



ST PAUL'S SCHOOL
Est. 1509

Educational Visits Policy

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to PolicyQuery@stpaulsschool.org.uk.

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SECTION A: General Guidance

1. Policy Statement

- 1.1 This policy complies with the Education (Independent School Standards) (England) Regulations 2010 and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance.
- 1.2 Further, this policy is supplemented by guidance published by the Outdoor Education Advisers' Panel (OEAP) which is made up of expert practitioners from local authorities and is one of several organisations that offer training for those who assist with, lead or oversee

educational visits in schools. The [OEAP's website](#) also provides details of local authority outdoor education advisers.

2. Definitions

- 2.1 **'School day trips'** will be used to denote any occasion where pupils are taken off the school premises by a member of staff or other authorised adult, however briefly and locally.
- 2.2 **'School expeditions'** will be used to describe visits which involve an overnight stay.
- 2.3 **'Pupil'** will denote a current Pauline (including leavers up to the end of the school holiday immediately following their final term).

3. Responsibilities

- 3.1 Pupils can derive a good deal of educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence.
- 3.2 Most school visits take place without incident and it is clear that teachers are already demonstrating a high level of safety awareness. But, following a number of tragic incidents involving schoolchildren in the last few years, there is a growing concern amongst school staff and parents about further ensuring the safety of pupils on school visits. The potential hazards to which this policy refers should not discourage teachers. No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that do happen nonetheless. The management of health and safety on visits is part of a school's overall policy on health and safety.
- 3.3 The welfare of the pupils attending trips is the responsibility of the Surmaster. Currently, the job of overseeing the organisation of trips is delegated to the Educational Visits Coordinator (EVC), who ensures that all staff taking pupils on trips understand what is required of them.
- 3.4 This document is designed to help all who wish to take pupils on school trips, and give guidelines and advice to ensure that the trip runs as safely as possible. The policy sets out principles, rather than trying to cover every eventuality; it is important that teachers develop and exercise professional judgement in planning and providing appropriate supervision and instruction to pupils on Educational Visits.

4. Legal Framework

- 4.1 The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require employers to:
- Assess the risks of activities;
 - Introduce measures to control those risks;
 - Tell their employees about these measures.
- 4.2 Also under the Health and Safety legislation employees must:
- Take reasonable care of their own and others' health and safety;
 - Co-operate with their employers over safety matters;
 - Carry out activities in accordance with training and instructions;
 - Inform the employer of any serious risks.
- 4.3 These duties apply to all School visits. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

5. Conditions for Organising School Day Trips

- 5.1 Arrangements for taking pupils out of school for days or parts of days are as follows:
- The educational or other experience gained must be judged to be worth the absence.
 - Approval must be sought and received from the EVC at least two weeks in advance of the trip using the appropriate Intranet form.
 - The EVC must be provided with a list of the boys involved, at least seven working days before the trip. This must be copied to registration.
 - The list will be and placed on the Common Room notice board by the Common room secretary at least one week before the trip.
 - A letter must be sent to parents explaining arrangements. Copy to EVC.
- 5.2 Members of staff have the right to object to the absence of individual boys, but this should be used sparingly, and only for very good reasons.
- 5.3 For boys in examination years (6ths, L8ths and U8ths), academic trips or other out of school in the last three weeks of the Spring Term and first half of Summer Term may be taken provided that the circumstances are "special". In this context, "special" means one or more of:
- Uniqueness - no alternative dates.
 - Closely linked to the syllabus.
 - Significantly better experience than could be offered in class.

- Could not be equally well delivered in school by an intermediary (e.g. teacher and/or limited no. of boys attend event then report back to wider student body).
- 5.4 When seeking permission to take boys out of school at this time, please include an explanation of how your bid fulfils these criteria. The EVC, in reaching a final judgement, will weigh up the merits of a claim against these criteria.
- 5.5 Staff organising day trips must follow the instructions outlined in [Section B](#)

6. Approval of Visits

- 6.1 There is a written procedure for arranging visits which teachers must follow (see [Section B](#) and the page *Organising Day Trips or Organising Overnight Trips* linked from the Staff Handbook on the intranet). This includes procedures for seeking approval of certain types of visit.
- 6.2 Appendix 2 sets out the information that must be provided in any outline proposal for a visit involving an overnight stay, which must be submitted to the EVC. The EVC's agreement must be obtained before a visit takes place.
- 6.3 The EVC should ensure that visits comply with regulations and guidelines provided by the Governing Body and the school's own health and safety policy. The EVC should ensure that:
- The group leader is competent to monitor the risks throughout the visit.
 - Adequate child protection procedures are in place;
 - All necessary actions have been completed before the visit begins;
 - The risk assessment has been completed and appropriate safety measures are in place;
 - Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
 - The group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
 - The group leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
 - Group leaders are allowed sufficient time to organise visits properly;
 - Non-teacher supervisors on the visit are appropriate people to supervise children: see [Vetting suitability](#);
 - Ratio of supervisors to pupils is appropriate: see [Staffing Ratios](#);
 - Parents have signed consent forms;
 - Arrangements have been made for the medical needs and special educational needs of all the pupils;
 - Adequate first-aid provision will be available;
 - The mode of travel is appropriate;

- Travel times out and back are known, including pick-up and drop-off points; and a list of this information is handed to the school office;
- There is adequate and relevant insurance cover;
- The EVC has the address and phone number of the visit venue and has a contact name;
- A school contact for the duration of the visit has been nominated and the group leader has the details;
- The group leader, group supervisors and nominated school contact have a copy of the agreed emergency procedures;
- The group leader, group supervisors and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin;
- There is a contingency plan for any delays including a late return home.

7. Group Leader

7.1 One member of staff, the group leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader should have been appointed or approved by the Surmaster and the EVC. The group leader should:

- Obtain the EVC prior agreement before any off-site visit takes place;
- Follow school regulations, guidelines and policies;
- Appoint a deputy;
- Clearly define each group supervisor's role and ensure all tasks have been assigned;
- Ensure that all those attending or involved in the visit know who is in charge at any time and that all supervisors and external providers are clear about their responsibilities
- Be able to control and lead pupils of the relevant age range;
- Be suitably competent to instruct pupils in an activity (and provide proof where necessary) and be familiar with the location/centre where the activity will take place;
- Be aware of child protection procedures, safer recruitment procedures and volunteer vetting procedures;
- Ensure that adequate first-aid provision will be available;
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- Undertake and complete a comprehensive risk assessment: see **Risk assessment**;
- Review regularly undertaken visits/activities and advise the EVC where adjustments may be necessary;
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;

- Ensure the ratio of supervisors to pupils is appropriate for the needs of the group: see **Ratios**;
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- Ensure that group supervisors have details of the school contact;
- Ensure that group supervisors and the school contact have a copy of the emergency procedures;
- Ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- Observe the guidance set out for teachers and other adults below.

8. Members of St Paul's Staff

- 8.1 Must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:
- Follow the instructions of the group leader and help with control and discipline;
 - Consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

9. Non-staff Adults (including volunteers)

- 9.1 Trip organisers must be aware of and apply statutory safeguarding measures for visits where there are non-staff adults, including volunteers. In particular, visits which involve an overnight stay will require any non-teacher adult to:
- be DBS checked;
 - provide references;
 - be trained in safeguarding, child protection and safe working before the visit;
 - have been fully vetted following St Paul's School procedures or;
 - subject to a risk assessment which details appropriate supervision of the volunteer, and which activities they may take part in.
- 9.2 Non-staff adults on the visit should be clear about their roles and responsibilities during the visit. Non staff adults acting as supervisors must:
- Do their best to ensure the health and safety of everyone in the group;
 - Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
 - Follow the instructions of the group leader and teacher supervisors and help with control and discipline;

- Speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.
- If volunteers on day-trips do not have an enhanced DBS check, this should be noted on the risk assessment for the trip and appropriate safeguards and supervision put in place. Risk assessments for visits involving non-teacher adult volunteers must be discussed and signed off by the EVC and the Head of HR, who can advise on appropriate safeguards and supervision. See also the [Volunteers Vetting Checks Guidance](#).

10. Parents

- 10.1 Parents should be able to make an informed decision on whether their child should go on the visit. The group leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions.
- 10.2 The group leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Parents should also be asked to agree the arrangements for sending a pupil home early and who will meet the cost.
- 10.3 Special arrangements may be necessary for parents for whom English is a second language.
- 10.4 Parents will need to:
- Provide the group leader with emergency contact number(s);
 - Sign the consent form (see relevant intranet page)
 - Give the group leader information about their child's emotional, psychological and physical health which might be relevant to the visit (usually by means of the consent form).

11. Responsibilities of Pupils

- 11.1 The group leader should make it clear to pupils that they must:
- Not take unnecessary risks;
 - Follow the instructions of the leader and other supervisors including those at the venue of the visit;
 - Dress and behave sensibly and responsibly;
 - If abroad be sensitive to local codes and customs;
 - Look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.
- 11.2 Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

12. Planning and Documentation

- 12.1 Whether the visit is to a local park, museum or swimming pool, or includes a residential stay in the UK or abroad, it is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. With the advice of the EVC the Surmaster must satisfy himself that the person planning the visit is competent to do so and has the necessary relevant experience.
- 12.2 A school expedition necessitates the production of the following:
- a. Information to parents.
 - b. Rules and Regulations.
 - c. Risk Assessment Form
 - d. Clothing and equipment lists (if necessary).
 - e. Consent forms: these must include contact details for the next of kin for the period of the expedition. They should also authorise the leader or his/her named deputy(ies) to give consent for medical treatment, including a general anaesthetic, on the advice of a qualified medical practitioner, in the event that it is not possible to contact the next of kin. Details of any special medical condition and of any medication being taken should also be requested on the form.
 - f. Nominal roll.
 - g. Itinerary with contact numbers and addresses.
- 12.3 A completed copy of the “Overnight Trip Information Form” must be completed via the intranet at least two weeks before departure. This informs the Surmaster, EVC, Ops Director and Porters. A hard copy of the [Information and Risk Assessment Form](#) is found in appendix 3.

13. Risk Assessment

- 13.1 A risk assessment must be completed by the group leader well before the visit, and should be approved by the EVC at least five working days before the visit
- 13.2 A risk assessment for a visit need not be complex but it should be comprehensive. Specialised information for some visits may be necessary and the EVC should ensure that the person assessing the risks is competent to do so. Risk assessments forms are found on the intranet. The EVC is always available to help with the completion of these forms – those running a trip for the first time will be given guidance from the EVC when conducting the risk assessment.
- 13.3 A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them to the lowest practicable level. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always

be the prime consideration. If the risks cannot be contained then the visit must not take place or an alternative activity or Plan B should be considered, where appropriate.

- 13.4 The risk assessment should be based on the following considerations:
- What are the hazards?
 - Who might be affected by them?
 - What are the existing safety measures in place?
 - What further safety measures need to be in place to reduce risks to an acceptable level?
 - Can the group leader put the safety measures in place?
 - What steps will be taken in an emergency?
- 13.5 The person carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. The EVC should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.
- 13.6 Frequent visits to local venues such as swimming pools may not need a written risk assessment every time. A written generic assessment of the risks of such visits should be made at regular intervals, and careful monitoring should take place by the EVC.
- 13.7 If there is a generic risk assessment already in place for a specific trip or activity, the group leader may (where appropriate) carry out a dynamic risk assessment by reviewing the generic risk assessment form and taking into account all the relevant factors, including the specific characteristics and needs of the pupils attending the visit before embarking on it.
- 13.8 Regardless of the type of the visit, the group leader must be prepared to re-evaluate and / or reassess the risks whilst the visit is taking place taking account of any relevant changes in circumstances or factors such as fatigue or changes in the weather. If the risks become unacceptable the visit shall be terminated and/ or a Plan B activity carried out instead.
- 13.9 Before booking a visit the group leader should obtain a written or documentary assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place. Any outside agency must be ABTA bonded.
- 13.10 The group leader should take the following factors into consideration when assessing the risks:
- The type of visit/activity and the level at which it is being undertaken;
 - The location, routes and modes of transport;
 - The competence, experience, status (vetted or otherwise), and qualifications of supervisory staff;
 - The ratios of teachers and supervisory staff to pupils;
 - The group members' age, competence, fitness and temperament and the suitability of the activity;

- The special educational, dietary or medical needs of pupils;
- The quality and suitability of available equipment;
- Seasonal conditions, weather and timing;
- Emergency procedures;
- How to cope when a pupil becomes unable or unwilling to continue;
- The need to monitor the risks throughout the visit.

14. Exploratory Visit

- 14.1 An exploratory visit is strongly advisable for any teacher who is to lead a group abroad or on a residential visit or who is to instruct or lead the group in an outdoor activity such as trekking in a location that is not familiar to them.
- 14.2 In other cases the group leader should undertake an exploratory visit, wherever that is possible, to:
- Ensure at first hand that the venue is suitable;
 - Meet the aims and objectives of the school visit;
 - Obtain names and addresses of other schools who have used the venue;
 - Obtain advice from the manager;
 - Assess potential areas and levels of risk;
 - Ensure that the venue can cater for the needs of the staff and pupils in the group;
 - Become familiar with the area before taking a group of young people there.
- 14.3 If in the last resort an exploratory visit is not feasible then the group leader will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue, from other schools who have recently visited it, and from local organisations such as tourist boards. In the case that a teacher is leading the trip and has a professional organisation or person, such as a Mountain guide or Instructor to run the activity, then the teacher should satisfy themselves that the organisation or individual is competent and has sufficient knowledge of the area to run the activity safely,
- 14.4 Many schools will take new groups of pupils to the same location each year. As some factors will change from year to year, it is prudent to re-assess the risks each time, even when the group leader stays the same. It may be useful to evaluate each completed visit and keep a record.

15. Insurance Arrangements

- 15.1 Whenever pupils are taken off the school premises, it is essential that the school's insurance of members of staff covering any possible situation which might be held to be negligent is operative.
- 15.2 Whenever expeditions abroad are concerned medical cancellation and baggage insurance must cover every participant. Advice may be sought from EVC on the suitability of any such insurance proposal. Where any special risks are involved the insurance situation should always be investigated at an early stage.

16. Other considerations

- 16.1 Other factors which should form part of the planning stage include:
- The facilities/equipment the group will need to take on the visit;
 - The facilities/equipment to be provided at the venue;
 - Staff training needs;
 - The designation of someone to record the details of the visit and to carry accident forms etc;
 - Transport arrangements;
 - Information to the provider;
 - Communication arrangements;
 - Supervision ratios;
 - Contingency measures for enforced change of plan or late return;
 - Information to parents;
 - Preparing pupils;
 - Emergency arrangements;
 - Arrangements for sending pupils home early.
- 16.2 Further information on these issues is provided in subsequent sections.

17. Financial Planning

- 17.1 The group leader should ensure that parents have early written information about the costs of the visit, how much will come from school funds, and how much each parent will be charged or asked to contribute. Parents should be given enough time to prepare financially for the visit. It may be useful to break the costs down into subsections such as travel, hostel, meals etc.
- 17.2 Where possible, trips that make up part of the compulsory curriculum for all pupils should be paid for by school funds. Teachers should consult the EVC for advice.

- 17.3 Those wishing to run an inspection visit prior to a school trip for the purposes of risk assessment should obtain permission in advance from the EVC.
- 17.4 The group leader should liaise with the finance dept for advice over how the finances are run.
- 17.5 The group leader should set out how much pocket money the pupils are advised to take, and where necessary ensure it is looked after.

18. First Aid

- 18.1 First aid should form part of the risk assessment. Before undertaking any off-site activities the head teacher or the group leader should assess what level of first aid might be needed. On any kind of visit the group leader should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken (obtainable from SPS nurses). For adventurous activities, visits abroad or residential visits it is sensible for at least one of the group's teachers to be a fully-trained first-aider. All adults in the group should know how to contact the emergency services.
- 18.2 The minimum first-aid provision for a visit is:
- A suitably stocked first-aid box;
 - A person appointed to be in charge of first-aid arrangements.
- 18.3 Other considerations when considering first-aid needs should include:
- The numbers in the group and the nature of the activity;
 - The likely injuries and how effective first aid would be;
 - The distance to the nearest hospital.

19. Child Protection

- 19.1 The School's [safeguarding and child protection policy and procedures](#) will apply at all times during off site visits. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the visit must be dealt with immediately, in accordance with the policy and procedures, by contacting:
- 19.2 In the case of risk of harm to a child: the Designated Safeguarding Lead (DSL), or in his absence, the Deputy DSL;
- 19.3 In the case of an allegation or suspicion relating to the behaviour of a member of staff directly, to the High Master or Chair of Governors.
- 19.4 Current contact details for the holders of these posts are published on the *Overnight trips information form* or in appendix 3.

20. Staffing and Supervision

20.1 Staffing Ratios

20.1.1 There must be an adequate ratio of adults to supervise pupils throughout any Educational Visit. This ratio should derive from the risk assessment undertaken and the risk factors identified. For a low risks visit in normal circumstances the minimum ratio is normally two leaders for the first 20 pupils plus one additional leader for every further 10 or part thereof. The ratio should become closer the more complex or hazardous the activity. Some of the factors to take into consideration include:

Age and ability of group;
Pupils with special educational or medical needs;
Nature of activities;
Experience of adults in off-site supervision;
Duration and nature of the journey;
Type of any accommodation;
Competence of staff, both general and on specific activities;
Requirements of the organisation/location to be visited;
Competence and behaviour of pupils;
First aid cover.

20.1.2 Where a party member is also a parent of a pupil on the visit that parent shall not usually count in the ratio for the group as a whole.

20.1.3 In case of doubt as to appropriate staffing ratios, visit leaders must consult the EVC.

20.1.4 It is good practise when planning trips to have a member of staff as a reserve in case of illness or emergency meaning the original staff member is not able to attend.

20.1.5 For day trips within an hour's travel of school, it may be acceptable to risk assess for a single staff member to take a trip for up to 10 pupils. Arrangements for these trips must be agreed in advance with the EVC. The factors listed in section 20.1.1. will be taken into account, as will knowledge of the venue and frequency of visits (e.g. a regular sports fixture).

20.2 Vetting Suitability

20.2.1 Normally the leaders will be members of School staff; the involvement of other adults who are not members of staff must always be negotiated with the Surmaster and parents must be informed.

20.2.2 Any visit leader or assistant leader who is not a member of staff must undergo appropriate vetting checks. The visit leader must ensure that the [Volunteers Vetting Policy](#) and guidance is followed. See also 'Adult Volunteers', above.

20.3 Supervisors' Responsibilities

20.3.1 Teachers taking pupils on expeditions can be held to be acting in loco parentis. Reasonable duty of care is owed from the time that the party assembles until it disperses at the end of the expedition. All adult supervisors, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times. It may be helpful to put this in writing. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those likely to cause trouble. Teacher leaders retain responsibility for the group at all times.

20.3.1 A party should assemble and disperse at times and places notified to the parents in advance. No pupils should be allowed to join or leave the party en route, unless his parents have given written permission in advance. Where dispersal is not from the school premises, it should be specified in advance what the procedure will be if a pupil is not met at the dispersal point.

20.3.2 The duty of care places a clear obligation on the leader of a school expedition to make it clear to the pupils where they are allowed to go in free time, what they may do and by when they must be back. The level of freedom allowed must always be a matter of judgement for the leader, but in addition he should be seen to be taking some steps to ensure that bounds are not being ignored.

20.3.3 At all times there must be a duty member of staff at a location where the pupils know where to find him/her in case of emergency. There is also a clear duty to ensure that all pupils are in their beds at the appointed time at the end of the day, and present for breakfast each morning.

20.4 Competences if Leading an Adventure Activity

If the school is leading an adventure activity, such as canoeing, the Group leader must ensure that the correct qualifications are held by the person(s) taking the activity.

20.5 Head Counts

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times. It may be helpful (especially if the visit is to a densely populated area) to dress the boys in the same clothing (uniform, tracksuit etc) to make the pupils easily identifiable. Pupils should not wear name badges. School cards are

available which display the name of the school and its emergency contact number. The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.

20.6 Remote Supervision

- 20.6.1 The aim of visits for older pupils may be to encourage independence and investigative skills, and some of the time, on visits such as trips abroad and fieldwork, they may be unsupervised. The group leader should establish during the planning stage of the visit whether the pupils are competent in remote supervision. The group leader remains responsible for pupils even when not in direct contact with them.
- 20.6.2 Parents should be told, before the visit, whether any form of remote supervision will take place.

20.7 Rules, Regulations and Discipline

- 20.7.1 Although a trip is by definition remote from the school site all of the rules laid down in the Behaviour, Rewards and Sanctions policy apply.
- 20.7.1 A party is always much easier to manage if firm expectations are laid down in advance. In the case of a school expedition, the leader is required to set out the rules in writing and to circulate them to the parents via the consent form. The consent form can then require agreement from the parent to the rules and regulations set out, and in the event of serious indiscipline, this could be of great value.
- 20.7.2 In all contexts it should be borne in mind that the legal requirements which apply to pupils on school expeditions abroad are the more stringent of the laws of the country visited and the laws of England. It is also helpful to be aware that rules made by the leader or the School can be admissible in law, and clearly they are easier to substantiate if they are in writing.
- 20.7.3 It is advisable to have a meeting of the boys and staff in school before the trip departs to make clear the behavioural expectations on the trip.

21. Smoking, Alcohol and Drugs

The below is intended to clarify the School rules and to establish some principles about smoking and drinking by Paulines, with respect to holiday activities, expeditions and other outside events as well as occasions at school.

21.1 *Smoking*

- 21.1.1 Drug taking and smoking by boys is forbidden on all occasions, including during School trips. All buildings are non-smoking areas in line with current legislation.

21.2 *Alcohol*

- 21.2.1 It is essential to remember that in organising School expeditions, sports tours etc, we accept responsibility for the boys and must take all reasonable precautions. In organising any event or educational visit where alcohol is offered to boys, plans must be made in advance to ensure that the following guidelines are met:
- 21.2.2 The School rules for pupils state that licensed premises are out of bounds and that no alcoholic drinks may be brought to School at any time. Since we share a Dining Hall with the boys, teaching staff are asked not to take wine or other alcoholic drinks to lunch during term time except when entertaining visiting speakers.
- 21.2.3 Drinking to excess by pupils or staff during school events or visits is strictly forbidden as any accident after drinking could have serious repercussions.
- 21.2.4 Drinking alcohol and then driving is unacceptable at any time and senior boys should be reminded of it before any event where alcohol is available to them. In this context it is important that there is ample provision of soft drinks at all functions.
- 21.2.5 In accordance with the Staff Code of Conduct during any educational visit or school event, two members of staff must be under the legal limit for driving in that country throughout any period of duty. Duty extends to being prepared to respond to an emergency during a foreign exchange as the host or hosted member of staff, even when pupils are being hosted by families overnight.
- 21.2.6 Members of staff should not entertain in a pub or restaurant or in school, except as part of an organised school function or trip, for which permission should be sought in advance from the EVC. On such occasions, a minimum of two members of staff must be present throughout and the provision of any alcohol should be restricted to those boys over the legal age (and any other restrictions) for the country in which the event takes place and subject to the prior consent of the boys' parents. Any such provision should be controlled by the member of staff on duty and limited to a small amount of wine or beer; no spirits at any time.
- 21.2.7 In the UK it is illegal to serve alcohol to pupils under the age of 18. An exception is that where boys are 16 or 17, it is legally permissible in the UK to serve (but not sell) them beer, wine or cider with a meal. Staff must adhere to this legal requirement during all UK-based visits and while in transit in the UK, as well as on flights and ferries to and from the UK.

21.2.8 For visits abroad, the laws on the consumption of alcohol may differ to those in the UK. The School will expect pupils to abide by the laws of the country in question and will provide details to parents in the consent form of any departure from the School's general policy on the consumption of alcohol. For example, in countries where the legal drinking age is 21, pupils and their parents must be informed that pupils will not be permitted to possess, purchase or be served alcohol during school trips. However, in countries where the legal drinking age is below that of the UK, staff should, as far as practicably possible, ensure that the UK drinking age standards are observed by pupils throughout the visit. In particular, staff should be aware of the possibility of, and take steps to prevent, junior pupils purchasing alcohol on trips to parts of continental Europe, where the law permits 16 year-olds to purchase beer and wine and 14 year-olds to purchase beer and wine in the presence of a guardian.

21.2.9 For joint trips with other schools consideration should be given to their policies on alcohol. Agreement should be obtained in advance between the EVCs and communicated to the trip Leaders.

21.2.10 Failure to adhere to the School rules relating to smoking, drugs and the consumption of alcohol is a disciplinary matter.

22. Bullying

22.1 The school has zero tolerance policy for bullying. Trip leaders should be aware that a trip environment, where pupils are living together as well as spending all their time together, can lend itself to increasing social tensions. This can manifest itself in a number of forms, including bullying.

22.2 Bullying can include physical, emotional, verbal, sexual harassment, cyber-bullying and social (Ostracism). If bullying is suspected staff should investigate immediately and if bullying action is found to have taken place then this should be reported to the EVC, DSL and the relevant Undermaster. The pupils involved in this behaviour should be given appropriate warnings and sanctions and their parents informed. The pupil that has been subject to the bullying behaviour should be appropriately safeguarded for the remainder of the trip and his parents should also be notified.

22.3 Full details of the school's procedures can be found in the Anti-Bullying Policy on the intranet.

23. Hosting of Non-SPS Pupils by SPS Families

Families of pupils at SPS/CC may be asked to accommodate visiting children as part of hosting visiting sports, language or cultural exchanges. Where the family is paid, the arrangement to accommodate a child is not made by the child's family, or the school has the power to terminate the arrangement, this will almost always constitute 'regulated activity'. In such cases, the trip organiser must work with the HR department to carry out appropriate checks and risk assessments regarding host parents' suitability to host, including DBS and barred list checks. These may potentially be on all over 16s in the household. See the document [Host Families: vetting checks policy](#) and contact HR for further details.

24. Events in Staff Homes or Accommodation

A member of staff should not entertain a boy or boys in their own accommodation, except as part of an organised school function or trip, for which permission should be sought in advance from the EVC/Surmaster. On such occasions, a minimum of two members of staff must be present throughout and the provision of any alcohol should be restricted to those boys over the legal age (and any other restrictions) for the country in which the event takes place and subject to the prior consent of the boys' parents. Any such provision should be controlled by the member of staff on duty and limited to a small amount of wine or beer; no spirits.

25. Preparing Pupils

25.1 *General*

Pupils who are involved in a visit's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should clearly understand what is expected of them and what the visit will entail. Pupils should also be told about any potential dangers and how they should act to ensure their own safety and that of others

Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major cause of incidents. Pupils must understand that the school's Behaviour Rewards and Sanctions policy applies on trips and that misbehaviour will lead to sanctions, which may include being sent home or bans from future trips. .

25.2 *Participation*

The group leader should ensure that the pupils are capable of undertaking the proposed activity. Pupils should be encouraged to take on challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear.

Pupils whose behaviour is such that the group leader is concerned for their safety, or for that of others, should be withdrawn from the activity. On residential visits the group leader should consider whether such pupils should be sent home early. Parents and pupils should be told in advance of the visit about the procedures for dealing with misbehaviour, how a pupil will be returned home safely and who will meet the cost.

25.3 *Inclusion*

The School will make every effort and make all reasonable adjustments to ensure that all pupils are able to take a full and active part in off site visits and that they are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion, gender, sexual orientation etc.

The School will only consider preventing a pupil from attending an offsite visit as a last resort and will only do so following consultation between the School, the pupil and the parent(s) and only then if the refusal is a proportionate means of achieving a legitimate aim, for

example because of an unacceptable risk to the health and safety of the pupil concerned or others on the visit.

The School will work with parent(s) and pupil(s) in order to agree a way forward in respect of the proposed off site visit and retain a written record of the steps taken and the final decision.

25.4 Information to Pupils

25.4.1 The group leader should decide how information is provided, but must ensure that the pupils understand key safety information. For some pupils on overnight visits it will be their first experience away from home on their own and in the close company of other pupils.

Pupils should understand:

- The aims and objectives of the visit/activity;
- The background information about the place to be visited;
- Basic foreign words where appropriate;
- Relevant foreign culture and customs;
- How to avoid specific dangers and why they should follow rules;
- Why safety precautions are in place;
- Why special safety precautions are in place for anyone with disabilities;
- What standard of behaviour is expected from pupils;
- Appropriate and inappropriate personal and social conduct including sexual activity;
- Who is responsible for the group;
- What not to bring back either within the UK or from abroad such as drugs, knives etc;
- What to do if approached by anyone from outside the group;
- Rendezvous procedures;
- What to do if separated from the group;
- Emergency procedures.

25.4.2 For residential visits all group members should carry the address and telephone number of the accommodation in case an individual becomes separated. This applies to exchange visits when pupils will also need to know about any ground rules agreed between the group leader and host family.

25.4.3 Where visits involve multiple activities with differing requirements each activity will need to be assessed and separate information provided. Pupils should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor.

25.4.4 If at any time there is a change in the planned schedule new activities should be assessed and pupils provided with the appropriate information.

25.5 *Preparing Pupils for Remote Supervision*

25.5.1 During any time that remote supervision takes place the group leader must ensure that pupils are aware of the ground rules and are adequately equipped to be on their own in a group. The size of each group should also be considered. As a minimum, pupils should have the following:

- Telephone numbers and emergency contacts if lost;
- Money;
- Maps and plans and any other information for them to act effectively;
- Location of local telephones and the appropriate coins;
- A knowledge of how to summon help;
- A knowledge of out of bounds areas or activities;
- Identity cards and a rendezvous point.

25.5.2 It is important that pupils are told not to go off on their own, are given clear instructions about permitted remote supervised activities and understand and accept the ground rules. See **Remote Supervision**.

26. Pupils with Medical Needs

26.1 Additional safety measures to those already in place in the school may be necessary to support pupils with medical needs during visits. Consideration should be given to arrangements for the safe storage and administration of medication and ensuring sufficient supplies are available for residential visits. Group Leaders should be aware of any pupil's who are taking controlled medicines (eg. Ritalin). This should be stored under a double lock system, for example in a locked box in the a group leaders hotel room

26.2 All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures. Summary sheets held by all teachers, containing details of each pupil's needs and any other relevant information provided by parents, is one way of achieving this. If appropriate, a volunteer teacher should be trained in administering medication, if they have not already been so trained, and should take responsibility in a medical emergency. If the pupil's safety cannot be guaranteed, it may be appropriate to ask the parent or a care assistant to accompany a particular pupil.

26.3 The group leader should discuss the pupil's individual needs with the parents. Parents should be asked to supply:

- Details of medical conditions;
- Emergency contact numbers;
- The child's GP's name, address and phone number;
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer;

- Parental permission if the pupil needs to administer their own medication or agreement for a volunteer teacher to administer;
 - Information on any allergies/phobias;
 - Information on any special dietary requirements;
 - Information on any toileting difficulties, special equipment or aids to daily living;
 - Special transport needs for pupils who require help with mobility.
- 26.4 Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres etc, if appropriate.
- 26.5 If ramps are not going to be available in certain places, the organiser may wish to arrange to take portable ramps with them. The group leader should at an early stage assess whether manual handling skills will be needed and, if so, whether training should be sought.
- 26.6 All teachers supervising the visit should be given the opportunity to talk through any concerns they may have about their ability to support the child. Extra help should be requested if necessary, e.g. a care assistant.
- 26.7 If teachers are concerned about whether they can provide for a pupil's safety or the safety of other pupils on a trip because of a medical condition, they should seek general medical advice from the School Health Service or further information from the pupil's parents.
- 26.8 The group leader should check that the insurance policy covers staff and pupils with pre-existing medical needs.

27. Information to Parents

- 27.1 Parents should be informed in writing of any offsite activity or visit unless it is a regular part of the school curriculum of which parents have already been informed via the school calendar and/or letter. Seeking annual consent for such routine visits may be appropriate.
- 27.2 Before residential visits, or when the pupils are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English. Parents need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil health and safety should be given to parents:
- Dates of the visit;
 - Visit's objectives;
 - Times of departure and return: parents must have agreed to meet their child on return;

- The location where the pupils will be collected and returned;
- Mode(s) of travel including the name of any travel company;
- The size of the group and the level of supervision including any times when remote supervision may take place;
- Details of accommodation with security and supervisory arrangements on site;
- Details of provision for special educational or medical needs;
- Procedures for pupils who become ill;
- Details of any vaccinations or medication required for the visit;
- Names of leader, of other staff and of other accompanying adults;
- Qualifications, experience and vetted status (ie DBS completed, etc) of leaders and assistant leaders;
- Details of the activities planned and of how the assessed risks will be managed;
- Standards of behaviour expected and general group discipline including prohibited items. This information may take the form of a code of conduct which parents should sign;
- What pupils should not take on the visit or bring back;
- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover;
- Passport and visa requirements, all passports must have at least 6 months to expiry from the date of trip return;
- Clothing and equipment to be taken;
- Money to be taken;
- The information to be given by parents and what they will be asked to consent to;
- On exchange visits, the details of the host families. For example, whether they have hosted any of the school's pupils before.

28. Parental Consent

28.1 If parents withhold consent absolutely the pupil should not be taken on the visit but the curricular aims of the visit should be delivered to the pupil in some other way wherever possible. If the parents give a conditional consent the Surmaster and EVC will need to consider whether the pupil may be taken on the visit or not.

28.2 A parental consent form should be completed for each pupil in the group. Besides conveying the parents' consent it could also form the basis for obtaining details required. If a tour operator is used it may be sensible to ask them what information to obtain. General issues to consider include:

- Any allergies/phobias the pupil may have;
- Any medication the pupil is taking (if so what the dosage is and who is to administer it);
- Whether the pupil administers their own medication;

- Any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the pupil;
- The name, address and phone number of the pupil's GP;
- Any special/medical dietary requirements;
- Whether the pupil suffers from travel sickness;
- Information on any toileting difficulties;
- Whether the pupil has any night time tendencies such as sleepwalking (for residential visits);
- The pupil's ability to swim in the pool or sea and their level of safety awareness;
- Any other information which the parent thinks should be known;
- The parental home and daytime phone numbers and addresses;
- An alternative contact, with their phone number and address.

28.3 The contents of a consent form for a parent to sign will vary according to the type of visit. A pro forma consent form is found in Appendix 1 and is available on the intranet. For any questions group leaders should consult. See the EVC for further advice.

29. Medical Consent

29.1 This should form part of the parental consent form. Parents should be asked to agree to the pupil's receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the Surmaster may decide to withdraw the child from the visit – given the additional responsibility this would entail for the group leader. The school has its own list of medical remedies for which the parents must sign to be administered.

29.2 Doctors can be expected to carry out necessary emergency treatment without parental consent but it is possible that a surgeon in another country might be reluctant to operate on a pupil unless assured that the group leader had parental authorisation to agree to such treatment. It is sensible to include a translation of the medical consent, as signed by the parent, in the relevant foreign language.

30. Other Consent

Parental consent should explicitly and separately be obtained before pupils are carried in a teacher's or other adult's private vehicle.

31. Early Return

The group leader should tell parents if they will be expected to fund the early return of a pupil whose conduct gives cause for concern on a visit.

32. Contact with Parents During the Visit

The group leader should ensure that parents can contact their child via the school contact and the group leader (two school mobile numbers) in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the visit or a late arrival home. Parents should therefore:

- Know the destination details;
- Be aware of the emergency contact arrangements at home (particularly important during holiday periods when the school may be closed) and at all the venues the group will visit;
- A group email and/or text list for parents should be set up. See the EVC for advice, if needed.

33. Transport and Pupils

Pupils using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for the transport in a safe place;
- Do not rush towards the transport when it arrives;
- Wear your seatbelt and stay seated whilst travelling on transport;
- Never tamper with any of the vehicle's equipment or driving controls;
- Bags must not block aisles or cause obstructions;
- Never attempt to get on or off the moving transport;
- Never lean out of or throw things from the window of the transport;
- Never get off a vehicle held up by traffic lights or in traffic;
- Never run about or pass someone on steps or stairs while transport is moving;
- Never kneel or stand on seats;
- Never distract or disturb the driver or impede the driver's vision;
- Stay clear of doors after boarding or leaving the transport;
- After leaving the vehicle, always wait for it to move off before crossing the road;
- If you have to cross roads to get to the transport in the UK always use the Green Cross Code;
- If you feel unwell tell a teacher or supervisor.

The group leader should ensure that pupils know what to do if they miss the scheduled departure time.

34. Transport

It is the responsibility of the leader to satisfy him/herself as to the safety and suitability of the transport involved. Particular care should be taken if parents, or even boys, using their private cars are involved (this applies equally to day trips). In this situation the written consent of the parents of any pupil who is to be given a lift must be obtained and deposited

with the EVC at least three days in advance. Consideration should always be given as to whether two drivers per vehicle are needed. In considering whether minibuses should be taken abroad, leaders should be aware that tachographs will be required. Especially where private or hired transport is used to transport a party to a port or airport, liability in the event that the sailing or flight is missed as a result of delay or breakdown should be investigated in advance.

34.1 Supervision on Transport

34.1.1 The level of supervision necessary should be considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including maintaining good discipline.

34.1.2 The driver should not normally be responsible for supervision. Driver supervision may be sufficient if a small number of older children are being taken on a short journey. All group members should be made aware of the position of the emergency door and first aid and anti-fire equipment on transport. The group leader should also be aware of alternative routes or means of travel in the event of delay or cancellation.

34.1.3 Factors that the group leader should consider when planning supervision on transport include:

- Level of supervision that will be necessary on double decker buses/coaches - one supervisor on each deck should be appropriate in normal circumstances;
- Safety when crossing roads as part of the journey- the group leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings and traffic lights or footbridges should be used to cross roads, whenever possible;
- Safety on buses, trains, ferries and boats – the group leader should make clear to pupils how much or little freedom they have to ‘roam’. Misbehaviour is a main cause of accidents to children on such means of transport. Appropriate supervision and discipline should be maintained at all times. Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed;
- Booking transport - the group leader should arrange for seats to be reserved well in advance to ensure that the party can travel together;
- Safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport, particularly when using UK vehicles abroad. Pupils should be made aware of safety rules and expected standards of behaviour. See Transport and pupils;
- Safety while on stops or rests during the journey - group leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods;

- Safety of the group in the event of an accident or breakdown - the group should remain under the direct supervision of the group leader or other teachers wherever possible;
- Head counts, by the group leader or another delegated teacher or supervisor, should always be carried out when the group is getting off or onto transport;
- Responsibility for checking that seat belts are fastened;
- Consider whether a visible and easily recognisable article of clothing should be worn in common by pupils;
- Pupils should be made aware that they are not allowed access to the driving area at any time;
- Group members should be made aware that travel sickness tablets should only be administered to a pupil with authorisation from the parents.

34.2 *General*

The group leader must give careful thought to planning transport. The main factors to consider include:

- Passenger safety;
- The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence;
- Number of driving hours required for the journey and length of the driver's day (including non-driving hours);
- Capacity and experience of driver to maintain concentration - whether more than one driver is needed to avoid driver fatigue;
- Type of journey: will the visit take place locally or will it include long distance driving ie motorways?
- Traffic conditions;
- Contingency funds and arrangements in case of breakdown/emergency;
- Appropriate insurance cover;
- Weather;
- Journey time and distance;
- Stopping points on long journeys for toilet and refreshments;
- Supervision.

34.3 *Legislation*

34.2.1 The EVC should be satisfied that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of a visit.

34.3.2 The driver is responsible for the vehicle during the visit.

24.3.1 Seat belts: All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years inclusive must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements. For trips abroad if the provision of seatbelts in coaches or mini buses cannot be guaranteed, parents should be informed and indicate their consent via the trip consent form.

34.4 *Hiring Coaches and Buses*

34.4.1 The group leader is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. Schools using operators to transport pupils should ensure that the operators have the appropriate public service vehicle (PSV) operators' licence. When booking transport, the group leader should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches which carry groups of children, they are not legally required on buses. Buses where seat belts are not fitted are not normally appropriate for visits involving long journeys.

34.4.2 If any of the group uses a wheelchair, the group leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps.

34.5 *Driving School Minibuses*

34.5.1 Appendix 4 provides further details of the qualifications needed to drive different types of minibus.

34.5.2 In order to drive the School minibuses a member of staff must have a Category D1 licence. Anyone with only a Category B (car) licence can drive only a minibus that is less than 3.5 tonne minibuses and fewer than 17 seats, and they cannot drive minibuses abroad or tow a trailer.

34.5.3 To satisfy the school's requirements, all drivers must be over 25, held a license for at least 2 years and on the school's list of authorised drivers.

34.5.4 Whenever possible, two members of staff should go in the school minibus. If two or more minibuses are heading to the same destination, they should aim to travel safely in convoy.

34.5.5 The minibus driver must:

- Observe the school Governing Body guidance, where appropriate;
- Not drive when taking medication or undergoing treatment that might affect their ability or judgement;
- Know what to do in an emergency;
- Know how to use fire-fighting and first-aid equipment;

- Avoid driving for long periods and ensure that adequate rests are taken (at least every 4.5 hours or less, if tired) when needed;
- Clarify and comply with transport regulations and the requirements of the vehicle's insurance cover;
- Take into consideration the effects of teaching and the working day;

34.6 Private Cars

The school insurance covers the use of teacher's cars for transporting pupils. Check with the EVC for further advice.

35. Adventure Activities and External Providers

- 35.1** Where the main activity is an adventure activity or any activity which is facilitated by an external provider, the group leader will have regard to the appropriate legislation and guidance available at that time. This should include, but is not restricted to the DfES guidance A Handbook for Group Leaders (2002), Standards for Adventure (2002) and Group Safety at Water Margins (2002).
- 35.2** For the purposes of this policy an adventure activity includes, but is not restricted to, winter sports, rock climbing, hill walking, mountaineering, skiing or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water.
- 35.3** An activity may be considered to be adventurous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to, activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.
- 35.4** Anyone who leads an adventure activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where no such body can be identified, the School will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations.
- 35.5** The School will ensure that external providers (which means any person or organisation other than the School or a staff member who provides a service and or facilitates an activity under a contract during the off site visit) who are required to have a licence to provide Licensed Activities hold a current licence by checking www.aals.org.uk.

- 35.6** If an external provider is used, the group leader should ensure that they are competent and should endeavour to use Quality Badge Scheme member or another accredited providers, wherever possible. More details can be found relating to the Quality Badge Scheme can be found at <http://www.lotc.org.uk>.
- 35.7** If the group leader assigns the technical instruction of the group to an external provider he/she should agree with the external provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of School staff and external providers.
- 35.8** The group leader and teachers retain responsibility for the moral and emotional wellbeing of pupils during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.
- 35.9** Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity
- 35.10** The group leader will take appropriate steps to ensure that external providers do not have substantial unsupervised access to pupils unless they have been vetted by the School in accordance with the School's Safer Recruitment policy and procedures.
- 35.11** Prior to commencement of any adventure activity the group leader should be fully satisfied with arrangements for health and safety. In the event that he or she is not satisfied he or she will consider whether it is appropriate to abort the activity altogether or whether it is safe and/or appropriate to undertake a Plan B.

36. Off-site Accommodation and Trips Abroad (including hosting by families)

- 36.1** Visit organisers may wish to arrange sports, language or cultural exchanges which involve the School's pupils being hosted elsewhere around the UK or overseas. In such cases, it will not be possible to obtain DBS or equivalent checks on host families. However, in all cases, trip organisers should work with partner schools to ensure that appropriate assurances are obtained before a visit. In particular, trip organisers must ask the school providing the host families for details of what assessments have been made of the suitability of families and accommodation. The host school's response must be discussed with the EVC, documented and appended to the overnight trips risk assessment form before submission to the EVC. For the avoidance of doubt, the host school's response does not necessarily need to include that DBS checks or equivalent have been carried out, though it is best practice and policy of the School to seek and receive confirmation that satisfactory checks of this kind have been completed for each host family before confirming a visit. See the [document Host Families: vetting checks policy](#) for further details.
- 36.2** The School will ensure that all off-site accommodation provided for use by pupils on visits is satisfactory and, where possible, has been assessed by the School before use.

- 36.3** Where this is not possible, for example: for exchange visits in private households and / or on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as by and seeking references from other schools.
- 36.4** In particular, the group leader will ensure that accommodation (including accommodation for field trips, activities and exercises and camping accommodation) provides:
- Sufficient and suitable bed and bedding for each pupil (or the camping equivalent)
 - Rooming in accordance with the gender of the pupils attending the trip or joint trip (see section 39) and with reference to the relevant school policies including the Trans-policy;
 - Sufficient access to toilet and washing facilities appropriate to the nature of the activity;
 - Regular provision of sufficient and appropriate food and drink, stored and prepared under sufficiently hygienic conditions to minimise risk of disease;
 - The ability to contact medical services, and provision for return to School or home, in case of accident or illness;
 - Satisfactory and contactable adult supervision who are competent to supervise activities involved and with back up staffing to deal with emergencies;
 - Sufficient clothing or equipment which is suitable for the activities to be undertaken, and sufficient to ensure adequate protection;
 - Adjustment of activities for any special needs of individual pupils (e.g. disability, asthma, enuresis, dietary needs, allergies);
 - Safe storage and provision for administration of any pupils' medication.
 - The School rules will apply at all times on all overnight visits and trips abroad.
- 36.5** Pupils staying in off-site accommodation on visits will be supervised at all reasonable times by supervisors or by legally appointed chaperones or external contractors who have been approved by the School to accommodate and supervise them on its behalf.
- 36.6** The group leader will ensure that pupils have details of the School's designated point of contact, who will be contactable at all times.
- 36.7** School staff will have daily contact with pupils and regularly discuss any concerns that pupils may have in relation to their accommodation or care.
- 36.8** Group leaders making their own arrangements should consult with the EVC in order to determine the procedures in the relevant country for vetting the suitability of external providers, host families and others, including criminal background checks insofar as these are available and keep a record of checks which are made.
- 36.9** If the host School, placing agency or external provider does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of pupils, the group leader should seek further assurances and/or reconsider whether the visit should take place at all.

37. Emergency Response and Crisis Management

- 37.1** In the event of an accident or crisis the leader's duty is to attend to the pupil(s) concerned, while ensuring that the remainder of the party is safeguarded. The procedure in [Appendix 4 Emergency Action Plan](#) (EAP) must be followed. Visit leaders must ensure they consult the EAP beforehand and that each member of staff has a copy for the duration of the trip.
- 37.2** If the whole party is involved in any serious incident or delay, then the School must be advised as soon as possible. The leader may at the same time request the School to pass on information to the parents. One of the school mobile telephones, available from the Porters, may be taken on school trips for this purpose.
- 37.3** Where a pupil meets with an accident or is taken ill, his parents must be informed directly. If the pupil is then himself fit to speak to his parents this can reduce their anxiety. The school must also be informed of any accident or emergency.
- 37.4** Leaders of day trips and school expeditions should consider whether it is desirable for members of staff involved to hold first aid qualifications.
- 37.5** A written report must be prepared, giving the facts of any accident or emergency. This report must be reviewed by the EVC after the conclusion of the trip and any lessons learned incorporated in the planning of future trips.

38. Post Trip Feedback and Safe-Guarding De-Brief

- 38.1** After all boys have safely dispersed at the end of a trip it is good practise for the trip leader to send a brief email or text to the EVC to communicate this information.
- 38.2** Interviews with two staff (trip leader and one other) will be conducted by the DSL/Deputy DSL and EVC as soon after each trip as reasonably practical. The questions are given in Appendix 6.
- 38.3** The pupils will be surveyed using a separate questionnaires via Google Docs or equivalent. These questions are given in Appendix 6.

39. Joint Trips

- 39.1** For joint trips, led by SPS staff, all of the policies above apply to pupils from both schools. Staff should be aware that other school's Educational Visits Policies may have differences to the St Paul's policies. Where these differences are material these should be discussed, if necessary risk and the final arrangements agree by both school's EVCs before the trip departs.

- 39.2** For joint trips not led by SPS staff, the group leader from the other school should share that school's Educational Visits Policy with the St Paul's EVC and any differences from the the St Paul's policy resolved with the same process as above.
- 39.3** Where trips are mixed extra care must be given to management of accommodation arrangements, in particular:
- Boys and girls to have separate rooms, and boys and girls not allowed to be in each other's rooms.
 - Unless they are a shared facility boys and girls to have separate washrooms. If they are shared clear timings of when the facilities can be used by each group.
- 39.4** It is good policy to have at least one female and one male staff member on a mixed trip. Wherever possible room checks should be carried out by the staff member of the same sex as the pupils on the trip. Where this cannot be achieved extra care must be taken around room checks, for example staff working in pairs.
- 39.5** Feedback on joint trips will be collected from the SPS pupils on the trip and anything relevant shared with the other school.

SECTION B: Procedures for Day Trips and Overnight Trips

1. Day Trips Procedure

- 1.1 Please view the [conditions](#) before requesting permission for boys to be out of school.
- 1.2 Contact the Deputy Head Co-Curricular two weeks in advance of the trip to request permission. This is done via the intranet form "Day Trip Application form", which contains this information
 - The date of the trip;
 - Names of pupils and staff involved;
 - School periods to be missed.

- 1.3 Parental consent has been sought centrally for all day trips that:
 - Do not involve an adventurous activity
 - Do not involve a cost to parents (except John Colet Day)
 - Do not involve the provision of alcohol.

In such cases, it is appropriate to inform parents of the trip details, via an annual fixture list or letter home.

For all other trips staff must request parents' consent: download and amend template of [Parental information and consent form](#). 1.4

- 1.5 For day trips staff should review the overarching risk assessment and confirm that their activity is covered by that risk assessment. For activities which are not covered staff should complete a [Day Trip Risk Assessment form](#) and email a copy to the EVC copying the Surmasters PA at least three days before the trip.
- 1.6 Check your arrangements against the relevant sections of the [Educational Visits Policy](#) including:
 - Staff:pupil ratios;
 - Vetting, briefing and supervision of any non-teacher adults on the trip (where applicable)
 - Conditions of driving pupils outside school (where applicable);
 - Risk management for pupils with medical conditions, special dietary requirements or who are the subject of welfare concerns;
 - Access to contact details for parents
 - Taking a copy of the School's [Emergency Action Plan](#) on the trip.

2. Overnight Trips Procedure

The procedures for taking trips which include overnight stays are as follows:

- 2.1 As far in advance as possible and at least one term in advance of the term in which the trip is envisaged to take place, consult the Official Trips List in the Handbook and proceed as follows:
 - Provisional dates for well-established trips can be added to the Official Trips List as a matter of course, without the need to formally submit a trips request form – simply email the Trips Administrator the name of the trip and the provisional dates. If a well-established trip is not going ahead in a given year, please flag this to the Trips Administrator and the trip will be removed from the list.
 - For a new trip, wherever possible select dates that do not clash with other trips pitched at the same year group(s).
 - In addition, pitching an expensive trip (> £1500) to a group of boys for whom another expensive trip has recently been offered should be avoided wherever possible.
 - Where a clash or clashes are unavoidable, list these on the application form.
- 2.2 Complete the intranet [Overnight trip application form](#) and submit it to the EVC at least one term in advance of the term in which the trip is envisaged to take place. The EVC will (normally):
 - Return the permission slip within 24 hours;
 - Permit the trip to go ahead, subject to the provisions of the trips and other school policies, provided any clashes are unavoidable and the effects on those trips already on the list are not perceived as overly deleterious.
- 2.3 Await return of form giving EVC's permission. On receiving permission from the EVC, advertise the trip promptly to parents and pupils and obtain parents' consent using the [Parental information and consent form](#) and inclusions, as appropriate, see below:
 - 2.3.1 A statement should be placed in all advertising material and letters for curriculum trips or sports tours as follows:
 - The School tries to support boys who benefit from bursarial support in attending school trips. Parents whose sons benefit from bursarial support should contact the Surmaster's PA (smsec@stpaulsschool.org.uk) to discuss what assistance might be available, quoting [insert name of the trip] in all correspondence.
 - 2.3.2 In the case of a clash, a clause must be placed in all advertising material and letters as follows:
 - This trip is open only to those boys not already committed to [insert name(s) of clashing trip(s)].

- 2.3.3 For all pre-season sports tours/training camps, a statement must be placed in all advertising material and letters as follows:
- Selection for the squad is not contingent on attendance on the trip/tour and boys will be given every opportunity to be considered for selection during the course of the season.
- 2.4 In the event that a boy is already committed to a different trip and his presence on the newly proposed trip is required to assure the high quality of an ensemble/team/cast for a high profile event, the matter should be referred in the first instance to the boy's tutor, who will discuss the clash with the boy and his parents and the boy will make the final decision, which trip leaders will respect without prejudice. The tutor should consult with the trip leaders of both trips and, where appropriate, the Deputy Head Co-Curricular, in advising the boy. In the event of a switch, the boy's parents must bear any financial burden resulting from the switch.
- 2.5 Review and comply with the [Educational Visits Policy](#), including:
- Staff: pupil ratios
 - Vetting checks on volunteers, agency staff, and host families;
 - [Conditions of driving pupils outside school](#) and the [Emergency Action Plan](#), where applicable.
- 2.6 Liaising, as required, with:
- Finance Office re methods of payment;
 - HR regarding checks of any volunteers; agency staff; host families;
 - Chief Operating Officer regarding insurance;
 - Medical Room regarding any special requirements for individuals;
- 2.7 First letter to parents giving notification of the proposed trip and provisional
- dates
 - travel arrangements
 - accommodation arrangements
 - teaching staff involved (see over for regulations on staffing)
 - cost
 - vaccinations or medication required (where appropriate)
- 2.8 Include an acceptance slip and ask for a deposit made payable to 'St Paul's School';
- 2.9 Second and subsequent letters to parents (copies to EVC)
- Confirming all details in 2.3 above
 - Giving precise arrangements for meeting and dispersal
 - Contact telephone numbers at all stages of the trip
 - Details of:
 - insurance

- passports and EHIC forms
 - clothing
 - pocket money
 - Rules, regulations and behaviour expected
 - All activities to be undertaken
 - Details of any occasions when pupils will be unsupervised
- 2.10 Receive parental information and consent forms and monies – passing monies quickly as and when received from individuals to Accounts (do not wait until all monies are received).
- 2.11 Hold a meeting for parents to give more information - advisable, but not mandatory.
- 2.12 At least 10 days before departure complete the intranet [Overnight Trips Information form](#). This will send copies of the risk assessment and trip information to:
- Deputy Head Co-Curricular
 - Surrmaster's PA
 - Chief Operating Officer
 - Porters

Where the trip is running for the first time or where it is the first time that a new Leader is overseeing the trip, the Risk Assessment must be discussed with the EVC before submission.

Print a copy to take on the trip (along with a copy of the Emergency Action Plan)

Appendix 1

PARENTS' INFORMATION & CONSENT FORM

<<Trip Name>><<Trip dates>>

Name of pupil:	Tutor:	Form:
Does he have any conditions requiring medical treatment?		YES / NO
If YES , please give brief details including any medication required (continue on a separate page, if required):		
Does he suffer from Asthma?		YES / NO
If YES , please give brief details and list medication (carried at all times? reserve medication to give to expedition staff?)		
Is he allergic to any medication?		YES / NO
If YES , please specify :		
Does he suffer from any other allergy or medical condition?		YES / NO
If YES , please specify and fully list necessary precautions/treatments (continue on a separate page, if required)		
Does he have any special dietary requirements?		YES / NO
If YES , please specify:		
I am happy for staff to issue my son Paracetamol or Ibuprofen for self-administration if the need arises.		YES / NO
Name, address and telephone number of son's GP:		
I give permission for photographs that include my son to be used to by the school for archival and promotional purposes		YES / NO
School rules permit the consumption of moderate amounts of beer or wine by 16, 17 and 18 year-old pupils with a meal, where allowed by the laws of the country concerned, and with the express permission of the trip leader. I agree that my son may consume alcohol in accordance with these rules.		YES / NO

CONTACT INFORMATION

Please name two people who can be contacted during the trip.

Primary Contact Name:
Contact address:
Relationship to the boy:
Telephone numbers – please list in order of priority for contact
1.
2.
3.
Alternative Contact Name:
Contact address:
Relationship to the boy:
Telephone numbers – please list in order of priority for contact
1.
2.
3.

DECLARATION OF PARENTAL AND PUPIL CONSENT

- I have read the information relating to (*insert name of trip*) and I should like my son to take part. I confirmed that he is fit enough to participate in the activities mentioned.
- I have notified the school of any ailment, allergic condition or diet that requires the attention of the organisers. I will ensure that if my son needs medical equipment (Ventolin, EpiPen, etc) he carries a supply of it with him and the organiser is informed.
- Rules on smoking and drinking:
 - a. I understand that smoking is not allowed at any time.
 - b. I understand that no alcohol may be consumed by boys in forms 4, 5 and 6.
 - c. (8th formers only – delete as appropriate)
 - I am / am not happy for my son to drink a limited amount of beer or wine with a meal.
 - I understand that spirits are not permitted at any time.
 - No alcohol will be allowed in boys' rooms or dormitories at any time.
- In the event of a gross breach of discipline on the part of my son, I understand that I shall be informed and that he may be sent home and/or banned from future participation in trips I agree to reimburse the school for any extra expense resulting from such action.
- I agree to the billing details as specified in the accompanying information letter, and I agree to abide by the School's trips policy, available on the School's website.
- I authorise members of staff of St Paul's School to give consent for medical treatment for my son / ward in the event that I cannot be contacted and urgency dictates that emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion is considered necessary by the medical authorities present.
- I confirm that my son's passport has at least 6 months to expiry from the return date of the trip.
- I understand that my son will be required to conform to both school rules and legal requirements for the country visited.

Signed:	Date:
Name (capitals):	Father / Mother / Guardian (please delete as appropriate)

I (pupil) have read and understood this agreement and agree to respect and abide by its terms

Signed:	Date:
Name (capitals):	

Appendix 2 OVERNIGHT TRIPS INFORMATION AND RISK ASSESSMENT FORM

This form can now be filled in via the intranet.

TO BE RETURNED TO: Deputy Head Co-Curricular (as EVC)
OPS DIR PORTERS
& TAKEN ON TRIP

SCHOOL TRIP TO.....

1. Leader / Assistants

2. Pupils involved (complete page 3)

3. Precise travel arrangements:

Departure: date time meeting point

Return: date time collection point

Are you travelling by:

a. air (give flight details)

b. coach (name of company)

c. school minibus

d. other (give details)

Are you using a travel or other company? If so, give details:

Name

Address

Telephone

4. Precise accommodation details:

Give names and contact telephone numbers of school, hostel, centre, hotel etc:

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5. Contact numbers. Give your own contact (e.g. mobile phone) number(s):

.....

6. School Contact Numbers:

School	020 8748 9162
High Master	020 8746 5404 (HM's PA) / 07713 259457 (mobile) / 020 8247 9146 (home)
Surmaster (and DSL)	020 8287 1722 (home) / 07886 857006 (mobile)
DHCC/EVC	07720049452 (mobile)
DSL	020 87465353 (DSL Single point of access, Option 2 SPS)
Ops Dir	07769 187184 (mobile)
Night Watchman	020 8746 5401 (DD) / 07795 678531 (mobile)
On Call Porter	07795 678530 (mobile)

7. Risk Assessment. Complete risk assessment form (page 4) at least **five** school working days before departure. Discuss risk assessment form with EVC two weeks before departure if you are leading this trip for the first time.

8. Confirm you have done the following (please tick):

- Checked **insurance** details with the **Trips Administrator**.....
- Checked **payment** details with the **Finance Director**
- Received **vetting assurances** in respect of volunteers/agency staff/host families (append evidence)
- Ensured that **passports, visas, forms EHIC** are in order
- Consulted the **Medical Room** about any special requirements for individuals
- If taking a minibus abroad, consult **Chief Operating Officer** about requirements
- Received back all **parental consent** forms
- Printed a copy of the **school contact information and emergency action plan** to bring on the trip

9. For Adventurous Expeditions consult also page 5.

**SUBMIT THESE FORMS VIA THE INTRANET. THIS AUTOMATICALLY UDATES THE SURMASTER, EVC, OPS DIR
and Porters.
TAKE A COPY WITH YOU ON TRIP**

MEMBERS OF THE PARTY

STAFF:
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PUPILS:
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OTHERS:
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RISK ASSESSMENT FORM FOR RESIDENTIAL TRIPS

DEFINITIONS

Harm = Anything with the potential to cause harm: 1 = Low 2 = Medium 3 = High

Risk = The likelihood of the hazard materialising: 1 = Low 2 = Medium 3 = High

Harm x Risk: 1, 2, 3 = Low 4 = Medium 6 - 9 = High

Day	Activity & Potential Dangers	Harm Factor	Risk Factor	Harm x Risk	Precaution to be taken
eg	Journey on Paris Metro - pupil gets lost	2	2	4	Ensure all pupils have mobile phone nos. of leaders
1					
2					
3					
4					
5					
6					
7					

Appendix 3 EMERGENCY ACTION PLAN

IF AN EMERGENCY OCCURS ON THE TRIP, FOLLOW THE PROCEDURES BELOW:

1. List of names of all those in the party will have been given to the school, together with emergency contacts. The party leader and all members of staff will also have a list.

2. Immediate Action

a. Establish nature and extent of emergency

b. Make sure all members of party are:

- i. accounted for }
- ii. safe } delegate tasks to specific members
- iii. adequately supervised } of staff
- iv. sure of what they must do to remain safe }

c. Follow the emergency procedures for the specific activity involved.

d. If there are injuries, immediately determine what they are and give First Aid.

3. Get Help

a. Contact the appropriate emergency service giving:

- i. name of group and party leader
- ii. location
- iii. nature of emergency and number of persons injured
- iv. action taken so far

b. Follow advice given by the emergency service

4. Help Arrives

a. Ensure that an appropriate adult attends the receiving hospital/surgery, taking with them parent consent forms, EHIC or private insurance docs and passport if abroad, appropriate medical information about the injured person and money.

b. Ensure that the remainder of the party:

- i. is properly supervised throughout
- ii. is returned to base as early as possible
- iii. receives support and reassurance

c. Ensure that an adult continues to liaise with the emergency services until the incident is over.

5. Contact with School, Parents etc

a. Contact the school with full details as soon as possible.

Contact numbers are:

School	0208 748 9162
High Master	07713259457 (mobile) / 0208 274 9146 (home)
Surmaster and DSL	020 8287 1722 (home) / 07886 857006 (mobile)
Deputy Head Co-Curricular	07720049452 (mobile)
DSL	020 87465353 (DSL Single point of access, Option 2 SPS)
Ops Dir	07769 187184 (mobile)
Night Watchman	020 8746 5401 (DD) / 07795 678531 (mobile)
On Call Porter	07795 678530 (mobile)

- b. Decide with the contact at school how parents are to be contacted and informed.
- c. **Do not, under any circumstances,** talk to the press or the media or allow pupils to do so.

Appendix 4 Information on School Minibuses

1. Who Can Drive a Minibus

The aim of this section is to clarify who can and cannot drive school minibuses. Text in italics is directly quoted from the relevant sections of government websites.

2. Driving licence categories

A typical driving licence for those who took their driving test before 1997 is shown below:



The Category column lists the type of vehicle, the Codes column any restrictions.

http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022547 (vehicle category descriptions)

http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_10022623 (licence information codes)

Therefore the example licence above would entitle the holder to drive the following vehicles (with certain restrictions):

2.1 Category B

Motor vehicles with a MAM * not exceeding 3500kg having not more than eight passenger seats with a trailer up to 750kg. Combinations of towing vehicles in category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle

* MAM means Maximum Authorised Mass, this is the maximum total amount that the vehicle including its contents (ie. passengers, luggage etc) is allowed to weigh.

Anyone who has a standard car driving licence will have Category B. If their driving test was conducted in a vehicle with an automatic gearbox then it will show Code 78: *restricted to vehicles with automatic transmission*

2.2 Category B+E

Combinations of vehicles consisting of a vehicle in category B and a trailer, where the combination does not come within category B

2.3 Category C1

Vehicles between 3500kg and 7500kg with a trailer up to 750kg

2.4 Category C1+E

Combinations of vehicles where the towing vehicle is in subcategory C1 and its trailer has a MAM of over 750kg provided that the MAM of the combination thus formed does not exceed 12000kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle. (If you passed your category B test prior to 1.1.1997 you will be restricted to a total weight not more than 8250kg)

Code 107 means not more than 8250kg

2.5 Category D1

Vehicles with between nine and sixteen passenger seats with a trailer up to 750kg

Code 101 means not for hire or reward

2.6 Category D1+E :

Combinations of vehicles where the towing vehicle is in subcategory D1 and its trailer has a MAM of over 750kg, provided that the MAM of the combination thus formed does not exceed 12000kg, and the MAM of the trailer does not exceed the unladen mass of the towing vehicle

2.7 Another relevant link:

http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022708 (vehicle weights)

Anyone who obtained their driving licence after January 1997 will have only Category B (car) entitlement. They would have to undergo separate training and tests in order to gain the additional categories.

3. Driving a minibus:

- 3.1 Drivers who obtained their driving licence before January 1997 usually already have D1 category on their licence, so they are entitled to drive any minibus subject to the restrictions on their licence.
- 3.2 However it is not absolutely necessary to have the D1 category to drive a minibus. An ordinary car licence is sufficient for anyone over 21 who has held a licence for at least two years to drive a minibus, providing: it is on a voluntary basis and not for hire or reward, does not have a MAM of more than 3.5 tonnes, and that they do not tow a trailer or drive abroad:
- 3.3 Holders of a full category B (car) driving licence may drive a minibus with up to 16 passenger seats provided the following conditions are met:
 - the vehicle is used for social purposes by a non-commercial body but not for hire or reward
 - the driver is aged 21
 - the driver has held a car (category B) licence for at least 2 years

- the driver is providing the service on a voluntary basis
- the minibus maximum weight is not more than 3.5 tonnes or 4.25 tonnes including any specialist equipment for the carriage of disabled passengers
- if the driver is aged 70 or over, is able to meet the health standards for driving a D1 vehicle

3.4 To satisfy the school's requirements, all drivers must be over 25, have held a license for at least two years and be on the school's list of authorised drivers.

3.5 When driving a minibus under these conditions you may not receive any payment or consideration for doing so other than out of pocket expenses or tow any size trailer; you may only drive minibuses in this country. Drivers aged 70 or over will need to make a special application, which involves meeting higher medical standards.

http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022498 (driving a minibus)

http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_4022619 (driving a minibus on a car licence)

4. A Few Important Considerations:

4.1 The Maximum Authorised Mass of minibuses: Our older minibuses (the Peugeot Boxer and the LDV Convoy) have a MAM of 3.5 tonnes, therefore they can be driven by anyone with a Category B (car) licence subject to the conditions above. However the two new Ford Transits that we purchased in the summer have a MAM of 4.25 tonnes, so they must not be driven by anyone who does not have Category D1 on their licence. Therefore when I am allocating minibuses through the booking system I check that whoever is going to drive them is appropriately licensed before allocating them and handing over the keys. There are technical reasons for increasing the MAM of newer minibuses to ensure that they are not overloaded when carrying a full complement of adult passengers. I can provide further details on this topic should you require them.

4.2 All our minibuses are covered by a Section 19 Permit which means:

4.2.1 Minibus permits allow certain organisations to make a charge without having to comply with the full passenger carrying vehicle entitlement (PCV) operator licensing requirements and without the need for their drivers to have PCV entitlement. An example of such organisations would be volunteer groups concerned with education, religion, social welfare, recreations and other activities that are beneficial to the community. The minibus permit is for a vehicle that can carry between nine and sixteen passengers and can be obtained from the Traffic Commissioners or designated bodies such as a local authority and various national charities or church organisations. The service provided must be for their own members or for groups of people whom the organisation serves. The service must not be provided to members of the general public and the charges made must be on a non-profit basis.

http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_10013072 (minibus and community bus permits)

4.2.2 So, as one LEA summarises it, having a minibus permit means that you do not have to have a vocational (public service vehicle (psv) or passenger carrying vehicle (pcv) licence to drive such a minibus, and that you do not have to have a special qualification to operate it. However, you must comply with the legal requirements. If no charge whatsoever is made to any passenger using a minibus at any time then a permit is not required. If any charge is levied, however small or regardless that such charges are used only to defray costs, then a permit is required.

4.3 If you wish to Tow or driving abroad please contact the Ops Director in the first instance.

Appendix 5 Pupil and Staff Feedback

Interviews with staff

Interviews with two staff (trip leader and one other) took place with the DSL or Deputy DSL as soon after the trip as reasonably practical.

Questionnaires for pupils

A separate questionnaire using Google forms was issued by the DSL to all pupils immediately following each trip.

Questions to be asked of SPS Staff after a trip via interview with the DSL and EVC

Interview conducted by:

Interviewee:

Date:

1. Were you concerned about any behaviours of any adults during the trip (including school staff, contractors, coach drivers, hotel staff etc)? If so, who, and what were your concerns?
2. Were you concerned about any behaviours of any pupils during the trip? If so, please provide details.
3. Were you concerned about any aspects of risk management/assessment during the trip? If so, what were your concerns?
4. Were there any unusual incidents during the trip?
5. Were there any events that involved the provision or consumption of alcohol involving either staff or pupils or both during the trip? If so, how was this managed?
6. At any time did you feel the pupils or colleagues were unsafe? If so, please provide details.
7. Were any pupils ill or injured during the trip? If so, how was this managed?
 - a. Any overnight monitoring of a pupil implemented? If so, by whom, why and how was this arranged?
 - b. Any visits to hospital? If so, which pupils, why and what treatment and/or advice was received?
 - c. Any first aid/medication issued? If so, by whom, to whom and what was the medication?
8. Were there any changes to the original itinerary during the trip? If so, why?
9. What were the sleeping arrangements during the trip? Did these change at any time during the trip?
10. Did any of the pupils express unhappiness or dissatisfaction at any time during the trip?
11. Do you have any concerns about any pupils or staff who went on the trip? If so, which pupil(s) or staff and what are the concerns?

Questions to be asked of Pupils after a trip

Name of participant:

Trip location:

1. Did you enjoy the trip? (Yes/No) If not, why not?
2. Would you recommend to other pupils to go on this trip in the future? (Yes/No) If not, why not?
3. Were you concerned about any behaviours of any adults during the trip (including school staff, contractors, coach drivers, hotel staff etc)? If so, what were your concerns?
4. Were you concerned about any behaviours of any fellow pupils during the trip? If so, please provide details.
5. Were there any events organised by staff or host families that involved the provision or consumption of alcohol involving either staff or pupils or both during the trip? If so, please describe the event.
6. At any time did you feel you were unsafe? If so, please provide details.
7. Were there any unusual incidents during the trip?
8. Were you ill or injured at any time during the trip? If so,
 - a. How were you helped to get treatment
 - b. Do you have any concerns about how treatment or monitoring of your condition was arranged?
9. What were the sleeping arrangements during the trip? Did these change at any time during the trip?
10. Did you express any unhappiness or dissatisfaction during the trip to the staff? If so, how was this responded to?
11. Do you have any concerns about any pupils or staff who went on the trip? If so, which pupil(s) or staff and what are the concerns?

FOLLOW UP

Completed interviews and questionnaires were collated and analysed by the member of the DSL team responsible for the interview, with any concerns being neutrally notified and recorded via the established NN system (for staff) or the Pastoral Manager system (for pupils).

A summary of any concerns and follow up would be included in the DSL report to the Ed Exec and also to the GB safeguarding sub-committee on a termly basis.