

Bedales Educational Visits Policy

Implementation date: -

Date/term of last review: Spring 2020

Author	EVC
Review body (individual or group)	Trips Committee
Approval Body	Deputy Head Operational and Co-curricular
ISI Regulatory Paragraph Number	14
Next Review Period	Spring 2021

Tick relevant box(es) how this Policy should appear:

Inspector Folder		<input checked="" type="checkbox"/>
Website	Upload	<input checked="" type="checkbox"/>
	Signpost	<input type="checkbox"/>
Internal only		<input type="checkbox"/>
Parent Portal		<input type="checkbox"/>
For Pupils/Students		<input type="checkbox"/>

Introduction

Students derive a good deal of educational benefit from taking part in educational visits. Educational visits (which refers to all trips, including exchanges) play a major role in the education and development of young people. They contribute significantly to the development of cross curricular links and to personal and social education through encouraging responsibility, self-confidence and self-reliance. This policy is designed to ensure that teachers and students stay safe while on educational visits.

Off-site Educational Visits

All trips must be approved by the Educational Trips Committee which aims to develop a process:

- o which understands both the costs and benefits of educational visits/trips
- o which appreciates the contribution that events/trips make to the educational life of the School
- o by which visits/trips can be viewed in terms of their overall impact
- o which will reward forward planning but retain some degree of short-term flexibility
- o which will decide on whether a particular trip can take place or not
- o will provide support for staff wishing to undertake visits/trips
- o will re-validate existing trips

Principles of visits

- o Overseas and UK residential trips should follow the planning 'timeline' provided and aim to have 12 months' notice if possible.
- o Significant trips: Whole block/large block or department trips must aim to have a minimum of one term's notice if possible.
- o Trips over Long Leave Weekends should be avoided if possible.
- o Residential, or longer-term trips, should take place in holiday time as far as possible
- o Requests for an all-in-weekend should have a minimum of one term's notice, if possible.
- o All trips/visits are subject to calendar availability. Clashes will be examined and will form part of the basis for decisions. Trips of less than one month's notice will be allowed only if special circumstances exist and the calendar allows. There is a working assumption that each department should only take a year group out once per year.
- o Staff should be sensitive to the considerable costs of these trips, and should seek to find the best value where possible. Where possible, a number of quotes should be sought.
- o There are some students in the School on full bursaries who may be eligible for School funding. Details of these students can be accessed via the Bursar's secretary.
- o Appropriate levels of support and safeguarding training should be organised for students on service-based trips and volunteering arrangements.

Trips/weekends will be viewed in terms of:

- o Their educational value
- o Availability of a credible 'in-house' alternative
- o Financial and environmental impact
- o Impact on teaching and learning (School)
- o Impact on teaching and learning (Departmental)
- o Impact on teaching and learning (individual student)
- o Impact on staff

- o Cover required and overall cover requests on staff
- o Overall trip proposals from each department
- o Impact on extra-curricular life (Activities, Music, Drama, Sport)
- o Impact on pastoral life/boarding houses/pastoral staff

Planning visits and expeditions at Bedales School

All trip arrangements must be approved by the EVC

The following is aimed at tackling common questions from staff when planning visits and is designed to encourage 'good practice'. Some of these guidelines only apply to expeditions, longer and overseas visits, but you are advised to read through these guidelines before planning any visit. They should be read in conjunction with the 'timeline', setting out the procedure for planning visits.

Staffing

As with all visits, the staffing ratios and requirements must be visit-specific according to the number, composition, age range and appropriate to the venue and activities planned for the visit.

As a general rule, the following applies:

- o Groups on visits must have at least two members of staff. (In certain circumstances one staff member may be sufficient e.g. sixth formers attending a lecture in London)
- o Normally a staff ratio to students of 1 member of staff to 10 students should be followed (a higher ratio of staff to students is required for younger children)
- o With regard to sixth form day trips, a lower ratio of 1 member of staff to 15/20 students is possible
- o Ratios on residential trips should be 1 member of staff to 8 students
- o All groups on visits must have a nominated group leader and nominated deputy leader (except on visits led by one person)
- o The use of volunteer trip companions (i.e. non trip staff/possibly family members) on trips needs to be very carefully considered and be pre-approved by the EVC. Safeguarding issues are of primary importance and will govern all decisions. To qualify they need to demonstrate a level of experience/expertise which can be proven to enhance the stated educational aims of the trip in question. Skills which cannot be obtained in-house. They will be required to be DBS checked and interviewed by the EVC before approval. Volunteer companions do not qualify as trip staff and therefore are not included in the recommended staff to student ratios. This also applies to staff who are parents of students on trips. For the sake of clarity, volunteer companions will meet the full cost of the trip.

Trip Leaders

Trip leaders will be deemed competent by the EVC. Trip Leaders will need to have had experience of a minimum of three trips, one being residential. Trip experience of staff in other schools should be taken into consideration.

Post BREXIT trips visiting Europe during the Transitional Period

- o Passport should be valid for the duration of your trip. After the transition period, British passports will need six months' validity until the date of return to the UK for any trip taken within the EU. They must

also be less than 10 years old - this is important since you are able to renew a passport before it expires and have the remaining months added to your new passport; these additional months will not be valid under the new rules. There is one exception, which is the Common Travel Area (Ireland, Jersey, Guernsey and the Isle of Man), for which passports need only be valid for the dates of travel, even after the transition period.

- o The European Health Insurance Card (Ehic) continues to be valid in any EEA member state as well as Norway, Iceland, Lichtenstein and Switzerland, covering reciprocal healthcare in these countries until the end of this year. While not a substitute for travel insurance, it will cover state-provided healthcare that is deemed “medically necessary until the card holder returns home”, which also includes treatments for pre-existing medical conditions and routine maternity care.
- o A UK driving licence is valid for most EU countries, including Ireland this year. Purchase of an International Driving Permit 1968 or 1949 could be required for some countries, including France and Italy; check country requirements online at gov.uk/driving-abroad/international-driving-permit.

If driving your own car in Europe after the transition period, you will need a motor insurance green card, available from your existing insurer.

Tour Companies and external providers

In the UK, only licensed providers (e.g. Adventurous Activities Licensing Authority AALA) may be used. In the case of overseas providers, trip leaders should establish the appropriateness of their provision, including speaking with the DSL about Safeguarding. It is advisable to obtain recommendations from other schools that have used the provider if the company is otherwise unknown to you.

Insurance

The law places the Group Leader and any accompanying trip staff “in loco parentis”. It is their responsibility to “act as any reasonable parent would do in the same circumstances.” Staff who take part in visits and activities outside School may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Bedales School, as their employer, is committed to supporting them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the School’s guidelines.

Bedales has £20M of Employers’ Liability Insurance and £20 M of Public Liability Insurance, [as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most School visits, including skiing holidays; but does not cover all adventurous activities, such as climbing, sand boarding or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether the activity is covered by the School’s policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the School’s travel insurance with him/her on all but the shortest of visits].

Please refer to the School’s Safeguarding and Child Protection Policy in relation to use of private cars.

Pre-inspection visit

Where possible it is good practice to inspect a location prior to planning a visit, in order to check its suitability

- should be made by any leader of a visit abroad or a residential visit or where the activity or location is not familiar in order that an adequate assessment of the risks can be made
- if a pre-visit is not feasible the group leader will need to consider how best to complete assessment of the risks

Minibus policy

If you are using the School minibus you must be on the list of approved drivers held by the Bursar. Please also adhere to the School's Minibus Policy. For visits involving travel over some distance, the driving should be shared, or 'adequate breaks planned', and therefore the party should in most circumstances include at least two approved drivers per vehicle. Clarification should be sought from either the Educational Visits Coordinator, or the Deputy Head Operational and Co-Curricular).

If you are hiring a self-drive minibus the cost should be included in the trip cost and you must inform the Bursar's Assistant of the registration number a minimum of one day in advance of the trip, to arrange insurance cover.

Using personal vehicles

If you are using your own private vehicle on necessary School business to transport students you must have a valid driving license, with no penalty points. While the School's comprehensive insurance policy gives cover for such use of your vehicle, you must check your own insurance policy and how this is viewed by your insurance.

Students must be required to wear safety belts in all vehicles. It is the group leaders and staff who are responsible for ensuring that this requirement is enforced on all journeys.

If driving abroad it is likely that you will need to obtain an international driving licence.

Only relatively short trips to Petersfield and the local area may be driven by teachers. Otherwise transport should be booked and driven by an external provider. This can be sourced through Bedales Teaching Support.

Trains and Underground

For train travel and underground, particular care needs to be given to the risk of some students being separated from the rest of the groups and this must be set out in the risk assessment.

When travelling abroad students need to be briefed on matters such as securing passports and visas and baggage security and airport security checks. It is good practice that once you are at your destination (or all passport check have been completed) that the group leader collects all passports and stores them in a safe place; taking advantage of lockable facilities where possible).

Ferries

When travelling on ferries it is good practice to have a known rendezvous point for the duration of the trip, where students know that they can always find a member of staff if needed. Advice on staying in small groups (age dependant) should be given and clear instructions on meeting times should always be given.

Other travel arrangements

It is good practice to keep in touch with details of your expected arrival back at School.

During term-time/Reception opening hours – please keep in touch with Reception. They will filter information to enquiring parents and keep House Parents informed.

Outside Reception hours – (term and holiday time) please keep in touch with the Senior Deputy on Call.

First Aid

One member of staff must be nominated as being i/c First Aid (any staff member who wishes to be trained should liaise with the Health Centre staff who will give further information on available course). It is a requirement for all residential trips, and also good practice for day trips, to have a qualified first aider on their staff team. The need for a first aider on day trips, will be assessed as part of the 'risk assessment' process.

This member of staff is:

- To liaise with Matrons before the trip with regard to controlled drugs
- Responsible for the first aid bag. This should be taken on visits as appropriate
- To liaise with the Health Centre Nurse before the trip to ensure any specific information or equipment/first aid kit is needed for the planned trip.
- To administer basic first aid, though the person responsible must be careful to avoid administering medical treatment beyond their training, skill and knowledge
- To remain with the casualty while emergency help is summoned and, if needed, accompany the casualty to hospital.

Accommodation for non-exchange trips

Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the group leaders on arrival. The groups should then be given a briefing/fire drill.

Students should know where the staff rooms are located and these should be in the vicinity of student accommodation. Group accommodation should be located in one area rather than scattered in different parts of a residential complex. There should be a clear divide (a staff room/accommodation is acceptable) between female and male accommodation. Staff may not use the same shared bathrooms and toilets as students. If staff are on the same corridor as students, there must be clear practices that avoid students and staff meeting in a state of undress, including not leaving rooms when in a state of undress and knocking and waiting for an 'ok' before entering rooms. It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible. The group leaders should have a room list.

Behaviour

Clear expectations about behaviour should be set and a reminder that School rules still apply; no girls in boys' accommodation and vice-versa. Any concerns or issues about behaviour on the trip should be given to the Senior Deputy as soon as possible. (ISI, 65,b,d)

Risk Assessments for all trips, visits and exchanges

Risk assessments must be approved by EVC. Generic risk assessments are available on the Staff Intranet. These need to be tailored to fit the exact requirements of the trip in question and to be signed and dated by all staff members on the trip.

A full written Risk Assessment is required for all visits (use the forms provided in the Staff reference area/EVC folder). The Risk Assessment must:

- a) Identify specific hazards/risks
- b) State who is at risk
- c) Set out measures to control / minimize the risk
- d) Calculate the estimated Risk Rating
- e) Set out the emergency procedure to be followed

All risk assessments must be visit specific and must cover the full itinerary. Risk assessments should be reviewed and, if necessary, updated, even for visits/expeditions that occur regularly.

If a licensed provider is responsible for a visit/activity, you are advised to ask for a copy of their own Risk Assessment and to refer to and include it as part of your own.

There must be an on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. On expeditions and visits involving any hazardous activity, Group leaders and staff should always have and be prepared to revert to a 'Plan B'. Students must not be made to undertake or continue with an activity if they are expressing serious concerns about their health, wellbeing and overall safety.

Any student who is deemed to be a risk to the safety of the other students should not be allowed on a visit. (In such circumstances you must discuss the matter with the Senior Deputy Head Pastoral in the first instance) Generic risk assessments are available from the EVC and may be helpful (though they must be adapted to the specific visit).

It is important that students going on the visit are properly briefed before departure and are given clear instructions as the visit progresses (ISI, 65,b,d).

A Risk Assessment should be completed for host families/exchange schools, whether they are Bedales families or hosts of Bedales' students overseas.

Plan B

- Ensure that there is one in place for all visits. This could be as simple as a cancellation.
- Plan "B" must be risk assessed as part of the original planning process

Code of Conduct and Behaviour

Prior to any trip, trip leaders should liaise with House Parents and the Senior Deputy Head Pastoral if they have any concerns about particular students. Decisions about whether students can go on the trip will be at the ultimate discretion of the Head.

On all visits/trips/exchanges students should be reminded of the basic requirements of safeguarding the safety of each other; courtesy and consideration towards members of the public and conduct that enhances the reputations of the School. They should also be reminded that School rules still apply on School trips – even if the trip is taking place in the School holidays. Overnight trip groups should be briefed by a senior member of staff before leaving School.

For visits involving overnights and overseas visits students and parents should agree to the following as a minimum:

- Students carrying out the instructions of the group leaders and staff at all times
- Alcohol. The instructions here will be group and age specific. The following guidelines are suggested
 - No Alcohol to be brought or consumed by students in Block 3,4 and 5

- Sixth formers, when given permission by the group leader, can consume two units of alcohol (equivalent to a large glass of wine or pint of beer) with a meal in a restaurant. This must be purchased by the trip leader
- Local/national laws apply at all times
- No spirits to be consumed at all
- Drinking more than two units of alcohol will be dealt with as a disciplinary issue.
- Concerns or incidents should be reported to the Senior Deputy on call member of staff as soon as possible for further actions to be considered. **If in doubt, staff should make contact.**
- Alcohol may not be brought or consumed in private rooms. (If staying in a hotel it is advisable to ask the hotel to ensure the contents of the mini bar are removed before arrival)
- There must be a minimum of at least two members of staff alcohol free at all times. (With larger groups fifty percent of staff must also be alcohol free at all times.)
- In mixed groups, girls and boys must not enter each other's rooms/areas
- Students must adhere to all deadlines and meeting times. Group leaders must make proper arrangements to check in with students through frequent roll calls

Repatriation

For foreign visits parents should be told that in the unlikely event of a gross breach of the code of conduct, a student might be repatriated. This would be the decision of the group leaders and in consultation with the Senior Deputy on Call. It would be at parents' expense.

Emergencies

Ensure that a "Critical Incident Card" is carried by all leaders and supervisors.

Remote supervision

"Unsupervised time" on a visit is no longer an acceptable concept. At all times groups leaders and staff are responsible for students. Any period of "remote supervision" must be covered by the drawing of clear boundaries for students and emergency procedures on how contact with staff can be made. Ensure that students have the mobile phone contact numbers of staff involved and the address and contact numbers of the place of residence if an overnight stay is involved. (This information may be provided on a wallet-sized card). The associated hazards should be addressed in the overall risk assessment. On the expedition students should normally be in groups of at least five and be briefed on how to respond to an emergency.

Parents must be briefed in the arrangements for any periods of 'remote supervision' (ISI, 65,c)

Passports, Visas and EHIC

Group leaders should make a copy of all passports, visas and EHIC, and retain a copy throughout the visit. A second copy should be given to the EVC with the risk assessment before departure.

Meeting with parents and students before departure

It is good practice to invite parents of students going on a visit, accompanied by the students themselves, to a briefing meeting at the School, in order for arrangements to be explained and questions answered. This applies to many longer visits and especially overseas visits.

It is also good practice, where possible to have a member of the BST 'wave off' a trip and ensure that all students have clear expectations of the behaviour whilst on their trip.

Parental Consent

Parents sign a generic consent form when they accept a place at the School for their child. This covers most trips that don't involve an overnight stay.

No students may go on an overnight visit without parents having given written consent by signing the consent form.

Parents must give this consent on the basis of having been fully informed of the arrangements for the visit. They should not be informed on a 'need to know' basis only. When parents give their consent, they should be aware of the following as applicable to the specific visit:

- The full itinerary, including travel arrangements
- Any hazardous activities, the supervision and the risk assessment
- Details of any period of remote supervision and the control measures in place
- Insurance arrangements including insurance for hazardous activities (longer and overseas visits). Policy schedules must be provided as appropriate
- Medical arrangements e.g. policy on the dispensing of medications (normally if a student needs to purchase and take any medication, he or she should obtain either in advance or at the time). Paracetamol should not be given to a student who is receiving other medication from a doctor. (Aspirin or preparations containing Aspirin, may not be given) If in doubt, please contact the Health Centre or if away during holiday time seek local medical advice
- Any information that will be shared with a third party (e.g. a host family being made aware of dietary or medical needs)
- Full contact details of the hotel/place of residence (longer and overseas visits) and the group leaders
- Parents should also be aware of the behaviour expected on the trip and consequences of students who 'get it wrong'
- Whether or not they or the School have the power to terminate an arrangement with any host families (see page 9)
- What checks, as to the suitability of a host family, have taken place and steps taken to reduce any risk

A copy of the signed consent form and emergency contact details of parents/guardian should be held with the group leaders at all times whilst on the trip. All staff should be given and retain through the visit a list of staff and students on the visits, along with their mobile number (where appropriate – and remembering to delete numbers as soon as the trip is over), their emergency contact number, hotel/accommodation details and contact details of the Senior Deputy.

Reporting incidents/near misses

It is a requirement that any accident or 'near miss' on a visit should be reported immediately (or as soon as reasonably possible) to the Senior Deputy on Call and the necessary documentation be completed. If you have any Health and Safety concerns, you must report these on return to the Senior Deputy on Call. Medical issues to be reported directly to the Health Centre and relevant House Parents as well as the Health & Safety Manager. Accident/ near miss forms are in the trip pack provided to you by the EVC. See appendix: BEDALES SCHOOL ACCIDENT / INCIDENT / NEAR MISS OR DANGEROUS OCCURENCE FORM PFI

Report on visit

You are asked to give some feedback to the EVC, on your visit (particularly longer visits, expeditions, and overseas visits). During School holidays please contact one of the duty Senior Staff to communicate return and end of

trip. A brief summary of the trip and any causes for concern should take place at this time. A face-to-face debrief with the EVC must take place within the first week of return to the School.

School Exchange Trips

Groups of students travelling overseas as part of a school exchange requires a higher level of planning than an overseas residential trip. Staying with another school or with host families will require a significant increase in the 'test' to satisfy the School that all arrangements are suitable and appropriate.

Safeguarding - Exchange Schools and Host Families

Bedaes cannot conduct appropriate safeguarding checks on host families, either internationally or in the UK. Neither can we recommend host families or rely on the recommendations of partner schools for these purposes. If a trip requires engagement with potential host families, then parents must satisfy themselves with any host family arrangements. As such, trip leaders must meet with the DSL to discuss these arrangements at least 12 school weeks before departure and at every stage during the process.

FINAL CRITICAL INCIDENT CARD

Emergency procedures – carried by Bedales trip leaders

General Principles

- Ensure that all staff are briefed for a medical or missing person emergency
- Ensure that location of student medical details and trip insurance details are known to all staff
- Manage communication effectively and write things down

Medical Emergency/Accident

1. Take steps to prevent injury to others in your charge or in the vicinity. Enlist others to help you and give first aid
2. Contact the emergency services and tour operator
3. Arrange documentation required – EHIC, Insurance, Student medical details
4. Arrange transport and staff supervision
5. Contact ISAMS-contact (see checklist below) – who will inform parents.
6. Notify the British Embassy/Consulate if an emergency occurs abroad
7. Manage communication by rest of group; explain why you will not allow students to 'phone home. Do not name the casualty or give other than brief factual information to local media after liaising with the base contact
8. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
9. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from the School

Missing Person

1. Make a plan with all supervising staff – have specific times to meet and review. Do not rely on mobile phones
2. Manage and brief the rest of the group
3. Ensure a system for communication between staff and base

4. Contact local emergency services and tour operator; notify the British Embassy/Consulate if an emergency occurs abroad
5. Contact SMT base contact – who will inform parents
6. Manage communication by rest of group; explain why you will not allow students to 'phone home. Do not name the casualty or give other than brief factual information to local media after liaising with the base contact
7. Record in writing – nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom)
8. No-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from their Governing Body

Media

- Remember – Pity, Praise and Promises
- Sympathy for those involved and their families
- Praise for those undertaking rescue/incident control
- Promise full investigation/co-operation with other agencies

Do not

- Do not reply to 'why' and 'how' questions
- Do not name individuals – explain that names will not be released until next of kin have been informed
- Don't say 'no comment' – explain why you cannot comment and state when an update will be provided and by whom

Important contact details

Insert as appropriate for your trip

British Consulate/Embassy –

You can find this at:

www.fco.gov.uk/en/travel-and-living-abroad/find-an-embassy/

School Travel Insurance

Insurance name: ACE European Group Limited

(arranged through Marsh Limited Education Practice)

Emergency Assistance no: 020 7173 7798 - if dialling from abroad use the local dialling code for the UK then +44 (0) 20 7173 7798

BEDALES SCHOOL - OFF-SITE DAY VISITS INFORMATION SHEET

Please attach: **a list of all students taking part and trip appropriate risk assessments**

Please give a copy to your EVC and leave a copy in RECEPTION. If an out of hours trip inform Houseparent on Duty.

Member(s) of staff responsible for the visit (please PRINT)	Leader (accompanying)	
Staff contact phone numbers for duration of trip		
Staff First Aid trained		
Day and date of visit		
Purpose of visit/nature of activity		
Venue(s) to be visited		
Type of transport to be used – coach company and contact details		
Time/location of departure from School		
I confirm the event is in the School Diary	YES/NO	
I confirm that outline approval has been received from the EVC for the visit	YES/NO	
I confirm that a SPECIFIC RISK ASSESSMENT for this visit has been completed and will be implemented by all staff on the visit. Completed RAs attached.	YES/NO	
I confirm that MEDICAL INFORMATION has been obtained for all members of the party	YES/NO	
I confirm that relevant EMERGENCY and REPORTING PROCEDURES are known to all staff/adults accompanying the party	YES/NO	
Name of School contact Day – Reception/Deputy Head Pastoral Evening – Deputy Heads Pastoral/Houseparent	Contact Numbers	

IMPORTANT - Once a name has been entered treat as **Confidential**
 If requested a copy of the completed form may be sent to the injured party, or if a student, to the parents

Report No

BEDALES SCHOOL ACCIDENT/INCIDENT/NEAR MISS OR DANGEROUS OCCURENCE FORM PFI

School Name:		Reported by:			
Incident happened to: (tick box as appropriate)		Student		Staff	Visitor
Type of incident: (tick box as appropriate)		Death		Serious Injury	Minor Injury
		Near Miss		Incident	Dangerous Occurrence
1. Personal Information					
Name & address, including post code of injured person: (Not applicable for Dangerous Occurrence)					
Occupation or status: (Not applicable for dangerous occurrence)					
Nature of injury or disease: (Not applicable for dangerous occurrence)					
Name, address, including post code & occupation, of person entering details:					
Signature and date:					
2. The incident					
Date & time of Accident, Incident, Near Miss or dangerous occurrence or date of diagnosis of disease:					
Location of Accident, Incident, Near Miss or dangerous occurrence: State which room or place					
Circumstances of accident or dangerous occurrence, including cause of injury (if known):					
Details of first aid administered: (Not applicable except for Accident)				Administered by:	
For the injured person, or, in the case of an injury to a student, the member of staff in loco parentis. By ticking the box on the right, I give my consent to Bedales Schools to disclose my personal information and details of the accident to representatives of employee safety for them to carry out their legal responsibilities. Signature _____ Date: _____ or Signature of staff in loco parentis _____ Date: _____					
3. RIDDOR Notification if applicable. (Only to be completed by the Health Centre or Facilities Department)					
Is a RIDDOR required? YES/NO Date reported to enforcing authority: (if RIDDOR)		Signature:		Date:	
Method of reporting used:					
If student, name & address of next of kin: (Not applicable for dangerous occurrence)					

If student, Parent signature:
(Not applicable for dangerous occurrence)

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NEW Residential trips Approval Form

- Approval must be granted by the Trips Committee before any commitment to the trip is made.
- This form must be submitted *12 months* in advance of the trip taking place to Al McConville (Chair of the Trips Committee).
- Permission is granted on the understanding that the current School policy on off-site visits will be followed.

Trip Leader:		Accompanying staff:	
Destination:			
The purpose and specific educational objectives:			
Approximate cost to Students and arrangements for payment:			
Departure:	Date:	Time:	
Return:	Date:	Time:	
Number of Students involved:	Male:	BLOCK	
	Female:		
Details of proposed transport (Coach company, School or hire minibus, drivers etc.)			
If an external provider is proposed, please give brief details: company name, reasons for choosing that company:			
Details of accommodation to be used			
Details of the Insurance arrangements made for the trip:			
Details of the proposed programme of activities:			
Details of any hazardous activity			

Relevant experience/qualifications of accompanying staff:
Has an exploratory visit been made?

Permission is granted for you to organise the proposed trip, subject to any conditions below.

Conditions:

Date

Philip Tattersall King

Off Site Day trips Approval Form

- Approval must be granted by the Trips Committee before any commitment to the trip is made.
- Permission is granted on the understanding that the current School policy on off-site visits will be followed.
- This form must be submitted *a term* in advance of the trip taking place to Al McConville (Chair of the Trips Committee).

Trip Leader:	Accompanying staff:	
Destination:		
The purpose and specific educational objectives:		
Approximate cost to Students:		
Departure:	Date:	Time:
Return:	Date:	Time:
Students involved:	Block	Number
Details of proposed transport (Coach company, School or hire minibus, drivers etc.)		
Organising company (if any), please give brief details:		

Permission is granted for you to organise the proposed trip, subject to any conditions mentioned below.

Conditions:

Date Philip Tattersall King

Residential Trip Timeline for preparations

The amount of advance preparatory work needed will obviously vary considerably with the type of activity. A visit lasting a week or more to a country outside the EU, requires considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for School holidays and half-terms.

The list that follows is designed to cover all the planning that a Group leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible.

Guidance: At Least Twelve Months in Advance

Action	Tick box
Approval should be gained for a residential trip twelve months in advance for the Trips Committee. Submit approval form to Deputy Head Operational and Co-curricular.	
Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number & age of participants with EVC.	
Calculate the staff to student ratio (1 staff to 8 students on a residential trip).	
Prepare a draft itinerary	
Decide mode of transport for all legs of the journey.	
Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included).	
Check that the provider of adventurous activities is licensed, and the individual instructors possess a recognized qualification from a national body, such as the Adventure Activities Licensing Authority.	
Obtain clear statement from the Centre about their responsibilities for the safety of the students before making any commitment. Ask for copies of their risk assessments	
Prepare the risk assessment(s), (generic version available from EVC), <i>Check the School's insurance cover with the Bursar's Assistant).</i>	
The School does have overseas travel insurance in place and so it is not necessary to take out insurance cover from other providers	
Find other members of staff who are willing to participate in the trip, bearing in mind the need to have both male and female teaching staff when both sexes participate in a visit. It is desirable to have at least one member of staff who speaks the language of the country to be visited. Staff ratio is 1 to 8.	
Ensure all staff members are appropriately DBS checked.	
<i>Carry out a reconnaissance visit if the location is not one that the School has visited before. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice).</i>	
<i>Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)</i>	
<i>Ascertain the medical and visa requirements</i>	
<i>Establish when the deposits are required by tour operators/airlines/activity centre etc., and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)</i>	
<i>[Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office]</i>	
<i>[If necessary] Attend a First Aid and/or minibus driving course beforehand.</i>	

After Permission is granted (At Least Ten Months in Advance)

Action	Tick box

Write an initial trips consent letter (guidance to be followed with the generic version) to send to parents and guardians of the target age group, outlining the purpose of the trip, <i>the programme and the expected maximum cost</i> . Ask for [<i>expressions of interest</i>]/[<i>acceptance</i>], together with a [<i>deposit by a specific date</i>]/[<i>payment</i>]. <i>Mention that parents will be invited to a briefing meeting within six weeks of departure</i> . Explain any restrictions on numbers. Brief the students about the visit, its dates and purpose. Complete the trips cost check list (separate document)	
All letters sent to parents re costs should also have Accounts copied in.	
Collect [<i>payment/deposits</i>] Make it very clear to parents that the balance will be needed a term in advance and that any cancellation for reasons outside of the School's control will mean that a refund is impossible.	
Check names of all students wishing to participate with Medical Centre via the use of a tag list (both day trip and residential) on iSAMS and notifying the Health Centre and Matrons. Risk assessments may be needed for individual students.	
Check proposed list of students who want to go on the trip with Senior Deputy Head Pastoral and their Houseparents. Risk management strategies maybe needed for individual students. In the rare case students may not be eligible to accompany a trip.	
Check and verify the need for vaccinations with Health Centre.	

At least Three Months in Advance

<i>Action</i>	<i>Tick box</i>
Insist that all coaches are fitted with seat belts. (This may not be possible in every country).	
Inform parents of the medical and visa requirements. Advise parents of non-British passport holders (Day students) that they are responsible for ascertaining the visa requirements of the country to be visited. Arrange for visas for boarding students.	
Obtain detailed consent forms from parents (generic forms and advise in the EVC guidelines)	
Obtain medical information from parents (generic forms and advise in the EVC guidelines)	
Meet with DSL to discuss homestay arrangements (if necessary)	
Obtain passport information (make sure it will be up to date) from parents (generic forms and advise in the EVC guidelines)	
Check the School's insurance cover with the Bursar's Assistant (Helen McBrown) once the details of the itinerary have been finalized. The School does have overseas travel insurance in place and so it is not necessary to take out insurance cover from other providers	

Six Weeks in Advance

<i>Action</i>	<i>Tick box</i>				
<p><i>Arrange meeting with parents (if seen as necessary) to brief them on all aspects of the trip, including. Send detailed information to parents:</i></p> <table border="1" style="margin-left: 40px;"> <tr> <td><i>The itinerary, including the meeting and collection points.</i></td> <td></td> </tr> <tr> <td><i>Contact details for the hotels/hostels/ names and addresses of the host families.</i></td> <td></td> </tr> </table>	<i>The itinerary, including the meeting and collection points.</i>		<i>Contact details for the hotels/hostels/ names and addresses of the host families.</i>		
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	<i>The number of the School mobile phone issued to the Group Leader.</i>	
	<i>The money, kit and equipment that the students need. The dress code of the country.</i>	
	<i>The medical and visa requirements.</i>	
	<i>The expected standards of behavior, and the potential risks of irresponsible behavior and the ground rules for behavior in host families' houses.</i>	
	<i>The ground rules on consumption of alcohol, tobacco and illegal substances.</i>	
	<i>Remind parents those students who ignore or flout the behavior code risk being sent home at their parents' expense. Students remain subject to School rules throughout the visit.</i>	
	<i>Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.</i>	
	<i>Arrangements for communicating with parents in the event that the return is delayed.</i>	
	<i>The need to notify the School in the event of contact with an infectious disease within four weeks of traveling.</i>	

Brief students on expectations of standards of behaviour and cultural differences (Rick Cross meeting)	
Book traveling first aid kit/s from the Health Centre and contact Matrons on Flat.	
Book School minibuses if required via Reception	
If booking self-drive minibuses, you need to inform the Bursar's secretary of the registration number so that she can obtain insurance for the School. Until this is completed you will not be insurance and so cannot drive the minibus.	

Two Weeks in Advance

Action	Tick box				
Chase parents who have not returned their consent forms. Remind them that their child cannot participate unless the form is received within [3] working days of departure.					
Obtain photocopies of each student's passport					
Social media students' photos – check photo consents on ISAMS or contact ER.					
Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.					
If the trip involves a service or volunteering element where students work with children or vulnerable adults, arrange for them to attend a safeguarding briefing with the DSL.					
Arrange information (numbers) and collection of trip mobiles from EVC.					
Prepare an information trip pack for checking by the EVC (arrange a meeting with the EVC) which contain the following information:					
<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Complete the RESIDENTIAL TRIPS SUMMARY FORM. This should be your first page.</td> <td></td> </tr> <tr> <td>The full itinerary (including address, phone numbers etc. of all locations where the party is staying).</td> <td></td> </tr> </table>	Complete the RESIDENTIAL TRIPS SUMMARY FORM . This should be your first page.		The full itinerary (including address, phone numbers etc. of all locations where the party is staying).		
Complete the RESIDENTIAL TRIPS SUMMARY FORM . This should be your first page.					
The full itinerary (including address, phone numbers etc. of all locations where the party is staying).					

Mobile phone numbers of all trips staff. Trips phones supplied by EVC.		
A list of students, together with copies of their parental contact forms (which includes details of each students' medical conditions),		
Nominated first aider/s accompanying the trip.		
Copies of all passports and travel documents,		
Copies of parental consent forms.		
Bespoke version of the Critical Incident card for all trip staff (obtained from EVC)		
The address and contact details of the nearest British Consul if appropriate.		
A copy of the tickets, travel insurance document (including emergency contact details).		
A copy of the risk assessments . <u>These need to be signed and dated by all staff on the trip.</u>		
Location of local hospital and emergency medical procedure to be followed.		
PFI ACCIDENTDANGEROUS OCURRENCE form		

The trip pack for your trip, needs to be sent electronically to Jackie Sueref (EVC) Your trip cannot be authorised until this is completed.	
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The Day Prior to Departure/Day of Departure

Action	Tick box
Meeting with member of SMT on day of departure or near to departure to go over standards of behaviour.	
Remind students about the rendezvous, dress code, standards of behavior etc.	
Remind students of the potential risks of irresponsible behavior	
<i>Remind students to bring passports. Ask to see each passport./collect in.</i>	
Collect traveling first aid kit(s). Check contents.	
Collect and sign for controlled drugs and other medications from Matrons.	
Collect packed lunch from catering if needed.	
Collect Smart phone and charger from EVC	

While on trip and on return to School

Action	Tick box
Daily contact – updates to senior staff/designated emergency trip contact at School.	
Call senior staff if you have a problem or need a sounding board	
Email when they get back, especially notify any problems to senior staff	
Staff using Trip-specific mobiles may use them for communicating with students on that specific trip for the duration of that trip for essential safety purposes. At the end of the trip, the mobile owner is responsible for ensuring any student information is deleted from the device by restoring the device to factory settings.	

Return trip phones and chargers to EVC after factory reset.	
Have a debrief meeting with the EVC (Jackie) and complete the post residential trip feedback from.	



Bedales Schools

Host Family Risk Assessment

Confidential

This checklist should be discussed with the DSL and completed **at least 12 weeks** BEFORE the hosting takes place and parental consent is given.

1. Details about the arrangements			
Is the Host Family part of a reciprocal hosting arrangement with another family (whether abroad or in England)			
OR			
Is the Host Family being engaged by and being paid for hosting arrangements directly by the School			
OR			
Is the Host Family providing a hosting arrangement on a voluntary basis at no expense to the School?			
OR			
Is the Host Family being provided by or through a third party organisation? If the answer to the above is YES, please provide contact details below			
Name of organisation		Contact Name	
Contact Number		Contact email	
2. Section B. If the Host Family has been recruited directly by the School, please complete this section			
Is the Host Family known to the School community?			
If YES, how are they known?			
Name of Host Family		Contact Name	
Contact Number		Contact email	
Contact Address			
Postcode			
Has a Host Family Agreement been issued?		YES / NO	
Have identity checks been completed?		YES / NO	
3. About the person supervising the Host Family activity			
I	Who will be responsible for supervising the host family?		
Name		Post	

Form completed by (Name)		Date Completed	
Post	HR Manager	Department	HR



Bedales Schools

Host Family Risk Assessment

Confidential

HR Use Only

1	Is the Host Family in regulated activity? i.e. providing a private fostering arrangement	
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2	Has the standard been met to complete an enhanced DBS & Barred List check?	
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Comments

Assessment completed by (Name)		Date Completed	
Post			

Personal Information			
Full Name of Host Family			
Full Postal Address			
Postcode			
Contact Number		Email Address	

The Children Act of 1989 – Declaration Regarding Suitability to Look After Children
The provision of the Children Act of 1989 requires the School to check all teaching and support staff for criminal records. It also requires that accommodation providers complete the declaration questions below relating to suitability to provide Homestay Accommodation (treating a student as a member of your family) to students under the age of 18.

Have you or any member of your family who still lives at home ever:			
1	Been convicted of any offence against a child?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Had a child removed from your care by the order of the Court?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Had probation imposed on you at any time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Been disqualified from acting as a foster parent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Been proven negligent whilst supervising under 16s on activities / course organiser by other organisations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered 'YES' to questions 1 to 9 above, please provide information below.

Section 70(a) of the Children Act 1989 provides that a person who makes any statement in this notice or gives information which he / she knows to be false or misleading shall be guilty of an offence and liable on summary conviction to a fine. Acceptance as a Host Family will be subject to the School carrying out an Enhanced DBS and Barred List Check with the Disclosure and Barring Service (DBS).

Declaration
 By signing below, I confirm that I am willing for such checks to be carried out on me and, where appropriate, family members residing at home.

I confirm that I have not been disqualified from working with children, I am not named on the Children and Adults' Barred List or the Protection of Children Act List and are not subject to any sanctions imposed by a regulatory body.

Signed		Date	
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For School use only:

Reviewed by Signature		Date	
Post		Department	



NB: All School Policies are available to staff and can be found here:

T:\ThreeSchools\Policies_Handbooks_Key_Documentation\Staff_viewable