

OUTDOOR EDUCATION, VISITS AND OFFSITE ACTIVITIES POLICY

Including Early Years Foundation Stage and Holiday Club (with regard to DfE Guidance Health & Safety Advice for Schools 2014)

The Responsibility of the School

1. To fulfil the requirements under the Health and Safety at Work Act and **DfE Guidance Health & Safety Advice for Schools 2014)**
2. To develop an ethos of a shared understanding of risks, risk control, safe practice and a concern for the well-being of all pupils and colleagues.
3. To provide a clear and easily accessible framework of procedures and of operation for all staff to use.
4. To ensure that a current fully qualified first aider should be on all trips involving Years 1-6 and a current fully qualified paediatric first aider on any trip involving EYFS pupils.
5. To respond to events by having a reviewing mechanism.
6. To ensure that the ratios are reviewed to determine whether they are sufficient in relation to the nature of the activity being undertaken.
7. To provide challenging and memorable opportunities for pupils to develop independence, self confidence and responsibility.

The Responsibility of the Member of Staff in Charge

1. To follow the framework and system provided by the school correctly so as to provide a proper duty of care towards pupils.
2. To ensure that all qualifications required are current and appropriate.
3. To prepare the required offsite activity forms, preparation forms and risk assessments specific to each activity and to plan activities carefully.
4. To inform the school and parents about the details of the activity.
5. To ensure so far as is reasonably practicable, the safety, welfare and health of all young people on outdoor activities.
8. Ensure that there is a a current fully qualified first aider on any trip involving pupils in Years 1-6 and a current fully qualified paediatric first aider on any trip involving EYFS pupils.

9. Ensure that the ratios are observed. For most activities these are:

Years 1-6 1:8 for under 8 (min), 1:10 for over 8 (min), 1:15 local over 8

EYFS

For children aged two:

- there must be at least one member of staff for every four children;
- at least one member of staff must hold a full and relevant level 3 qualification; and
- at least half of all other staff must hold a full and relevant level 2 qualification.

For children aged three and over:

Where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children.

- there must be at least one member of staff for every 13 children; and
- at least one other member of staff must hold a full and relevant level 3 qualification.

For children aged three and over:

Where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:

for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children;

- for all other classes there must be at least one member of staff for every 13 children; and
- at least one other member of staff must hold a full and relevant level 3 qualification.

For children aged three and over:

Where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:

- there must be at least one member of staff for every eight children;
- at least one member of staff must hold a full and relevant level 3 qualification; and
- at least half of all other staff must hold a full and relevant level 2 qualification.

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Ratios need to be reviewed to determine whether they are sufficient in relation to the activity being undertaken or the age of the pupils.

10. To ring the school if there are any significant changes to the trip arrangements on the day.

The Responsibility of Pupils

1. To be aware of the risks and consider them carefully.
2. To follow the instructions of the party leader and other staff.
3. To inform staff of any significant concerns regarding any activity.
4. To behave responsibly to ensure the safety of themselves and the rest of the party.

The Party Leader must:

1. Seek approval from the Headmaster to run an activity before proceeding with any bookings or publications and enter proposed dates in any relevant documents such as calendars or cover requests.
2. Use the detailed trip planning checklist (Appendix A) to guide staff through the detailed planning of the activity regarding equipment, food, transport, staffing, insurance, medical kits, etc.
3. Check relevant LA (Plymouth City Council) and Health and Safety Advice for Schools; recommended staff:pupil ratios and safe practice guidelines and parameters.
4. Make a pre-visit of the area if possible. Advice should be sought as necessary.
5. Write to parents giving full details of the activity and get detailed consent forms signed.
6. Complete and submit to Headmaster at 1-3 weeks before departure the following information:

Either:

- (a) An Offsite Activities Booklet for standard day trips and offsite clubs (Appendix B)

or

- (b) A 'Pink Booklet' for higher risk, adventurous and residential activities (see Appendix F). These may need to be sent to the Devon County Council Outdoor Education Team for review so will need to be submitted earlier. These are available on the Intranet or from the school office.

Both booklets will require staff to set out emergency procedures at local level, e.g. emergency contacts out of school hours, cancellation procedures, emergency exits, etc.

7. Write detailed risk assessments (Appendix C). Generic risk assessments for travel, camping, Whiteworks etc. can be extracted from the school intranet. Helpful prompts are also provided (Appendix D). If an external provider is being used, risk assessments and relevant staff qualifications must be gained from them as well.
8. Provide a detailed Offsite Information Sheet for the School Office (Appendix E).
9. Organise use of a mobile phone, First Aid kit and a list of emergency contact numbers and procedures to be taken on the activity itself.
10. Run a report from SIMS giving contacts and medical details to take with you. If the trip could run outside school hours, please ensure a copy is also left at school with the Headmaster. These should be kept confidential.

11. Give a safety and conduct briefing to both staff and pupils. An evening meeting may also be arranged to brief parents; this is especially important for overseas or adventurous trips.

Party Leaders can produce an optional “Code of Conduct” specific to their trip for all students to sign. This is considered good practice.

12. Party leaders must be responsible for ensuring that staff qualifications and staff: pupil ratios are correct for the activity.

13. Ensure that the school is contacted if there is any change to the scheduled programme.

A copy of the DfE Guidance Health and Safety Advice for Schools is held in the Deputy Head’s office for further reference if necessary.

S R Raymond-Jones
Deputy Head

Reviewed: November 2015

Review Date: November 2016

List of Appendices

Appendix A = Detailed trip planning checklist (for personal use of staff)

Appendix B = Offsite Activity Booklet for Day Trips and Offsite Clubs which includes an Offsite Activity Form, basic trip planning checklist and blank risk assessment forms

Appendix C = Blank risk assessment form (part of Appendix B)

Appendix D = Risk Assessment prompts

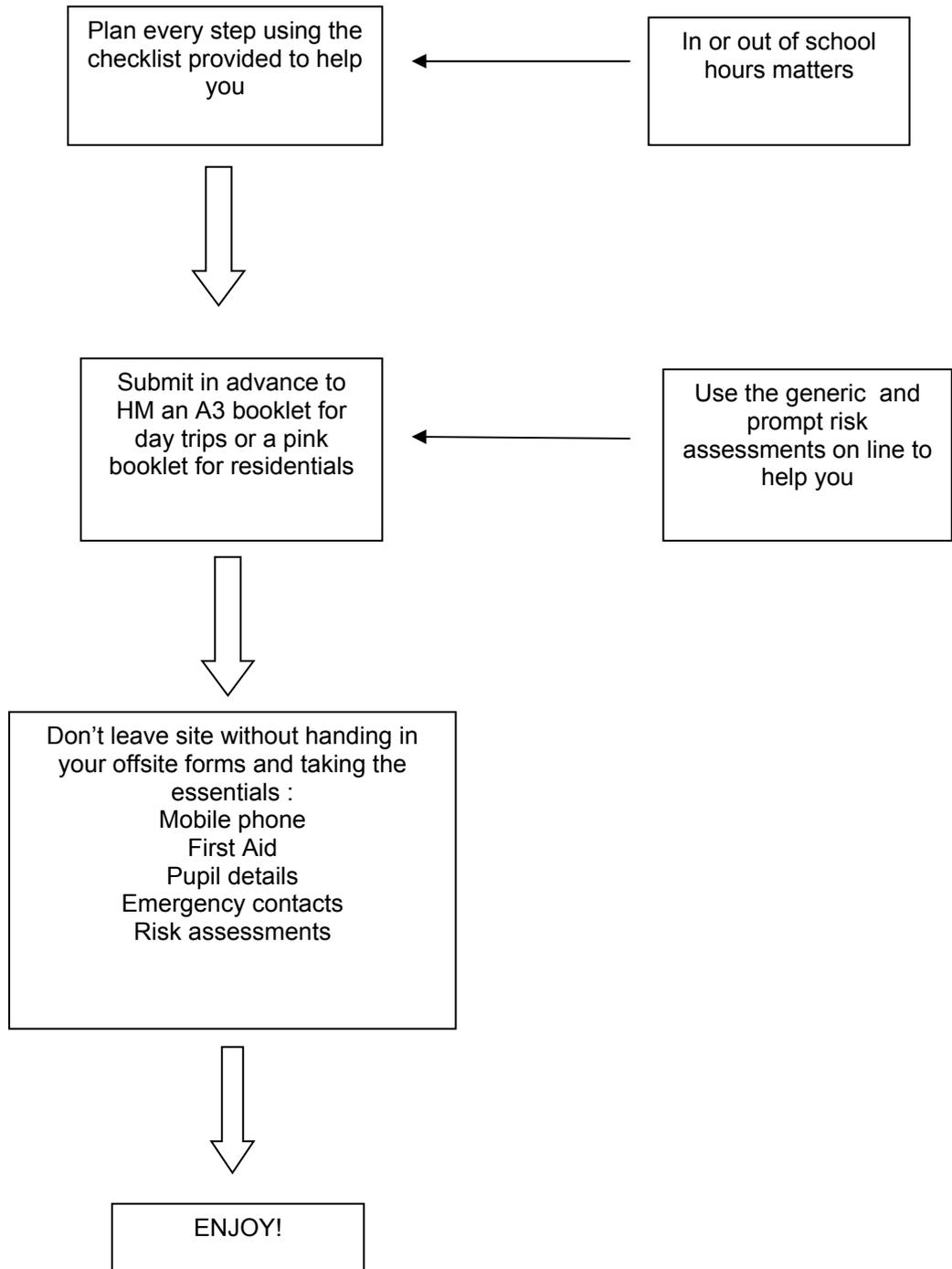
Appendix E = Offsite Activities Form (to be left in the school office on departure)

Appendix F = “Pink Booklet” for residential trip planning

Appendix A

DETAILED TRIP PLANNING CHECKLIST (for personal use of staff)

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PLYMOUTH COLLEGE EDUCATIONAL VISITS CHECKLIST

The visit should only go ahead if the answer to all applicable questions is 'YES'. Use this as a tool to help you to properly plan and execute all offsite trips

In advance of the visit – Part A

1. Have the educational aims of the visit been clearly identified? Yes
2. Is the visit appropriate to the age, ability and aptitude of the group? Yes
3. Has there been suitable preparation for pupils prior to the work? Yes
4. Does the visit comply with the school safety guidelines? Yes
5. Are the staff to pupil ratios for the trip appropriate including having a fully qualified first-aider with Years 1-6 and a fully qualified Paediatric First-Aider with EYFS pupils? Yes
6. If using an external service provider has the provider shown the appropriate safety and child protection documentation? Yes
7. Are transport arrangements booked, suitable and satisfactory? Yes
8. Have appropriate measures been taken to ensure the suitability of accommodation if appropriate? Yes
9. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of pupils? Yes
10. Have you conducted a pre-visit? If not have you made appropriate additional checks? Yes
11. Do the adults in the party have the appropriate skills and qualifications for the visit? Yes
12. Have all adult helpers been approved by the Head as to their suitability? Yes
13. Is the level of staffing sufficient for there to be adequate supervision at all times for a) the type, level and duration of activity, b) the nature and requirements of the group, c) the experience and competence of staff, d) the venue, time of year and conditions, e) the likelihood/consequences of any changes? Yes
14. Are all leaders, other staff and helpers aware of and comfortable with their roles? Yes
15. If the trip is to run out of school hours, have arrangements been made to obtain a SIMS list of emergency contact and medical data? Yes
16. Has a full and detailed Risk Assessment been completed and are all adults on the trip aware of it and countersigned it to demonstrate this awareness? Yes
17. Is the school insurance cover adequate for this type of trip? Yes
18. Are staff aware of the pupils being taken including any behavioural problems? Yes
19. Have students been advised in advance about expectations for their behaviour?

- If appropriate, are pupils aware of the rules and sanctions that may be applied to curb bad behaviour? Yes
20. Has a designated school emergency contact person been set up? Yes
21. Are parents fully aware of the nature and purpose of the visit by writing and/or a parents evening, including contingency plans Yes
22. Has written consent been obtained from parents? Yes
23. Have all relevant details, such as kit list and itinerary been issued? Yes
24. Are staff aware of any diet, cultural or medical needs and/or other relevant pupil details? Yes
25. Has parental consent been given for staff to administer specific medication and have any staff been given the appropriate training? Yes
26. Are staff aware of any medical conditions of other staff/adults on the trip? Yes
27. Do enough staff have a good working knowledge of first aid? Yes
28. Is a trip specific first aid kit available from reception desk? Yes
29. Has access to a mobile phone during the trip been organised? Yes
30. Is a weather forecast and local information available and will staff be able to access this information? Yes
31. Have all financial matters been dealt with in accordance with school finance regulations including pocket money and slush funds? Yes
32. Has the visit been approved by the Headteacher/Deputy Head? Yes
33. Has correct staff cover been arranged through SRJ / CDMG? Yes
34. Has a correct offsite form or booklet been completed and submitted to HM giving all details and risk assessments? Yes

Arrangements for departure of the visit – Part B

1. Do all staff have a list of pupils and groups? Yes
2. If the trip is running out of school hours does the party leader have all of the SIMS list giving emergency numbers? Yes
3. Do staff have sufficient funds to allow for contingencies? Yes
4. Do staff have any relevant literature, work sheets, clipboards etc.? Yes
5. Do staff have the appropriate first aid equipment etc? Yes
6. Do appropriate staff have charged mobile phones? Yes

7. Are pupil numbers being checked at regular intervals? Yes
8. Has the group been warned of potential hazards in advance? Has additional supervision been added in these areas? Yes
9. Have all staff been fully briefed on the potential hazards and how to keep both themselves and pupils safe? Yes
10. Have staff been briefed on the expected code of professional conduct for the trip? Yes
11. Are pupils aware of the procedure in areas where there is traffic? Yes
12. Has a clear recall system been arranged if the group is working away from the staff? Yes
13. If rendezvous points for the group have been arranged for a period of time does each pupil and member of staff know where to meet? Yes
14. Do pupils know what action they should take if they become separated from the group? Yes
15. Do parents have the necessary emergency contact details? Yes
16. Is on-going risk assessment being conducted and the programme able to be safely adapted to suit changes in condition and circumstances? Yes
17. Has a last minute offsite activity form been prepared to hand into the school office on departure giving an accurate account of which pupils and staff leave the site? Yes
18. Have you ordered and/or collected any packed lunches? Yes

Emergency Arrangements – Part C

1. Have the names of students and staff been accurately left in the school office? Yes
2. For journeys outside school hours do staff members have emergency contact numbers for parents and designated senior staff? Yes
3. Are staff and pupils aware of the appropriate action to be taken in the event of an accident, incident or emergency? Yes
4. Is the mobile phone carried on the trip permanently switched on?
Is the reception good in the area that you are visiting? Yes
5. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changing conditions, staff illness etc.? Yes
6. Are the contact details of the nearest emergency services available to all staff? Yes
7. Are all staff aware of the Schools procedures for reporting accidents/incidents and near misses? Yes

At the end of the visit – Part D

1. Are appropriate arrangements in force for the dismissal of pupils? Yes
2. Has the visit leader reported back to the school office? Yes
3. Has the group been debriefed and follow-up work completed? Yes
4. Has all the paperwork been completed and the finances balanced? Yes
5. Has any evaluation been completed to help with future trips of a similar nature? Yes
6. Has the original risk assessment been reviewed and amended in the light of the trip? Yes
7. Have the staff and helpers been thanked for their input? Yes

DAY TRIP#

OFF SITE ACTIVITY FORM

**A3 SHEET TO BE SUBMITTED TO SMT A
MINIMUM OF ONE WEEK BEFORE DEPARTURE**

A COPY OF THIS FORM TO BE LEFT IN THE OFFICE ON DEPARTURE



Trip Description	
Trip Date	
Staff in Charge	
Student Group Description	
Number of Students	
Time of Departure	
Estimated Time of Return	
Other Staff Involved	
Mobile Phone Number for Emergency Contact	

TRIP PLANNING CHECKLIST

Please initial each check point if correctly and fully prepared.

- (a) **Approval**
Have you gained initial approval from the Head or Deputy Head for this trip to proceed
- (b) **Risk Assessment**
Have Risk Assessments been completed in this form?
- (c) **Qualifications**
Are all staff members suitably qualified for the activities to be undertaken?
- (d) **Ratios**
Is the staff pupil ratio correct for the activities proposed?
Years 1-6 1:8 for under 8 (min), 1:10 for over 8 (min), 1:15 local over 8
EYFS 1-8 1:8

Ratios need to be reviewed to determine whether they are sufficient in relation to the activity being undertaken or the age of the pupils.
- (e) **Are sufficient staff aware of the dietary and medical needs of the participants?**
- (f) **Have you got a first aid kit, spare clothing, children's medicine, e.g. Epipen?**
- (g) **Parental Consent**
Have parents been fully informed and has their consent been obtained for the visit (including any hazardous activities planned)?
- (h) **Have you compiled a set of Offsite Information Medical Forms for your group from SIMs to take with you? Have you a suitable qualified First-Aider with you for years 1-6 or a fully qualified paediatric first aider for EYFS?**
- (i) **Pupil Briefing**
Have pupils been made fully aware of the visit and the expectations of them in terms of preparation, conduct, etc.
- (j) **Transport**
Have transport arrangements been confirmed?
- (k) **Remember to ring the school if there are any significant changes to the trip arrangements on the day.**

Please state below what transport arrangements are:

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(k) Do you have a fully charge mobile phone to take with you that can be switched on with a signal all day?

(l) Emergency Procedures

Have emergency procedures been established and are all accompanying staff aware of their responsibilities?

Has an emergency contact back at School been established for out of hours if necessary? Please state their name and telephone number:

Name: _____

Tel No: _____

(m) Have adequate financial arrangements been made to cover the trip? Please put details in Section C – Notes.

(n) Has correct staff cover been arranged through SMT?

(o) Preliminary Visit?

Has the party leader visited the site, centre or area before to check details for risk assessments. Alternatively, has contact been made with another group who have used the same venue recently?

(p) Have you prepared a separate offsite form of accurate pupil names to leave in the office on your departure?

(q) Have you informed the Kitchen, at least 2 weeks in advance, if packed lunches are required?

Completion signature of Party Leader: _____ Date:

Signature of Head or Deputy Head teacher confirming approval:

Date: _____

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<p>Comments Box. Please add any additional information here that the school office may find useful in an emergency</p>

Risk Assessment Form

A Risks Identified	B Safety Management Controls and Further Actions	C Notes

Appendix D

RISK ASSESSMENT PROMPTS

POTENTIAL RISKS TO CONSIDER	POSSIBLE CONTROLS
1. Travel: Bus, Train, Air, Underground	Head Counts (x2), staff seating positions, seatbelts, buddy checks, accident procedures, driver hours.
2. Lost Pupil: separation from party	Buddy system, contact number cards, mobile phones, pupil briefing beforehand about procedures.
3. Supervision of party in the field	Staff/student ratios, buddy systems, checkpoints, contact numbers, prior briefing of rules, emergency procedures, prior knowledge of site, traffic hazards.
4. Injury/illness (staff or pupil)	Correct level of first aid qualifications and kits, emergency supervision procedures, contact numbers, travel insurance cover, known reactions to medication, appointed first aid person, accident report book.
5. Known medical conditions: asthma, epilepsy, food allergies, travel sickness.	Consent forms, correct medication carried, knowledge of treatment methods, all staff informed.
6. Control of activities in remote location	Designated escape routes, emergency procedures, mobile phones, communication channels with base contact, high level first aid cover.
7. Adventurous activities	Instructor qualifications, higher level first aid, correct staff to pupil ratios, designated party leader to decide on environmental conditions, correct clothing and kit, previous knowledge of site, pupil briefings.
8. Residential trip accommodation	Fire drills, rooming, overnight supervision, security, window dangers, mini bars, pupil briefing, bedtime policies, designated driver.
9. Communication with party members, school and parents	Contact numbers, designated school contact person, mobile phones (network coverage check), information cards for pupils, phone power charge!
10. Loss of party leader/staff member through illness or injury	Back up procedures, delegation of tasks, replacement procedures if possible.
11. Remote supervision in the field	Group sizes, appropriate time allowances, check points, contact procedures (information cards), pupil briefings.
12. Hazards specific to environment	Precautions against sunburn, insect bites, exposure, altitude sickness.
13. Alcohol/Drug use (staff and pupils)	Clear policy for trip, pupil briefing, staff supervision, staff drinking policy while on duty.
14. Camping	Tent use, cooking precautions, pupil briefing, staff supervision, correct staff qualifications, nearby overnight supervision, contact procedures, designated driver for emergencies.
15. Undesirable purchases e.g. flick knives, firecrackers	Pupil briefing and clear rules
16. Host families	Contact numbers, pupil info. Cards, phones, pupils hosted in pairs (not alone). Host organiser approves families, pupil briefing

17. Local site hazards e.g. waterfalls, cliffs, tidal currents, surf etc.	Specific risk controls for these points, correct level of supervision and qualifications, pupil briefings, designated party leader for decisions regarding conditions.
18. Poor behaviour affecting group	Clear sanctions and staff cover, pupil briefing on code of conduct.
19. Weather deterioration in the field	Emergency exits and procedures, correct equipment, knowledge of location by base, mobile phone, contact numbers.
20. Minibus breakdown or traffic delay	Breakdown procedure, roadside assistance details, mobile phone, contact numbers of parents an school. Contact cascade system.
21. Minibus or coach accident	Accident procedure, mobile phone, contact numbers, first aid kit & qualifications.
22. Minibus driving	Maximum hours, back up driver, supervision of pupils, correct qualification, petrol card.
23. Activity centre provision	Check AA LA licences, check safeguarding children policies and child protection procedures, check instructor qualifications, staffing ratios, liability insurance, quality of equipment and site visit prior to trip.

PREPARATION DOCUMENTS FOR RESIDENTIAL TRIPS

- 1. PLANNING CHECKLIST**
(to be submitted at least a month before departure)
- 2. RISK ASSESSMENT FORMS AND PROMPT SHEETS**
(to be submitted with planning checklist)
- 3. INFORMATION SHEETS FOR SCHOOL OFFICE**
(to be left on departure)
- 4. HEALTH INFORMATION AND CONSENT FORM**
(to be completed by parents)

Trip Description

Trip Dates

Staff in Charge

May 2011

PREPARATION FOR RESIDENTIAL TRIPS

Please complete this booklet for any trips that involve an overnight stay with pupils within the UK or abroad.

CONTENTS

1. Planning Checklist
2. Risk Assessment prompt/helpful hints
3. Risk Assessment blank forms
4. School Office Information Sheet
5. School Trip Health Information and Consent Form (Template)

QUICK SUMMARY

Trip			
Dates			
Staff i/c			
No of Pupils		Age range of Pupils	
Other Staff Involved			
Cost to Pupils			
Travel Arrangements			

PLANNING CHECKLIST

Please submit to Headmaster **at least one month in advance** to send to Plymouth City Council, via SJD, for review.

Trip: _____

Dates: _____

Party Leader: _____

TRIP PLANNING CHECKLIST

Please initial each check point if correctly and fully prepared.

- (a) **Approval**
Have you gained initial approval from the Head or Deputy Head for this trip to proceed
- (b) **Risk Assessment**
Have risk assessments been completed in this form? Have risk assessments been obtained from any external provider?
- (c) **Qualifications**
Are all staff members suitably qualified for the activities to be undertaken?
- (d) **Ratios**
Is the staff pupil ratio correct for the activities proposed?
- (e) **Diet & Medical Needs**
Are sufficient staff aware of the dietary and medical needs of the participants?
- (f) Do you have a full first aid kit to take?
- (g) **Parental Consent**
Have parents been fully informed and has their consent been obtained for the visit (including any hazardous activities planned)?
- (h) **Medical Forms**
Have you compiled a set of Offsite Information Medical Forms for your group from the school office to take with you?
- (i) **Pupil Briefing**
Have pupils been made fully aware of the visit and the expectations of them in terms of preparation, conduct etc?
- (j) **Transport**
Have transport arrangements been confirmed?
Please state below what transport arrangements are:

(k) Do you have a fully charged mobile phone to take that can be switched on with a signal all day?

(l) **Emergency Procedures**

Have emergency procedures been established and are all accompanying staff aware of their responsibilities?

Has an emergency contact back at School been established for out of office hours if necessary? Please state their name and telephone number:

Name: _____

Telephone Number: _____

(m) **Finances**

Have adequate financial arrangements been made to cover the trip?

(n) **Staff Cover**

Has correct staff cover been arranged through DWH?

(o) **Preliminary visit ?**

Has the party leader visited the site, centre or area before to check details of safeguarding children and risk assessments? Alternatively, has contact been made with another group who have used the same venue recently?

(p) Have you prepared a separate offsite form of accurate pupil names to leave in the office on your departure?

(q) Is there adequate insurance cover for this trip?

Completion Signature of Party Leader : _____ Date : _____

Signature of Council Outdoor Education Advisor confirming review of risk assessments: _____ Date: _____

Signature of Head or Deputy Head teacher confirming approval: _____

Date : _____

Comments Box. Please add any additional information here that the school office may find useful in an emergency.

RISK ASSESSMENTS

Submit to Headmaster with planning checklist in this booklet **at least one month in advance**.

All staff involved must sign risk assessments to confirm that they understand and agree with them.

(Prompts and examples have been included to help write these and there are many more generic resources available on the Intranet that can be cut out and pasted as required).

SIGNATURE OF STAFF INVOLVED

All staff involved in the trip must sign below to confirm that they have read and understand the risk assessment outlined in the booklet.

1.	Staff Name		Signature		Date	
2.	Staff Name		Signature		Date	
3.	Staff Name		Signature		Date	
4.	Staff Name		Signature		Date	
5.	Staff Name		Signature		Date	

(Also in Appendix D)

RISK ASSESSMENT PROMPTS

POTENTIAL RISKS TO CONSIDER	POSSIBLE CONTROLS
1. Travel: Bus, Train, Air, Underground	Head Counts (x2), staff seating positions, seatbelts, buddy checks, accident procedures, driver hours.
2. Lost Pupil: separation from party	Buddy system, contact number cards, mobile phones, pupil briefing beforehand about procedures.
3. Supervision of party in the field	Staff/student ratios, buddy systems, checkpoints, contact numbers, prior briefing of rules, emergency procedures, prior knowledge of site, traffic hazards.
4. Injury/illness (staff or pupil)	Correct level of first aid qualifications and kits, emergency supervision procedures, contact numbers, travel insurance cover, known reactions to medication, appointed first aid person, accident report book.
5. Known medical conditions: asthma, epilepsy, food allergies, travel sickness.	Consent forms, correct medication carried, knowledge of treatment methods, all staff informed.
6. Control of activities in remote location	Designated escape routes, emergency procedures, mobile phones, communication channels with base contact, high level first aid cover.
7. Adventurous activities	Instructor qualifications, higher level first aid, correct staff to pupil ratios, designated party leader to decide on environmental conditions, correct clothing and kit, previous knowledge of site, pupil briefings.
8. Residential trip accommodation	Fire drills, rooming, overnight supervision, security, window dangers, mini bars, pupil briefing, bedtime policies, designated driver.
9. Communication with party members, school and parents	Contact numbers, designated school contact person, mobile phones (network coverage check), information cards for pupils, phone power charge!
10. Loss of party leader/staff member through illness or injury	Back up procedures, delegation of tasks, replacement procedures if possible.
11. Remote supervision in the field	Group sizes, appropriate time allowances, check points, contact procedures (information cards), pupil briefings.
12. Hazards specific to environment	Precautions against sunburn, insect bites, exposure, altitude sickness.
13. Alcohol/Drug use (staff and pupils)	Clear policy for trip, pupil briefing, staff supervision, staff drinking policy while on duty.
14. Camping	Tent use, cooking precautions, pupil briefing, staff supervision, correct staff qualifications, nearby overnight supervision, contact procedures, designated driver for emergencies.
15. Undesirable purchases e.g. flick knives, firecrackers	Pupil briefing and clear rules
16. Host families	Contact numbers, pupil info. Cards, phones, pupils hosted in pairs (not alone). Host organiser approves families, pupil briefing
17. Local site hazards e.g. waterfalls, cliffs, tidal	Specific risk controls for these points, correct level of supervision and qualifications, pupil briefings, designated

currents, surf etc.	party leader for decisions regarding conditions.
18. Poor behaviour affecting group	Clear sanctions and staff cover, pupil briefing on code of conduct.
19. Weather deterioration in the field	Emergency exits and procedures, correct equipment, knowledge of location by base, mobile phone, contact numbers.
20. Minibus breakdown or traffic delay	Breakdown procedure, roadside assistance details, mobile phone, contact numbers of parents an school. Contact cascade system.
21. Minibus or coach accident	Accident procedure, mobile phone, contact numbers, first aid kit & qualifications.
22. Minibus driving	Maximum hours, back up driver, supervision of pupils, correct qualification, petrol card.
23. Activity centre provision	Check AA LA licences, check safeguarding children policies and child protection procedures, check instructor qualifications, staffing ratios, liability insurance, quality of equipment and site visit prior to trip.

Risk Assessment Form (also in Appendix C)

A. Risks Identified	B. Safety Management Controls and Further Actions	C. Notes

Please can all staff use this form exclusively for offsite activity trips with pupils rather than any other proformas available through other schemes.

SCHOOL TRIP HEALTH INFORMATION AND CONSENT FORM

To be added to any letters home to parents prior to trip.

This form should be amended/tailored to your trip depending on destination, time of year etc. and an amended version included in this booklet.

For advice all party leaders should consult the School Nurse.



SCHOOL TRIP HEALTH INFORMATION AND CONSENT

#

EVENT: _____

Name of pupil: _____ Date of birth: _____

Home address: _____

IN AN EMERGENCY

Contact name & telephone number: _____

Family doctor

Name: _____

Address: _____

Telephone number: _____

Date of last tetanus vaccination: _____

Hospital consultant (if applicable): _____

Do they suffer from asthma, chest complaint, wheezing or hay fever, migraine, fits or faints, bad period pains, diabetes, nervous disorders, any other illness or disability?
YES/NO

If **YES**, please give details below

Are they allergic to anything? (Antibiotics, any particular food or medication etc.) **YES/NO**

If **YES**, please give details below

Are they receiving any medical treatment at present? **YES/NO**

If **YES**, please give details below

Do they administer their own medication? **YES/NO**

Medication required should be given to the teacher in charge, clearly marked (in its prescription container if applicable) with name and full instructions for use. The pupil should keep inhalers and Adrenaline pens with spares given to the teacher in charge.

The following medications will be available if required. Please indicate which may be used for your child.

TO BE COMPLETED THE SCHOOL NURSE DEPENDING ON TRIP/DESTINATION

e.g. Paracetamol	YES/NO
e.g. Rennie	YES/NO
e.g. Strepsils	YES/NO
	YES/NO

EMERGENCY PERMISSION

I authorise (Teacher in charge): _____

to give permission for my child to receive medication as instructed above and any emergency dental, medical or surgical treatment, including anaesthetic, as considered necessary by the medical authorities present.

Signed: _____ Date: _____
Parent/guardian

Further details:
