Bosworth Independent School

EDUCATIONAL VISITS POLICY

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Rationale

At Bosworth Independent School we believe that student and staff involvement in residential and non- residential educational visits adds significant value to school life and enhances our core values and ethos. First-hand experience adds breadth and depth to the Curriculum and enhances social, moral, spiritual and cultural development.

Our purpose is to:

- Provide a broad programme of off-site Educational visits.
- Ensure access for all students including those with additional needs.
- Develop continuity and progression throughout a student's time here.
- Enable students to learn a sense of community, social responsibility, initiative, resourcefulness, and self-reliance.

Policy

Bosworth Independent School has adopted the Outdoor Education Advisers' Panel (OEAP) National Guidance (NG) (www.oeapng.info) as its guidance for educational visits and put in place key roles to ensure that these aims are delivered effectively. It is a legal expectation that employees must work within the requirements of their employer's guidance; therefore, Bosworth Independent School employees must follow the requirements of the NG, as well as the requirements of this policy statement. The School also works with Evisit, an external assessor, providing one to one advice and bespoke guidance for adventurous, non-adventurous and residential visits.

This policy document covers all off site visits and is managed by the Head teacher and Educational Visit Coordinator (EVC). It provides a local framework for staff planning off site visits.

Visits fall into one of three categories as defined by the National Guidance as CAT A, B and C.

Roles

All roles are defined by the National Guidance website as: Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer. There is specific guidance and information for each above role and relevant documents. Within the School all roles are covered and managed by staff and the Governing Body. The School has a fully trained EVC.

All visits have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG. **Ultimate responsibility for the safety of students and staff on a School trip or visit resides with the Headmaster.**

Planning Visits

The policy defines those 3 categories:

A. CATEGORY A: LOCAL REGULAR VISITS

These are visits which are both regular and local and therefore straightforward to organise. The risk management will be covered by the school's defined CAT A procedures (see Local Procedures). It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

Activities that this School includes in Zone 1 are half-day (or shorter) visits within the local area (10 miles of school) provided there is no physical/adventure element.

B. CATEGORY B: NORMAL VISITS

These visits are the majority of School visits. There will be aspects of complexity that require careful planning. All visits are required to be planned, Risk Assessments written and logged on E-visit, and will be approved by the EVC and Head teacher. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted. Pre approval and payment from parents/ guardians will be requested via parent pay and the trip must not go ahead without the consent given.

Activities that the school includes in Zone 2 are day visits (non-residential) and have no physical/adventure element.

C. CATEGORY C: ADVENTURE / ABROAD AND COMPLEX VISITS

These visits require specific approval at school level and the approval of the Outdoor Education Adviser. These must be entered into the E-visit system and submitted at least 4 weeks before the departure date. Advice on these visits can be provided by the Outdoor Education Adviser. The adviser approves visits on behalf of the School.

External Providers

Only reputable companies should be used, particularly for overseas and residential trips. There are a range of quality marks. These include the Learning Outside the Classroom Quality Badge.

Where a provider does not hold a LOTC Quality Badge, they are required to complete necessary documents (including a Provider Statement form) to confirm that they meet the required standards for a school visit or activity. The EVC and Head will not approve a visit without the necessary confirmation.

Organising a visit from the School – practical planning steps

Time scales

The visit leader must allow sufficient time when planning visits to allow the Educational Visits Coordinator time to undertake any checks that may be required. The relevant timescales to submit requests for approval are:

- Cat A visits: 3 working days' notice. See Appendix 5 for the form used.

- Cat B visits 10 working days' notice.
- Cat C visits: Minimum 4 months' notice.

For trips deemed complex and residential trips, it is advisable that an outline plan and a draft risk assessment is seen by the EVC before the names of students are finalised. This should assume that students of both genders are attending and indicate the staff: student ratios which will be applied, either with a cap on maximum student numbers, or an

indication of how many staff it is planned to take for different levels of student interest. This will enable a good idea of the staffing requirements of the trip to be determined.

If these notice periods are not observed, permission may not be granted for the visit to proceed.

Proposal

The visit leader must be clearly identified from the outset and must complete the E- visit form and attach any key documents outlining the purpose, organisational and supervision arrangements. This must be passed to the Headmaster/ for outline approval.

Parental Consent

At the time of granting approval, it will be determined by the Head teacher whether the visit is already covered by the standard Terms & Conditions, and the consent letter sent to all new students' parents, which grant 'blanket' consent for students under 18 to participate in specific types of visits.

These are:

- Day trips away from Northampton (such as to a museum in London).
- Trips to theme parks.
- Trips to zoos.
- Trips to watch sports fixtures.
- Taking part in sports fixtures.

That is they are:

- Non-residential (not overnight).
- Within the UK.
- Without physical/adventure element.
- Not of a controversial nature.

For all other types of visits, the organiser must obtain written consent from the parents/guardians of all students under 18.

Risk Assessment and Programme

An outline programme and risk assessment must be completed for all visits and the activity must be fully costed. It may be possible to use a generic risk assessment (or modify a previous, specific one). This must be completed on the E-visit system.

The outline plan and risk assessment must include clear contingency plans to cover potential problems (e.g., emergencies; adverse weather; cancellations; etc.) as well as arrangements for students' 'down time' during the visit.

The risk assessment and evidence of parental consent must be passed to the EVC for approval. The organiser should comply with any reasonable requests by the EVC to improve the content of the programme and risk assessment (e.g., to provide more detail). If necessary, any dispute may be referred to the

Practicalities before departure

When planning the visit the visit leader is responsible for ensuring that they are in possession of and take into consideration all the relevant information about the pupils joining the trip or visit, this should include:

- Number, age and gender.
- Relevant medical conditions .
- Additional needs, whether learning, physical or cultural.

All members of staff involved on the visit must familiarise themselves with the National Guidance website (www.oeapng.info). Roles are defined, with associated documents, for visit leaders and assistant leaders. For residential and specialist visits, including those that involve physical and adventurous training activities, the visit leader and EVC will work with the outdoor education adviser.

Visit leaders must ensure they have requested up-to-date medical information on each student who is planning to take part in the visit, and should consult in advance with the School nursing and welfare staff allowing enough time for them to respond to discuss any particular procedures appropriate to the needs of the students. All students including students needing ALS and disabled students must be taken into account.

Visit leaders are reminded to order ‘packed lunches’ from the kitchen via Sysaid in advance (with any dietary requirements). At least 3 working days’ notice is required to ensure supplies are in stock.

The visit leader shall have obtained a School mobile from IT.

Planning for Effective Supervision and Welfare Guidelines

Whilst on the visit there are many procedures staff and students can follow to ensure they remain safe:

- Ensure that students and staff are regularly briefed and reminded of timings and meeting points.
- Spreading staff out. How you do this depends on your staff: student ratio. You can have one at the front and the other at the back OR split students into smaller groups and assign a member of staff to each group.
- Head counting. One can never have too many head counts; ensure that you do this at regular intervals, when changing venues and when getting on and off transport.
- Remote Supervision - during free time ensure that a designated meeting point is arranged, with a set time to meet. This meeting point should be always supervised.

Close or remote Supervision?
This will depend on the programme or nature of the activity and the supervision plan agreed before departure.
Normally at least one of the staff supervising the visit should be with the students at all times, or at least within the immediate vicinity. Students who are under 16 must be monitored more closely and will be subject to appropriate contact points and curfews. The students must, at all times, know the whereabouts of at least one of the staff supervising the visit in case of emergency. (It is understood that for Duke of Edinburgh Award expeditions students will be walking between check points on planned routes)
If there are students of both sexes on the trip, the staff supervising the visit should be at least one of each sex.

When possible, at least one of the staff on the visit should hold a current first aid qualification.

The national guidance states that the level of supervision should take account of:

- The age and ability of the young people;
- The activity being undertaken;
- Children's growing independence;
- Children's need for privacy;
- The location of the activity
- The risk assessment

The Visit Leader's pre-activity planning should ensure that, should there be an accident or an incident involving a young person or member of staff, there will be enough staff remaining to supervise the group effectively.

Accommodation/Travel

Boys and girls must be in separate sleeping quarters, and students must not share rooms with adults. Best practice would be for students to travel and room with Bosworth students only. Students of similar ages should be roomed together and under 18 students should not room with over 18 students. Any other arrangements should be identified prior to departure and approved by parents/guardians and noted on the risk assessment.

Payment

Most visits will be classed as voluntary (irrespective of the educational value of the trip) and are expected to be funded wholly by students. Please use Appendix 3 – Parent Pay

Non-refundable deposits should be paid to secure a student's place. If a visit is classed as voluntary, the entire costs must be paid for prior to the start of the visit. Any student who has not paid for his/her place on the visit prior to the start will not be allowed to attend it. The Finance Office will issue receipts to each student on payment of the visit fees. Visit

leaders should ask for these receipts as proof of payment before allowing a student to attend.

Before Departure

If the visit will affect students' attendance at lessons the visit leader should notify colleagues of the intended visit, using appropriate internal communication channels, informing them of the date and time of the proposed visit, and indicating which students will be attending.

A copy of all information about the visit must be logged on E-visit in advance of the visit. Itinerary, any non-standard School emergency contact numbers and lists of names of students and staff should be copied to Reception, the Attendance team, and the Boarding Team (if relevant) by the group leader at least three working days before the visit departs.

Students' Code of Conduct

Staff supervising visits should ensure that students have read and understood the Code of Conduct for trips and should reinforce these rules before the trip and as appropriate. Parents/guardians have signed a contract upon the student joining the School which includes their adherence to School rules.

On the day of the Visit / Departure Day

Pre-departure checks

The Visit Leader to

- obtained a School trip mobile from Reception
- collect a first aid kit from Reception
- collect any prescription drugs from the School Nurse
- check to make sure that those students that manage their own medication have their medication with them
- will collect any packed lunches that have may have been ordered in advance
- double-check contact numbers and provide students with the emergency contact details

The visit leader will brief other members of staff joining the trip on students that have:

- Allergies, in particular those with allergies that may require the administration of an EPIPEN
- Medical conditions
- Students who require ALS that need to be considered given the nature of the trip

The visit leader shall have briefed students and staff explaining:

- Planned itinerary for the visit
- Behaviour and conduct standards
- Any issues that require special attention (these may have been identified in the risk assessment)

Pre-departure Routine

In order to ascertain exactly the location of every student on departure, an attendance register must be taken of all students boarding the transport or leaving School premises,. This register must be passed to the Attendance Team (via Reception) before the transport departs. This should include names of students who have failed to attend, and are not with the group..

During the Visit

Whilst on the visit there are many procedures staff and students can follow to ensure effective supervision:

- Ensure that students and staff are regularly briefed and reminded of timings and meeting points.
- Spreading staff out. Consider your staff: student ratio. You can have one at the front and the other at the back OR split students into smaller groups and assign staff to each group.
- Head counting. One can never have too many head counts; ensure that you do this at regular intervals, when moving between activity or venues and when getting on and off transport.
- Remote Supervision - during free time ensure that a designated meeting point is arranged, with a set time to meet. This meeting point should be supervised at all times, as a focal point in case of emergency.

Responsibilities and Actions Whilst On the Visit

All members of staff on a trip have an ethical duty of care as well as a legal responsibility under the Children's Act for the safety and well-being of the children in the group at all times. Do not take your responsibility lightly and remember you are on duty 24 hours a day.

Staff supervising visits accept the full duty of care for students including maintaining staff: student ratios and gender representation and special requirements as given in the risk assessment.

The staff supervising the visit should maintain complete abstinence from alcohol at a given time in case of emergency.

Staff supervising visits must ensure that they are fully aware of contents of the:

- School Safeguarding and Child Protection Policy
- Their role documents on OEAPNG

Please note that the Search and Confiscation Policy is not applicable outside the UK. If a member of staff is faced with a situation on a trip outside the UK where they may need to determine if items are in a student's possession they may ask the student to hand over

items, but cannot institute a search. They should inform the Headmaster/ Deputy of their suspicions and it may be possible to take matters further upon return to the UK.

Discipline

Disciplinary measures may at times be necessary whilst on a trip, and such procedures must be conducted with objectivity and diplomacy. Firm guidelines for behaviour, curfews, rendezvous times, etc. must be laid down clearly to the students, so that they know what is expected of them at all times. At least two of the staff supervising the visit must be present when addressing any disciplinary matters.

Be aware at all times of possible tensions within the group ensuring that bullying and discrimination are not tolerated.

Emergencies

Staff must remember that these are very rare events. The visit leader will normally lead in this situation, but maybe incapacitated and assistant leaders/ volunteers might have to take over. All staff should carry a phone and the number be recorded on E-Visit and available to other staff on the trip. Trip leader will hold the Emergency Trip Phone and have checked it is charged before departure. In the phone should be pre noted emergency numbers in case your own phone is not available.

‘Lost’ student procedure

It is important that if students are not in sight of a member of staff that they know the meeting point where a member of staff will be. In the event of a student going missing, staff should follow these steps (It is also important, where possible, to document events as they happen, particularly the times of incidents):

- Stop as soon as you realise the student is missing. Keep the rest of the group together in a safe environment.
- Take a register, to identify which student is missing.
- Call the student's mobile. If they answer ask them to describe where they are and tell them to stay there. Keep on the phone until you reach them.
- If they do not answer; ask other students when they last saw them.
- Ask other students to call them.
- If no contact has been made after 15 minutes, contact the School emergency phone and inform them of the incident.
- A member of staff should go back to where you knew they were last seen and look for them; however a member of staff **must** stay with the remaining students. If possible, allow them to carry on with the programme.
- If at a venue also ask for help from venue staff.

Depending on the environment and situation if the student is under 16 you must contact the School after the student has been missing for more than 10 minutes. (If in busy London you are

likely to call earlier than if a D of E group in the Shropshire countryside is slightly overdue.)

Please provide as much information about the student as possible: name, age, description, language ability and details of the scheduled itinerary. In consultation with staff at School a decision will be made when to inform the Police.

- Make sure that you keep in contact with other members of staff, the School and the Police.
- If the rest of the group have to go back to the School, ensure you stay at the agreed meeting point until you are instructed otherwise.
- Once the student has been found, ensure that they are well (physically and emotionally) and then contact the School on the emergency phone number to inform them the situation has been resolved.
- All contact with parents will be via the School.

Monitoring and Evaluation

After the visit, the group leader must complete a Event/ Trip Summary Proforma – Information Capturing form to record the key events for the marketing team to be used in school newsletters, social media and marketing

- Where necessary trip leaders should record any reflections or concerns and return these to the EVC.
- The EVC will monitor all trips and visits and provide evaluations for the Senior Leadership Team as required.

Reference Documents

- The website www.oeapng.info This site gives information about all visits, specific role details and very useful information about a wide range of topics
- Staff should be aware of their role https://oeapng.info/guidance-by-role/
- OEAP Section 4 and Section 7 gives visit leaders a good overview of many topics
- E-Visit and Education Visits Advisory Service: EVA Service - LOLT
- Equality Act 2010
- Government counter-terrorism advice leaflet: ProtectUK | Home

Appendix 1: TRIP PROPOSAL FORM

APPLICATION FOR APPROVAL OF EDUCATIONAL VISIT

Proposal form to be completed and submitted to EVC to be approved by the SLT.

Trip Proposal Form

Proposer (Trip Lead and Deputy Trip Lead):	
Supporting Staff:	
Cover impact:	
Department:	
Date of Trip:	
Attendees (Year, class and numbers)	
Times of Visit:	
Initial indication of cost:	
Method of transport:	
Destination:	
Proposed Outline of Activities:	
Signed (Proposer):	
Authorised by SLT:	Yes / No / Further information required
Details of further information required:	
Signed (SLT):	Date:

Once approved, please refer to the Preparation for Trips and Visits Checklist.

Once approval has been granted, **the visit organiser must complete Appendix 2** – Preparation for trips and visits checklist – and forward it to the EVC for approval.

Appendix 2: PREPARATION FOR TRIPS AND VISITS

Preparation checklist to be completed and submitted to EVC to be approved before uploading details to Parent Pay for parental consent and payment where necessary.

Preparation for Trips and Visits Checklist

This checklist should be used in conjunction with eVisit to make sure all aspects of the trip are coordinated.

Trip Name:	
Date of Visit:	
Trip Leader:	
Deputy Trip Leader:	

To do	Timescale	Comment	Complete
Provide 'Trip Proposal' information to EVC for SLT clearance (dates, student numbers, staffing, cover impact, costs)	Minimum 1 term		
Trip added to eVisit with basic (Why?, when?, who?, where?) details. (Further details added as trip planning progresses)	Minimum 8 weeks		
Once 'Proposal' has been approved, inform purchasing team for bookings (venue/ coach) and confirmation of costs.	Minimum 8 weeks		
Do you need to order breakfast/lunch/dinner? Will students need early breakfast/ late dinner if returning out of hours. If yes, contact Catering to discuss dietary requirements and logistics.	Minimum 1 month		
Purchasing team to check costings prior to leader writing letter of information. Once costings confirmed, letter to be submitted to Student Communications to uploaded to ParentPay.	Minimum 1 month		
Purchase Order completed for Purchasing to book venues and/or transport. Please add invoice numbers in the comment.	Minimum 1 month		
Student Communications to set up students on ParentPay for consent and medical information (from School Nurse)	Minimum 1 month		
Risk Benefit Analysis completed and submitted to EVC via eVisit	Minimum 1 month		
Staffing to be confirmed and cover requests submitted to SLT	Minimum 1 month		
Pre trip Parent meeting to be held (as appropriate)	Minimum 2 weeks		
Arrange to collect mobile phone and provide student's trip phone number	Minimum 2 weeks		
Arrange to collect First Aid kit.	Minimum 2 weeks		
Confirmed student list from ParentPay to be provided by Student Communications to Trip Lead to upload to eVisit	Minimum 2 weeks		
Pack of completed student contact details, staff contact details, medical forms, agenda, insurances and details of transport submitted to EVC in eVisit.	Minimum 1 week		

Please note: Timelines are minimum guidance. Adventurous, overnight or overseas trips will require longer lead times and the exact timeline will need to be agreed by the EVC.

Once approval has been granted, the **visit organiser must complete Appendix 3** –Risk assessment for an educational visit and upload to evisit for EVC check and Head teacher approval.

Appendix 3:

RISK ASSESSMENT FOR AN EDUCATIONAL VISIT

RISK ASSESSMENT FOR AN EDUCATIONAL VISIT

To be completed by trip leader, submitted to EVC with the visit details on E-visit. See staff teams tile for examples of Risk Assessments.

Hazard	Who may be affected	Risk Low / Med / High	Probability Low / Med / High	Control measure	Action to be taken

Once Risk Assessments uploaded to E-visit and trip has been submitted for approval, the **visit organiser must check Appendix 3** –Risk assessments and share with deputy trip leader or volunteers.

Appendix 4: CODE OF CONDUCT - DAY TRIPS AND OVER NIGHT VISITS

Each student must:

- Observe the rules set by School staff, establishment staff, venue and hotel staff and travel operators, including at all attractions.
- Always Co-operate fully with all staff, respecting all requests and requirements made by staff members, fulfilling any tasks or duties set prior to and during the visit and following all decisions and instructions the duration of the trip.
- Always be considerate to others and avoid behaviour that may inconvenience other students and staff.
- Always behave in a manner which reflects credit on self and to Bosworth School.
- Participate fully in all activities and attractions throughout the duration of your stay.
- Not leave the hotel or activities/venues unless agreed by staff.
- Not leave the group unless authorised. Students with permission to leave School staff must always stay in student groups.
- Always Respect the surrounding area and environment: No littering, graffiti or harming the condition of buildings, etc.
- Always be punctual. Meeting points and times must be adhered to each day. Curfew times must be followed (including students over 18).
- Do not purchase or consume alcohol (including students over 18).
- Do not make noise in the hotel hallways or cause noise to come from bedrooms after 21.30.
- Do not smoke (including students over 18)
- Adhere to no smoking, eating, drinking or the use of media devices at certain places of interest.
- Accept any misconduct will be recorded and may be followed by further discipline on return to School, including being banned from attending future trips.

If you have any questions of any of the matters listed above, please consult with School staff.

Appendix 5: CATEGORY A - TRIPS AND VISITS

Category A trips and visits, are activities which take place within 10 miles of school, do not require payment, are non – adventurous and are conducted within school hours.[1]

CAT A trips and visits still require staff to submit a proposal, input details to Parent Pay and a CAT A risk assessment on Evisit. However, they do not require prior consent from the parent guardian. Student Comms/ Parent Pay will send prior notification informing parents/ guardians that the trip or visit is planned and parents may wish to contact school to discuss why their child should not attend the trip.

CATEGORY A Example Venues:

Northampton Museums
Northampton Restaurants
Sports Clubs
PE lessons
Cinema & Entertainment venues
Local Recreation Grounds
Local Streets within Northampton
Local Sporting Fixtures at other Educational Establishments
Local Sport Centres in Northampton
Local Shopping
Other Sport & Activity events that are Northampton based

Reminders for CAT A trips:

Please confirm proposed venue is a CAT A visit and procedures for a CAT A day visit.
Upload details to Evisit, provide details to parent pay and send a letter to parents via Parent Pay/ Student Communications.
Leave a register with Attendance officer/ Reception and take a copy of the register on the trip.
Collect a School phone from Reception
Collect a First Aid kit from Reception
Give Trip Phone and emergency number to students
Check all student phone numbers are up to date in case of student dispersal activity
When leaving take a head count and give a final safety and behaviour briefing

[1] Health and safety on educational visits - GOV.UK

Appendix 6: Risk Benefit Assessment for CATEGORY A visits

Generic Benefits				
Getting students outside, active and engaged with the local environment. Discovering new environments, becoming confident in the town. Making subjects engaging and enjoyable. Getting students active discovering the world around them, building confidence for future stages of their academic career in the UK				
SPECIFIC ACTIVITY	**POSSIBLE PROBLEMS / ISSUES**	**PROBABLE BENEFITS**	**CONTROL MEASURES, REASONABLE AND PRACTICAL STEPS TO AVOID OR REDUCE PROBLEMS / ISSUES**	**DECISION / COMMENTS / ACTIONS**
SAFETY BRIEFING	Activity specific safety rules.	All group members become aware of ways to ensure safety for potential risks while on a local trip.	Group to be fully briefed regarding required behaviour, potential hazards, any 'no-go areas' and all relevant safety measures / procedures – particular mention being made of meeting points and timings.	Staff to inform students at the beginning of the session of the exit points and meeting points and any safety

			Staff working alone are provided with adequate information, instruction and training to understand the hazards, risks and safe working procedures associated with working alone. Staff will be fully briefed with respect to supervisory responsibilities and emergency procedures before they take students out.	concerns for the activity.
GROUP MANAGEMENT	Group and Individual behaviours and addressing additional needs.	Involving all.	Activity management takes account of group characteristics. Members of staff briefed prior to the trip about trip itinerary, health and safety procedures and means of tackling any health and safety issues	Ensure there are sufficient staff to provide suitable supervision for size and knowledge of students. Arrange additional support if required.

			expected to be encountered. Staff given clear instruction as to what their duties and responsibilities are. Maintain regular head counts and responsibility for students' general health and safety. If students to be dispersed from staff, staff to have register of students which includes mobile phone numbers and any medical conditions. Student register left with reception/ boarding leaders/ attendance officer. Where necessary Prevent (Run, Hide, Tell) training reminders given to students and staff on trip.	Ensure students understand arrangements for meeting to travel (Meet in Reception initially to register). Students know where staff are always located – if a designated meet area has been allocated for any free time, a member of staff to remain there at all times as a place for students to contact an adult.

POOR BEHAVIOUR			Brief students about expectations before setting out on trip.	Behaviour management consequences based on nature of behaviour.

			Smoking on day trips is not permitted.	
TRAVELING AND WALKING IN PUBLIC AREAS IN AN URBAN SETTING **TRANSPORT, BUSES, TAXI, HIRE COACH OR MINIBUS**	Slips trips and falls. Lack of student self-control and group control. Members of the public Tourists (some trails). Other road users (bikes). Time of year and weather. Traffic accidents.	Being outdoors, walking, learning about new transport systems, busses. Learning and applying road awareness skills. Looking after each other. Not just a summer activity, all year round including evenings.	Group control including speed control on different surfaces. Small group management. Good group preparation and including clothing and footwear. Other staff involved in planning when required. Awareness of current group experience and how this changes over time.	Students instructed to not walk off the road or on the verge. Students to use road safety when crossing the road such as zebra crossings and traffic lights. Staff and students to check weather conditions before leaving their accommodation. Students to plan for weather with

				appropriate clothing and equipment. Students to wear seatbelts at all times while travelling in vehicles. When taking taxis, one member of staff to depart in first and last taxi to ensure students are not left unaccompanied at destination or departure.
CROSSING ROADS	Road traffic Other pedestrians and bikes.	Learning to travel safely in an new area. Looking after myself.	Use pedestrian crossings where possible. Using a crossing point with good visibility.	

	Awareness of traffic coming from other directions.	Look after each other.	Be prepared to divide the group to sub groups.	
NEXT TO WATER	Some paths pass near water.	A variety of different environments are encountered.	Awareness of group, characters within group and environment leadership.	
REST POINTS AND TOILET BREAKS	Define what is required. Identify where this could be.	Group rest and regroup time. Stop and view the new surroundings.	Staff to make safety check upon arrival to determine if area is appropriate.	
EMERGENCY OR INJURY Exercise induced injury. Serious medical accidents.	Students with existing injuries.		Staff member has the Trip Phone which contains emergency numbers for Head of Boarding and Deputy Head of Boarding and emergency phone number for Boarding House and the school Safeguarding phone.	A member of staff to take the Trip Phone and first aid kit from Reception. Ensure all students with medical conditions have required medications

Traffic collision.			Staff to have emergency information on other members of staff. Staff to have exchanged phone numbers. Make sure all activities are appropriate for students.	or supplies i.e. epipen, inhaler, insulin. Staff to identify. In case of injury and the need for First Aid, apply First Aid. If further attention is needed, make a call to the Head or Deputy Head of Boarding or Head so they are informed. They will then take control of what happens to the student. Injury/First Aid notes to be made on

				Shackleton at the end of the trip. In the event of a serious incident, e.g. traffic collision, staff to get group to a safe location and contact emergency services, applying any immediate first aid as qualified before emergency service arrival if safe to do so. Inform Head or Deputy Head who will then take control of what happens to the students.
LOST PERSON	Group members getting separated.		Register and head counts at departure and arrival or upon boarding the coach and prior to	If a student is found to be missing, staff to call student, and have

	Students deliberately leaving group.		departure to ensure staff know the number of students on trip. This number should correspond to the number of names on the CAT A form.	other students call them. If no answer, staff should check designated meeting place and after 15 minutes, contact Head or Deputy Head of House who will then follow the procedures as laid out in the Educational Visits Policy.
CONFRONTATION WITH MEMBERS OF PUBLIC	Members of the public aggressively or abusively confronting the group or individuals.	Staff able to deal with situations and contact appropriate authority.	Students to be briefed about response if approached inappropriately by a stranger, or if they are offered anything by a stranger. Students are never to be left on their own.	Students to call group leader or immediately return to designated and report to a member of staff if approached inappropriately by a stranger. Staff to take as many details as possible