completed by the Overall Visit Leader, and discussed with all other leaders, before giving signed approval.

*The Risk Assessment should **only** be approved once all significant hazards have been identified, the control measures that will be implemented are agreed, AND the overall risk ratings are considered acceptable.*

In most circumstances, if the Overall Residual Risk is considered “Med” or “High”, the activity/event should be cancelled, or further control measures put in place to reduce the risk to “Low”.

Appendix G: BEHAVIOUR CONTRACT FOR TWYFORD C OF E ACADEMIES TRUST SCHOOL JOURNEY OR RESIDENTIAL

The purpose of this contract is to ensure that students and staff have an enjoyable and rewarding visit. It is important that students are well behaved at all times and are good ambassadors for our school. As such, students are reminded that:

- They should be polite and well-mannered at all times
- They should listen carefully to instructions given to them by staff and carry them out without question
- On the coach, ferry, train or plane they should behave in a sensible and mature manner that respects the safety and property of others, and use seat belts at all times
- Normal school rules as outlined in the behaviour policy apply at all times whilst on a residential or school visit
- Alcohol, cigarettes, drugs, knives or other weapons including any kind of gun (including, without limitation, toy, replica or actual), fire crackers, fireworks or other dangerous or illegal items are **NOT** to be brought on or purchased by students on residential or school visits
- They should obey the rules of any residential centre, or those given by the members of staff in charge, particularly in relation to sleeping, eating and room allocations.

We would obviously not expect there to be any problems, but because staff will be “in loco parentis” during the trip, it is important that parents are fully aware of the actions which would be involved should these ever be necessary. These are briefly as follows:-

- Students will be reprimanded by staff and given a verbal warning about their future conduct
- Parents will be contacted and informed of persistent problems of discipline
- In extreme cases, students may be sent home, with parents being responsible for all the extra costs involved.
- Students who fail to observe this contract may face both an exclusion on their return and a ban on being able to participate in future school visits / residential which is subject to review after two academic years.

Of course, we start from the assumption that all students will be perfectly behaved and that the sanctions listed above will not be required. **However the school would be grateful if you could read this document, discuss it with your son/daughter and sign in agreement below, keeping one copy for your own records and returning the other to the school.**

TWYFORD C E SCHOOL VISIT/RESIDENTIAL: CODE OF CONDUCT AGREEMENT

I HAVE READ THE ABOVE LETTER AND AGREE TO FOLLOW THE CODE OF CONDUCT OUTLINED ABOVE

Party Leader's Name	<input type="text" value="Click here to enter text."/>	Party Leader's Signature	<input type="text"/>
Parent's Name	<input type="text"/>	Parent's Signature	<input type="text"/>
Student's Name	<input type="text" value="Click here to enter text."/>	Student's Signature	<input type="text"/>
Name of Trip	<input type="text" value="Click here to enter text."/>		