



The Blue Coat School

# **POLICY FOR TRIPS, OUTINGS AND OFF-SITE VISITS: PREP**

## **(YEARS 3-6)**

This Policy for Trips, Outings and Off-Site Visits was devised by the Head of Pre-Prep and the Head of Prep in consultation with colleagues in the school.

Date of Next Review: Michaelmas 2022

# **The Blue Coat School Birmingham Limited**

## **Contents**

### **1. Introduction**

- 1.1 Objectives
- 1.2 Trips and visits at The Blue Coat School
- 1.3 Procedure

### **2. Responsibilities**

- 2.1 Aim
- 2.2 The role of the Educational Visits Co-ordinator (EVC)
- 2.3 The role of the Trip Organiser (TO)
- 2.4 The role of additional staff and adult volunteers
- 2.5 The role of parents

### **3. How a visit is organised**

- 3.1 Introduction
- 3.2 Planning and organisation
- 3.3 Managing risks

### **4. How a visit is implemented**

- 4.1 Responsibilities during the trip
- 4.2 Emergency procedures
- 4.3 Lost or Uncollected Children
- 4.4 Ratios and supervision
- 4.5 Sports fixtures

### **5. How a visit is concluded**

### **6. Report for Governors**

### **7. Related Policies, Monitoring and Policy Review**

### **Appendix 1 – Parental Consent Form for a Blue Coat School Residential Trip**

### **Appendix 2 – Parental Consent Form for a Blue Coat School Outing**

# **POLICY FOR TRIPS, OUTINGS AND OFF-SITE VISITS: PREP**

## **I. INTRODUCTION**

### **I.1 Objectives**

#### **I.1.1**

At The Blue Coat School, learning outside the classroom is an essential component of the curriculum. It gives pupils unique opportunities to develop their resourcefulness and initiative, and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, and others are organised to enhance physical skills, self-reliance and teamwork. Some trips will also extend pupils' knowledge of the world. The common factor is that they all make an essential contribution to the pupils' development and to their education in the broadest sense of the word.

### **I.2 Trips and visits at The Blue Coat School**

#### **I.2.1**

The Blue Coat School regularly takes pupils on day trips to museums, galleries, theatres and other local places of interest to support the curriculum in humanities, creative arts, English and other subjects. There are also theatre trips, and regular sports fixtures for pupils of all levels. A number of residential trips are organised over the course of the year.

### **I.3 Procedures**

#### **I.3.1**

A large number of trips, out of school activities, and visits are organised at The Blue Coat School. As it is imperative to maintain safety and excellent practice during all educational visits, all Blue Coat School Trip Organisers (TOs) follow this established procedure, which is ultimately overseen, and maintained by the Headmaster and Head of Prep, Mr Robbie Newman, who is the Educational Visits Co-ordinator (EVC) and who undertook refresher training for this role in May 2021. This training is updated at least every five years.

#### **I.3.2**

With such a variety of educational visits taking place at The Blue Coat School, the following guidance covers the range of trips that are offered, including local sports fixtures, visits to local art galleries, residential in the UK and abroad, and higher-risk adventure activities. Recognising this range, each TO must comply with the following policy whilst adopting the concept of proportionality of process surrounding each visit, in terms of its planning, locality and repetition and ensure that any trip fulfils the requirements of the School's insurers.

## **2. RESPONSIBILITIES**

### **2.1 Aims**

#### **2.1.1**

The aim of this section is to clarify the major responsibilities of all parties involved in a visit. It should help to ensure that no vital issue is overlooked, clarify organisational responsibility, encourage awareness of the vital issues of safety and well-being, and ensure appropriate support for leaders.

### **2.2 The role of the Educational Visits Co-ordinator (EVC)**

#### **2.2.1**

The role of the Educational Visits Co-ordinator at The Blue Coat School is to support the Headmaster in the process of approving visits, ensuring that they are spread through the different age groups and the school year (although there is inevitably a concentration during the last part of the Trinity Term, when exams have finished and the weather is at its best). The EVC helps staff involved with organising visits and ensures that all of the necessary documentation for the trip has been completed correctly. The EVC ensures DBS checks are in place

as necessary. In addition, the EVC ensures that any new TOs undertake a session on planning school visits as part of their induction training.

### **2.2.2**

The EVC is responsible for ensuring that the TO has checked that external activity providers have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the School must check that they are an appropriate organisation to use. This will include checking the following: their insurance; they meet legal requirements; their risk assessments and control measures; their use of vehicles; staff competence; safeguarding; accommodation; any sub-contracting arrangements they have; and that they have a licence where needed. If the activities include caving, climbing, trekking, skiing or water sports (other than rowing) the TO must also check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). There should also be an emergency plan and communications plan, known to the TO. The website for the Outdoor Education Advisers' Panel is a useful source of advice. The TO must check the LOtC award or similar local accreditation for overseas trips.

### **2.2.3**

The EVC is responsible for ensuring that all visits are evaluated after completion and records kept of incidents, accidents and near misses so that lessons can be learnt.

## **2.3 The role of the Trip Organiser (TO)**

### **2.3.1**

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. The Trip Organiser (TO) will have overall responsibility for the management of the visit and must recognise that whilst leading the visit s/he is representing the school. Therefore, the TO must ensure that all accompanying adults, whether school staff or adult volunteers, are fully briefed on their roles and responsibilities, and must ensure the overall maintenance of supervision, order and discipline at all times.

### **2.3.2**

The TO must ensure that adequate arrangements are made for the safety and well-being of all children at all times. The TO must be fully aware of the requirements of the relevant School policies including the Safeguarding and Child Protection Policy, Lost or Uncollected Children Policy and First Aid and Health Policy and must ensure that accompanying adults are also fully aware of the requirements of these policies. The TO must ensure that these are not compromised during the trip. The TO must make appropriate and adequate preparations for emergencies in conjunction with the EVC and ensure that all accompanying staff are familiar with these procedures.

### **2.3.3**

In planning a trip, the TO must ensure that persons instructing adventure activities are competent and properly qualified, that the visit and activities are suitable for the group and that accompanying adults are aware of any special educational or medical needs. The TO must also prepare and organise a comprehensive risk management system (see Section 3, *How a visit is organised*).

### **2.3.4**

Staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. The November 2018 DfE Guidance "Health and Safety on Educational Visits" provides useful guidance for all staff in charge of visits.

### **2.3.5**

Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that The Blue Coat School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have

exercised reasonable care and followed the School's guidelines. The Blue Coat School has £10 million of Employers' Liability Insurance and £20 million of public liability insurance.

### **2.3.6**

All TOs should either hold a valid First Aid certificate themselves or ensure that one of the other teachers accompanying the visit holds one. All staff accompanying fixtures will ensure that they hold a valid First Aid certificate themselves or ensure that one of the other members of staff accompanying the fixture holds one. A checklist for TOs is provided by the school (see Section 3: *How a visit is organised*).

## **2.4 The role of accompanying adults**

### **2.4.1**

Accompanying adults must recognise that they act as employees whenever visits take place. They have a responsibility for maintaining order and discipline, safeguarding the health, well-being and safety of the young people in their care, and informing the visit leader of any relevant incidents affecting, or likely to affect, group members.

### **2.4.2**

As well as the general responsibilities for all adult trip members, mentioned above, those who are volunteers and who are not employees at The Blue Coat School must understand and agree to the expectations of them during the trip, recognise the limits of their responsibilities, follow instructions from staff and raise concerns for young people's welfare with the Trip Organiser.

## **2.5 The rôle of parents**

### **2.5.1**

At The Blue Coat School parents are encouraged to look ahead at the school calendar, which lists all the trips and visits that are due to take place in the coming term, together with a list of planned sports fixtures both home and away. Parents will always be notified in advance through letters via iSAMS of specific trips or visits. Written consent is required for a trip or visit. The consent form is sent to parents well in advance and must reach the school before the start of the trip (see Appendix 1 – Residential Trips and Appendix 2 - Outings). Parents are always invited into school for a full briefing before their son or daughter departs on any trip or visit that involves an overnight stay either in the UK or overseas.

### **2.5.2**

Parents should also rest assured that safety is a top priority for The Blue Coat School. To this end parents are expected to support the school in ensuring that their children are reminded about the importance of following the instructions given either by a member of staff, or by a qualified instructor. Any TO reserves the right to send any pupil home early, at his or her parents' expense, if he or she declines to follow reasonable instructions given for his or her own safety or does not follow the school's behaviour code.

### **2.5.3**

Parents are also responsible for ensuring that The Blue Coat School is made aware of any medical and/or dental health problems, or any personal problem that could affect their child during the trip. The school will provide parents with key contact details and other important information. Parents should keep details of the itinerary and timetable, and of whom to telephone if there is an urgent need to contact their child during a trip.

## **3. HOW A VISIT IS ORGANISED**

### **3.1 Introduction**

#### **3.1.1**

This section contains all the information that is required for organising a school visit. A safe and successful visit is started at the early stages with good planning. This section should be read in its entirety by the TO. Indeed, following this guidance is a good starting point for any trip. The section is presented in two parts: 'Planning and organisation' and 'Managing Risks'.

## **3.2 Planning and organisation**

### **3.2.1**

The amount of advance planning and preparatory work needed will obviously vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to a local museum, spending an hour there and walking back in time for school lunch. By contrast, a visit lasting a week or more overseas requires considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for school holidays and half-terms.

### **3.2.2**

Specific advice for sports fixtures, which are both short in length and frequent throughout the term, is explained later in this policy (see Section 4, *How a visit is implemented*). By contrast, the list that follows is designed to cover all the planning that a TO needs to undertake for a longer type of visit. It is designed to be as systematic as it is comprehensive and may therefore be useful for shorter day trips as well, although obviously different timescales will be used.

### **3.2.3 Months before the trip:**

1. Consult with Headmaster, EVC, and senior colleagues about a potential trip.
2. Check dates with the school calendar.
3. Make appropriate checks with the intended venue, including checking that the provider holds a Council for Learning Outside the Classroom (LOtC) Quality Badge, or suitable alternative for non-UK venues. Where there is any proposed form of adventurous activity an outline risk assessment must be made prior to booking (see Section 3.3, Managing Risks).
4. Book the trip well in advance, having visited the destination in person, where appropriate.
5. Check individual arrangements for pupils with special needs. Determine whether child protection procedures have been followed by those at the intended venue, where appropriate.
6. Check the school's travel and health insurance, and confirm it is appropriate to the visit. Treat safety and insurance matters seriously.
7. Decide on the accompanying staff and/or adults. If a certain member of staff is not deemed to be entirely committed to the trip, or if an additional adult is not considered to be sufficiently responsible, then he or she should certainly not be asked to be a member of the trip party.
8. Ensure that there will be at least one of the accompanying staff with a valid first aid certificate on each coach, minibus or car (if children are to be transported by car) and that there will be at least one of the accompanying staff who has received training in allergy awareness and who is prepared to administer an EpiPen or its equivalent travelling with any children with allergies.
9. Write a letter to parents, clearly outlining the nature of the trip and the programme of activity, including pick-up and drop-off dates and times. In this letter, give unequivocal deadlines for payments or cancellation. Outline the expectations of each pupil, clarify these expectations to the pupils and their parents, and ensure that these expectations are met during the trip. For residential trips you should include the following details:
  - what children may/may not do
  - sanctions for poor behaviour
  - bedtimes
  - minimum group numbers
  - clothing lists.
10. Arrange for any adult accompanying a trip involving an overnight stay to have a DBS check at an enhanced level, if he or she does not already have one. This must be a clear check.

### **3.2.4 Weeks before the trip:**

1. Finalise Risk Assessments to the required level and forward these to the EVC for approval. Risk Assessments must include an assessment of the safeguarding risks either from staff or from members of the public. Risk Assessments for all new residential trips must be presented to the Governors'

Safeguarding, Health and Safety Committee for approval before the trip takes place so it is important that these are prepared well in advance of the intended trip date. Any significant amendments to Risk Assessments for repeated residential trips must also be presented to this Committee prior to the trip.

2. Check that parents have signed permission slips for all activities and compile a list of contact names for all participants.
3. For all residential trips, arrange a meeting for parents of participating children at which questions can be asked and issues raised, if appropriate. At this meeting:
  - listen to parents' concerns and temper these with information from other colleagues
  - reiterate codes of conduct during the trip
  - collect in spending money (accounting for everything)
  - collect and retain passports and European Health Insurance Cards (where necessary)
  - make a list of medical requirements receiving signed parental permission to administer medicines
  - provide parents with emergency contact arrangements
4. Ensure that lunches and bottled water are ordered for the trip, if necessary.
5. Confirm that all accompanying adults on trips involving an overnight stay have a clear enhanced DBS check.
6. Collate a list of any children's particular medical or special needs. **This list must only be made available to the Trip Organiser and a named deputy (or deputies).** Ensure that staff are informed about the particular medical or special needs of children for whom they will be directly responsible.
7. Collate a list of emergency contact details for all trip members. **This list must only be made available to the Trip Organiser and a named deputy (or deputies).** If there is more than one coach/minibus for the trip, then the Consent Forms must be available on every coach/minibus so that they can be used in the event of an emergency.
8. Confirm that there is at least one member of staff accompanying the trip on each coach or minibus who fulfils the requirements of Point 8 in 3.2.3 above.

### **3.2.5 Days before the trip:**

1. Ensure that First Aid kits are prepared and available for the trip. The required contents of the First Aid kit for trips, outings and off-site visits are listed in the school First Aid and Health Policy.
2. Set cover work for any classes that may be missed. Make the work interesting for the pupils and clear for a colleague to administer.
3. Ensure that all accompanying staff are informed about the particular medical or special needs of any children for whom they will be directly responsible.
4. Ensure that all accompanying staff are aware that the Trips Organiser and named deputy (or deputies) have emergency contact details for the trip members, including staff.
5. Forward lists of trip members to the Prep Administrator so that iSAMS can be used to inform parents of any problems on the trip, such as late arrivals at school.
6. Take a mobile phone. Give its number to a named contact at the school, but not to parents.
7. Check that the coach driver and his coach match the details on the booking form.
8. Check with the coach driver and hosts, if any, to determine their expectations. Ensure familiarisation with any regulations concerning the transportation of children by private vehicle, by school minibus or by other forms of transport.

### **3.2.6 On the trip:**

1. Carry a definitive list of children and check it often. Always do a roll call of the children getting on and off the coach after every activity. Ensure that all pupils wear their seat belts. Enforce expected standards of behaviour.
2. A list of any children's particular medical or special needs must be taken by the TO and the Deputy (e.g. for use by the emergency services in the event of an accident). Consent forms must be available on every coach/minibus being used for the trip.

3. A list of pupils' emergency contact details must be taken on the trip.
4. Ensure that any required medication is taken on the trip (including Epipens/JEXTS or equivalents and inhalers) and that all medication is administered to the pupils at the appropriate time as necessary by an appropriately trained member of staff.
5. Keep account of all expenditure and record any accidents or near misses.
6. Define a clear meeting place and time for each event.
7. Carry a copy of the School's Travel Insurance Policy (copies are also available on the school minibuses and on the Staff Portal).

### **3.3 Managing risks**

#### **3.3.1**

The steps followed are set out in the model risk assessment form below, which guides the TO in:

- Identifying the potential hazards of the venue to be visited
- Listing those groups of people especially at risk from significant hazards
- Listing existing controls or indicating where the appropriate information may be found
- Considering how he/she would cope with hazards that are not currently identified or fully controlled
- Carrying out the continual monitoring of hazards throughout the visit.

#### **3.3.2**

However, it should be noted that professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The TO should ask for copies at the planning stage (see above) and ensure that s/he is satisfied that such an assessment will meet the requirements of The Blue Coat School for the activity part of the visit.

#### **3.3.3**

Nevertheless, additional risk assessments will be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out for previous visits can generally be updated and re-used unless there has been a change of circumstances. At The Blue Coat School the EVC maintains a dossier of generic risk assessments, which covers sports fixtures, and theatre, museum and most other regular visits.

#### **3.3.4**

The following risk assessment form (see below) helps the TO to identify:

- The hazard – something with the potential to cause harm;
- The severity – the seriousness of the hazard, the risk;
- The probability of the hazard occurring;
- The risk assessment – the resulting assessment of the potential severity of the outcome;
- The risk control measures – the measures and procedures in place to minimise the consequences of unfettered risk.

## Risk Assessment Pro-Forma

Activity/Event: Pre-Prep Outing to ....			Assessment By:			 The Blue Coat School			
Date Completed:			Date of Activity/Event:						
Identified Hazard	Who is at risk	Potential harm	Likelihood			Precautions in place	Likelihood (after precautions)		
			High	Medium	Low		High	Medium	Low
<b>Residual high risks must be removed before commencing the activity</b>									
<b>Supporting documents (Please list any supporting documents here)</b> Trips, Outings and off-Site Visits (Prep); First Aid and Health Policy; Minibus Policy; Lost or Uncollected Children Policy; Completed Parental Consent Forms									
<b>Location Details:</b>									
<b>Staff Information (including details of those First Aid trained and those willing to administer emergency medication)</b>									
<b>Pupil Information (including specific medical information)</b>									
<b>Useful contact information (e.g. Phone numbers for Trip Leader, BCS key staff, coach company, nearest hospital, venue)</b>									
<b>Timings of the day:</b>									
<b>Risk Assessment Review:</b>									

## Risk Assessment Pro-Forma – Example of some hazards/risks

Activity/Event: Pre-Prep Outing to ....			Assessment By:			 The Blue Coat School			
Date Completed:			Date of Activity/Event:						
Identified Hazard	Who is at risk	Potential harm	Likelihood			Precautions in place	Likelihood (after precautions)		
			High	Medium	Low		High	Medium	Low
Coach stuck in traffic	Children, staff, volunteers	Dehydration (hot weather) Cold Parental concern about late arrival		X		Bottled water carried on coaches Well-equipped coaches from reputable company Phones carried by staff and contact numbers for children			X
Tripping, falling on uneven surfaces, stairs, etc	Children, staff, volunteers	Injury		X		First Aid kits taken At least one member of staff with Paediatric First Aid qualification on outing Staff have mobile phones to summon emergency help			X
Child going missing whilst on outing	Children	Possible abduction Distress to child and subsequently to staff		X		Children briefed prior to outing Staff ratios increased to (specify number) Regular and frequent 'head counts' throughout outing and especially at transitional periods Staff have mobile phones Reconnaissance visit made prior to outing to identify potential risk areas and staff briefed Staff are aware of procedures in the school Lost or Uncollected Children Policy			X
<b>Residual high risks must be removed before commencing the activity</b>									

## **4. HOW A VISIT IS IMPLEMENTED**

### **4.1 Responsibilities during the trip**

#### **4.1.1**

Primary responsibility for safe conduct during the implementation of a trip rests with the TO. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. He or she may delegate part or all of the responsibility for the following to one or more of the accompanying staff during the trip:

- Carrying out a head count when getting on and off each form of transport, and when entering or leaving a museum, restaurant, activity centre, hotel, etc.
- Checking that all pupils wear a seat belt
- Checking fire exits and escape routes at each hotel or hostel
- Ensuring that every pupil walks through the emergency escape route at each hotel
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor)
- Setting times for pupils to be in their rooms at night and conducting checks (using the other staff)
- Enforcing expected standards of behaviour
- Looking after – and reminding pupils to look after – passports and valuables
- Storing cash, travellers' cheques and tickets
- Keeping an account of all expenditure
- Recording all accidents and near misses.

### **4.2 Emergency Procedures**

#### **4.2.1 Illness or Minor Injuries**

##### **4.2.1.1**

If a pupil has a minor accident, first aid should be administered by one of the qualified first aiders on the trip, outing or off-site visit. If a pupil becomes ill, the TO or another member of staff will phone his or her parents' emergency contact number at once and arrange for him/her to be collected.

#### **4.2.2 Serious Injuries/Accidents**

##### **4.2.2.1**

In the event of a serious accident resulting in the death or injury of one or more of the pupils and/or staff, the TO's (or a deputy) first priority would be to summon the emergency services and to arrange medical attention for the injured. If the trip is outside the UK, he or she will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff, to be repatriated to the UK. At least one of the accompanying members of staff should accompany the injured pupil(s) to hospital and remain with the child/children. The TO must ensure that the rest of the group is safe, secure, and adequately supervised. If necessary, the TO would make the decision for the remaining group to return to school immediately. The TO will telephone the School Health Centre and/or the school and seek advice where appropriate or possible.

##### **4.2.2.2**

The TO is also responsible for ensuring that the staff and accompanying adults are informed of the incident, and the resulting actions that have been taken. Follow-up communications should be maintained with the school until the group has returned to school. In addition, the TO would need to arrange, if necessary, for the parents of the uninjured children to be contacted on their emergency contact numbers. It might be necessary for parents to be asked to collect their children from the venue, hospital, or the school, depending upon the circumstances. The School Bursar would notify the insurers as quickly as possible. A full record should be kept of the incident, injuries, and actions taken.

### **4.2.2.3**

At The Blue Coat School, depending on the nature of the incident, staff undertake to inform both the families of the injured and of those who are unhurt, as swiftly as possible. It is recognised that in an era of instant communications, it may not be possible for the school to be the first to break the news. Nevertheless, staff firmly believe that they have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. Where possible, communication with the media should be left to the Headmaster. The TO should refer the media to the school. If comment is unavoidable, it should be factual and calm, and no attempt should be made to cover gaps in knowledge. Further details about managing incidents and accidents on trips, outings and off-site visits are given in the School First Aid and Health Policy.

## **4.3 Ratios and supervision**

### **4.3.1**

It is not possible to be precise about the appropriate ratio of adults to pupils. However, in assessing staffing ratios the following factors are significant:

- the sex, age, and ability of the pupils
- pupils with special educational needs or medical needs
- experience of adults in off-site supervision
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited
- the type of activity
- the pupils' previous experience away from home or school
- the pupils' general capabilities, maturity, and discipline.

### **4.3.2**

The following ratios, however, are a sensible guide:

- 1 adult to 5 pupils in the case of arduous, adventurous or physical training
- 1 adult to every 10-12 pupils in Years 3 and 4
- 1 adult to every 10-15 pupils in Years 5 and 6
- 1 adult to 10 pupils for trips abroad, with a minimum of two adults of opposite sexes in the case of a mixed party
- Overnight trips must be accompanied by at least two adults. At least two teachers should accompany a group by coach.

### **4.3.3**

These recommended ratios should not be seen as automatically safe. They represent minimum levels of supervision. The correct supervision is not just a matter of applying a simple calculation but must be based on risk assessments (see above).

### **4.3.4**

It is good practice in larger groups to allocate supervisory responsibility to each adult for specific named children. Each adult should know which child(ren) he or she is responsible for, and each child should know which adult is responsible for him or her.

### **4.3.5**

Each adult should regularly check that the entire group is present. With small groups a visual check will be sufficient, but for larger groups there will need to be a head count by the TO. The TO should also establish rendezvous points and tell pupils what to do if they become separated.

### **4.3.6**

Remote supervision should only be allowed where staff and certain pupils have sufficient training, experience and maturity to be left without direct supervision. Parents should be notified in advance of what will be involved if this is to happen. They must understand exactly what pupils are to do and should give written consent to remote supervision for the activity.

#### 4.3.7

All trips should include a contingency plan in the event of a member of staff in charge of a group falling ill or becoming injured, including possible backup from school.

### 4.4 Lost or Uncollected Children

#### 4.4.1

The procedures are structured to ensure that a child does not go missing; but in the event that a child is missing – either from school, or on a visit, the procedures set out in the Policy for Lost or Uncollected Children are followed.

### 4.5 Sports fixtures

#### 4.5.1

Sports fixtures occur with greater frequency than day trips, and as a result less planning on a regular basis is needed. Nevertheless, the familiarity of these events should not negate good planning and implementation. Indeed, for all sports fixtures to go ahead, whether home or away, the TO must fill out a team sheet, which details the times of departure/rendezvous, kick off and collection. This team sheet should be given to all the children involved in a fixture and to the appropriate House or Bubble Heads and should be published to parents via iSAMS.

#### 4.5.2

In the case of sports fixtures, The Blue Coat School does not require written permission for matches unless the fixture is to take place on a Saturday. Saturday away fixtures, like Saturday home fixtures, require specific written consent.

#### 4.5.3

Many sports fixtures require the use of The Blue School minibuses. In the case of away sports fixtures, no-one should drive the school minibus unless s/he has successfully undertaken training as a minibus driver. The school will arrange and fund training in first aid as well as in minibus driving courses.

## 5. HOW A VISIT IS CONCLUDED

### 5.1

If a visit is delayed, the TO should contact the School Office (within school hours), who in turn will message all the parents on their contact numbers to alert them to the delay and the revised time of arrival. iSAMS should also be used to communicate directly with the relevant parents and school staff potentially affected.

### 5.2

Each TO must ensure that minor injuries occurring on a trip are recorded in the relevant Accident/Incident Report Book and child's medical file upon return to school.

### 5.3

**Each Trip Organiser must ensure that all other accidents and injuries are reported in the Pupil Accident Book or in the Accident Book (adults)** as set out in the school First Aid and Health Policy. This Policy also sets out those accidents and incident that must be reported to comply with 'Reporting accidents and incidents at work: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013'

### 5.4

Each TO is asked on his/her return to provide the EVC with a report of accidents and near misses. Personal observations and lessons learned are always valuable. This report should be used to inform future risk assessments in the same or similar venues. The TO should return all school property, together with a report on any lost or damaged property.

## **5.5**

The TO must complete records regarding first aid administered during the trip, outing or off-site visit, and complete records regarding the administration of medication as set out in the school First Aid and Health Policy. He or she must also ensure that all medication is returned to the appropriate place.

## **5.6**

The TO is responsible for producing a schedule of all expenditure on the trip. The TO is also responsible for returning any unused cash or travellers' cheques to the Bursar's Office. The pre-paid foreign currency card and the school credit card should be returned, together with all related transaction vouchers. Unused balances will be returned to the parents by way of credits shown on the next school bill.

## **5.7**

The TO **must** ensure that lists prepared for the trip, such as children's contact details and information about children's medical or special needs are shredded after the trip.

# **6. REPORT FOR GOVERNORS**

## **6.1**

The TO for all residential trips must prepare a report of the trip for the Governors' Safeguarding, Health and Safety Committee highlighting any accidents, incidents or lessons learnt.

## **6.2**

The Headmaster's termly report to the Governors contains an account of any residential trips that have taken place since the last meeting.

# **7. RELATED POLICIES, MONITORING AND POLICY REVIEW**

## **7.1**

This policy should be read in conjunction with other related policies, including the Safeguarding and Child Protection Policy, the Policy for Lost or Uncollected Children, the First Aid and Health Policy, School Minibus Policy and the Behaviour Management and Exclusions Policy.

## **7.2**

This Policy will be reviewed annually in the Michaelmas Term. It will be presented to the Governors' Safeguarding and Health and Safety Committee for approval. The minutes of the meeting will be presented to the Governors.



## CONSENT TO EMERGENCY TREATMENT

I/ We authorise the Trip Organiser, or an authorised deputy acting on his/her behalf, to *consent* on the advice of an appropriately qualified medical specialist to *my/our child receiving emergency dental, medical treatment, including general anaesthetic, blood transfusion and surgical procedure* [under the NHS]/[under the school's travel insurance cover] if he/she is unable to contact me/us in time.

Signatures of both parents: \_\_\_\_\_  
or Guardian

### Contact Details for the period covered by the trip:

NAME: ..... Tel. no: .....

Mobile: .....

Email: ..... Work no: .....

NAME: ..... Tel. no: .....

Mobile: .....

Email: ..... Work no: .....

FAMILY DOCTOR: ..... Tel. no: .....

---

### Behaviour code:

I understand that my son/daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given either by a member of staff or by an Instructor at the Activity centre at all times. I accept that where his or her disregard for the code of behaviour either causes danger to him/herself and to others, or is a serious breach of school discipline, such as (but not confined to) smoking, drinking alcohol, using illegal drugs or sexual misconduct, he/she may be sent home forthwith at our expense.

Signed: ..... Signed: .....

Print Name: ..... Print Name: .....

Date: ..... Date: .....

*Please note that your son/daughter will not be allowed to participate in this visit unless this form is completed and returned to The Blue Coat School by [insert date].*

**Appendix 2**



# The Blue Coat School

Founded by the Church of England in 1722

Please return to  
[Main Reception]

By [insert date]

## PARENTAL CONSENT FOR A SCHOOL OUTING

**Pupil Name:** ..... **Form:** .....

**[Year Group] visit to** ..... **On** .....  
**Trip Organiser** .....

Departing at .....hours from the School. Returning to the School at .....hours

**Nature of Activity:**

Maximum number of pupils [ ], who will be accompanied by [ ] members of the Prep staff

**Transport:**

Coach to and from .....

*We only book coaches fitted with seat belts, from a company well known to us, whose drivers have been cleared with the DBS*

Estimated Cost [ ] [To be added to your bill for the next term]

### **Medical Information**

Any allergies or sensitivities to food, pets or to insect stings:

Any chronic or recurring medical conditions needing regular or occasional medication or treatment with details of medication:

Are you aware of any reasons why your child cannot take part in any of the activities as described, and/or does s/he require any special arrangements to be made for this event? If so, please describe them briefly below:

Does he/she suffer from travel sickness?  Yes  No

If yes, and medication will be required during the day, please complete a medication consent form (available from the Health Centre).

**CONSENT TO EMERGENCY TREATMENT**

**Child's Name:** \_\_\_\_\_ (Please print)

I/ We authorise the Trip Organiser, or an authorised deputy acting on his/her behalf to *consent* on the advice of an appropriately qualified medical specialist to *my/our child receiving emergency dental, medical treatment, including general anaesthetic, blood transfusion and surgical procedure* under the NHS if he/she is unable to contact me/us at the time.

Signature of both parents: \_\_\_\_\_  
or Guardian

**Emergency Contact Details for the period covered by the visit:**

NAME: ..... Tel. no: ..... Mobile: .....

Email: ..... Work no: .....

NAME: ..... Tel. no: ..... Mobile: .....

Email: ..... Work no: .....

FAMILY DOCTOR: ..... Tel. no: .....

---

**Behaviour code:**

I understand that my son/daughter will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given by a member of staff or by an Instructor at the venue at all times.

Signed: ..... Signed: .....

Print Name: ..... Print Name: .....

Date: ..... Date: .....

*Please note that your son/daughter will not be allowed to participate in this visit unless this form is completed and returned to School by [ ]*