



Loving God - Caring for Each Other - Achieving Excellence

School Visits Policy

Approved Date:	Nov 25
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Next review due by:	Nov 27
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Introduction



Crompton House School believes in offering students a structured and balanced program of school visits that supports and enhances the curriculum and enables young people to experience at first hand institutions, countries, and cultures that they do not usually encounter on a day-to-day basis. As well as to enhance student learning, visits seek to raise pupils' social, moral, and cultural awareness and to promote a positive image of the school within the local and international community.

The school recognises the hard work involved in organising and running school visits and the commitment of staff to enable them to take place.

This policy has been formulated with the guidance of Oldham County Council's ***Guidelines for Educational Visits and Outdoor Education Activities*** that should be used as a reference point for issues that arise out of this policy. A copy of this can be downloaded from the Oldham MBC Educational Visits Website: <https://evolve.edufocus.co.uk> This School Visits Policy should be read in conjunction with the School's Charging and Remissions Policy for visits, the School Minibus Policy and the School's Drug and Alcohol Policy.

Aims

To give all students the opportunity to participate in well-organized visits and trips that are of benefit to the students and accord the highest priority to the safety and well-being of the students and staff and represent fair value for money.

General Principles

1. Permission for all trips must be obtained by submission of a trip form I (see Appendix I) to Lindsey Clark the Trip Co-ordinator via the Staff-cover@cromptonhouse.org email, this will then be considered by the school EVC and staff cover.
2. All trips should be included in the school calendar.
3. Staff intending to arrange category A and B trips must apply no later than the half term prior to the planned departure date. Staff intending to arrange category C trips, especially if the trip is overseas, should seek permission 6-12 months prior to departure. This is to allow time for any required consultation and processing by the Authority.
4. Planned trips should not be made public to students before the final decision has been made.
5. Trip Red Zone. This is the period of time when no trips for any year group are allowed out of school. This runs from 1st March until May half term.



6. Trips involving year 12 students should not be arranged for their 3 weeks return period in July unless DoE related or part of Work Experience. Trips involving other year groups during this time will be discouraged unless a department has the capacity to cover absent staff who should be teaching year 12.
7. Trips during school time should either involve students representing the school (e.g. Athletics or Music) or have a clear definite academic purpose and structure. (This will include D of E and Geography Field trips).
8. Trips to Theme Parks during school time are not deemed to have sufficient academic potential. The only exception to this is on activities day in the Summer Term.
9. The content of the trip should be researched and if possible, the location visited to check for safety implications and suitability.
10. If any colleague is unsure about supervision of students on a trip, they should read the **National Guidance for the Management of outdoor learning, off-site visits and learning outside the classroom**. The link for this can be found at <https://evolve.edufocus.co.uk> As a general guide, for group A and B trips, the minimum ratio of staff to students should be between 1 to 15–20. For group C trips the recommended minimum ratio of staff to students should be between 1 to 10-15 (factor dependent).
11. For many group C trips tour operators offer one free staff place for every ten students. This corresponds with the recommended minimum staff to student supervision ratio. Should the trip organizer wish to take additional staff then this should be discussed with the Leadership Team. If additional staff are not necessary but still wish to participate on the trip, then it is the staff who must pay the additional cost.
12. The names of students participating on school visits taking place during the academic year should be posted on Class charts and SharePoint. This should take place at least 3 days prior to the planned trip.
13. School trips should be as inclusive as possible. For example, if a department is organizing a trip for lower school pupils during school time, then, if possible, the entire year group should be offered the opportunity to participate. In a similar way at key stage 4 all students who are studying a particular subject should be given the opportunity to participate on the trip. When the numbers of places on a trip are limited, and demand for places exceeds supply, a fair and non-discriminating method should be used to select pupils. A record of the names of pupils who are not selected should be kept by the trip leader and the following year they should be offered a priority place should they wish to participate on the trip.



14. When operating trips etc., colleagues are asked to make sure that they have calculated the cost accurately, accounting for transport, where necessary and extra insurance where necessary. Donations to subsidise trips etc. will not normally be made from school fund unless there is a real problem. If colleagues realise, after sending a letter to parents, that the cost of the trip is going to be higher than originally planned, then another letter should be sent to parents explaining the situation and asking them if they are willing to contribute a further amount towards the trip. The initial letter sent to parents/guardians **must** be sent to l.clark@cromptonhouse.org prior to sending out for approval and checking and must include the following information:
- 14.1 For the trip to be viable, we need to ask for a contribution of £ xxx. This is to cover the cost of the trip, insurances, and administration. Although the contribution is voluntary, if we do not have enough voluntary contributions, the trip will have to be cancelled.
- 14.2 All payments should be made using ParentPay. Any parents/carers who do not have a login or who are not certain about using ParentPay should contact the finance team, either by phone or email - finance@cromptonhouse.org, who will be able to provide the necessary information and guidance.
- 14.3 Parents/carers who feel unable to make a voluntary contribution towards the cost of this trip **MUST** contact the finance office **IMMEDIATELY** so that an informed decision can be made by the school as to whether or not to proceed with the trip.
- 14.4 If parents/carers are likely to have difficulties meeting the payment deadlines included in this letter they can contact the finance office and discuss a payment schedule. This should be done as soon as possible.
- 14.5 Students who are entitled to pupil premium funding should contact the Pupil Premium Co-ordinator/Finance Office before payment is made for this trip.
- 14.6 Students may not be allowed to participate unless parents/guardians have paid in full prior to departure (see 23).
- 14.7 Any place offered on an educational visit is conditional and may subsequently be reviewed by the Senior Leadership Team of the school. The school reserves the right to withdraw any student from an educational visit if the student repeatedly displays poor standards of behaviour in school and/or it is considered that their behaviour would pose a serious health and safety risk to themselves or others participating in the educational visit. In such a circumstance the school will not refund any payments to parent/carers already made to the tour operators or any external suppliers.



- 14.8 The responsibility for insurance of a student's basic personal effects is covered by the Academy use of the risk protection arrangement (RPA), however parents/carers are welcome to obtain personal insurance also.
15. Payments should be made through the ParentPay system as Finance is now cashless. In exceptional circumstances cash may be permitted but must be handed into the school Finance Office by the students wishing to take part on the trip. Other staff members are advised not to accept money in any form from students.
16. The level of voluntary contributions requested should be sufficient to cover the cost of the trip. However, if there is a surplus balance after the trip has run, this will be refunded if it is in excess of £10 per pupil. Any amounts below £10 will be retained and used for administrative purposes unless a refund is specifically requested by parents/carers.
17. It is reasonable for trip supervisors to have lunch paid for them if this can be covered by income generated from the trip. A reasonable allowance for lunch would be up to £7.00 per staff member. On occasion staff may also need breakfast which can be included in trip costs of £7.00 and an evening meal £17.00 – these amounts must be included in the trip costings, and justifiable with travel timings.
18. Should a pupil become ill or be involved in any form of accident then parents should be contacted at the first available opportunity.
19. Parents should be fully informed with regard to the mode of transport.
20. It must be explained either in the initial letter or during a pre-trip parents'/carers information meeting, that responsibility for insurance of a student's personal effects lies with the parents/carer.
21. If a student has an outstanding balance on a trip then they may not be considered for another trip until the balance is cleared.
22. **Monies paid towards school trips are non-transferable. In the event that a student does not attend a trip, any payments made cannot be carried forward to another trip, as funds will already have been committed to bookings and associated costs.**

Staffing of Trips

Crompton House strives to be inclusive in the offers to students and many students are involved across the year groups. It is with this intent to be inclusive that it is important that staff also have opportunities to develop their skills and experience and attendance on trips should not be limited.



A register of staff volunteers ensures that staff who are willing / available to be used to accompany students on these trips are given an opportunity. Every trip has a leader, and they can select a second of their choice. It is usual (although not an absolute) that the leader attend and in the case of a curriculum specific trip other staff in a subject area may take priority, however for all other trips, staff members who are on the register are provided with the opportunity to take part subject to cover requirements etc. This allows us to broaden the staff who gain experience of trips, and this will also give some flexibility in terms of cover/ teaching requirements.

At least one member of staff on a trip should have a relevant 1st Aid qualification.

Type of Trips

It is recognised that there are three types of trips.

- A) Low Risk visits to other schools for a short period of time to play a sports fixture or take part in a musical event.
- B) Medium Risk Day trips from school e.g. visits to castles, to see a play or to specialised lectures.
- C) High Risk and trips involving pupils staying away from home e.g. this can be two nights at Castle Shaw, a Revision Weekend, or a seven-day French Watersports holiday. Also, all visits abroad and all adventure type activities are classified as group C.

Basic Principles of Safe Practice and General Procedures

NB. See Appendix II for a Simple Trip Organisation Checklist. Appendix VIII for a more detailed list

For Group A Trips (Excluding weekly sporting fixtures)

1. Permission for trip must be obtained from the EVC/SLT by using Trip Form I.
2. A letter should be sent to parents and a parental consent given online on ParentPay when the payment is made.
3. All requests for payment must include a statement that it is a voluntary contribution if the trip is in school time.



4. The member of staff organising the trip must complete a visit submission via Oldham MBC Educational Visits Website: <https://evolve.edufocus.co.uk>.
5. The submission will be checked and processed by the school EVC.
6. Medical and emergency contact details of each pupil participating on the trip should be held by the trip leader.
7. For all coach and bus journeys a check must be made that seat belts are fitted on the coach. If they are not, parents must be informed.
8. A mobile phone must be taken on every school trip.
9. Travel by minibus: minibuses should be operated within the guidelines laid down by the school.
10. A list of pupils going on the trip, destination, time of departure and return and a mobile telephone number should be posted on SharePoint 48 hours prior to the trip taking place.

For Group A1 Trips – (Weekly sporting fixtures in and out of school hours)

1. We have a detailed statement concerning Parental Support and Transport. (Appendix VI), which makes clear our position on these vital areas concerning sports fixtures. Added to this the points below give clear guidance on processes.
 - 1.1 A letter to parents/carers that includes a parental/carers consent statement on a return slip should be issued at the start of each academic year. It should be explained to parents/carers that this consent is to cover sporting fixtures for the whole academic term and times and dates will be communicated to them via their son/daughter. A mobile contact number for the coordinating member of PE staff should be included in this letter.
 - 1.2 A list of pupils going on the fixture, destination, time of departure and return and a mobile telephone number should be posted on SharePoint and Class charts. This information should (if possible) be posted on SharePoint and Class charts at least 48 hours in advance. This information should also be left with the coordinating member of PE staff. (A team list with the extra information would suffice)
 - 1.3 Medical and emergency contact details of each pupil participating on the trip should be held by the supervising member of staff.
 - 1.4 For all coach and bus journeys a check must be made that seat belts are fitted on the coach. If they are not, parents must be informed.



- 1.5 A mobile phone must be taken on every trip.
- 1.6 A risk assessment must be completed, which considers the health, safety, and welfare of all prospective participants.
2. Travel by minibus: minibuses should be operated within the guidelines laid down by the school. This includes a member of staff/driver taking due consideration about a range of factors i.e. location / route / weather / types of students etc. before embarking on a journey. Procedure cards and a Risk Assessment regarding sports fixtures / trips must be adhered to in the event of a breakdown or accident. All drivers must have a MIDAS qualification. See appendices VII & VII.

For Group A2 Trips – (Local visits)

- 2.1 A letter to parents/carers that includes parental/carers consent to be made on ParentPay at the time of payment. It should be explained to parents/carers that this consent is to cover the named trip.
- 2.2 A list of students going on the trip, destination, time of departure and return and a mobile telephone number should be posted on SharePoint and Class charts. This information should (if possible) be posted on SharePoint and Class charts at least 48 hours in advance. This information should also be left with a co-ordinating member of staff.
- 2.3 Medical and emergency contact details of each student participating on the trip should be held by the supervising member of staff.
- 2.4 For all coach and bus journeys a check must be made that seat belts are fitted on the coach. If they are not, parents must be informed.
- 2.5 A mobile phone must be taken on every trip.
- 2.6 A risk assessment must be completed, which considers the health, safety, and welfare of all prospective participants.
3. Travel by minibus: minibuses should be operated within the guidelines laid down by the school. This includes a member of staff/driver taking due consideration about a range of factors i.e. location / route / weather / types of students etc. before embarking on a journey. Procedure cards and a Risk Assessment regarding trips must be adhered to in the event of a breakdown or accident. All drivers must have a MIDAS qualification. See appendices VII & VII.



For B + C Group Trips

1. Permission for the trip must be obtained from the EVC by using Trip Form (Appendix I)
2. A letter should be sent to parents/carers and a parental/carer consent of C Group Trips consent given on ParentPay.
3. All requests for payment must include a statement that it is a voluntary contribution if the trip is in school time.
4. The member of staff organising the trip must complete a visit submission via Oldham MBC Educational Visits Website: <https://evolve.edufocus.co.uk> at least 2 weeks prior to departure.
5. The submission will be checked and processed by the school EVC. If necessary permission will also be sought from the authority.
6. Medical and emergency contact details of each student participating on the trip should held by the supervising member of staff.
7. For all coach and bus journeys a check must be made that seat belts are fitted on the coach. If they are not, parents must be informed.
8. A mobile phone must be taken on every school trip.
9. A risk assessment must be completed, which considers the health, safety, and welfare of all prospective participants. This includes understanding of procedures in the event of critical incident i.e. a student going missing or an accident (see Appendix V).
10. A list of students going on the trip, destination, time of departure and return and a mobile telephone number should be posted on SharePoint and Class charts:
11. For technical activities leaders must work within guidance and standards of competence recommended by national governing bodies and other recognised organisations e.g. MLTB qualification for D of E.
12. Leaders should ensure the availability of appropriate personal and group equipment and clothing. They should seek advice from someone with expertise or technical competence where there is uncertainty about safe practice.
13. Good discipline is essential to the success of any visit, codes of conduct in relation to smoking, alcohol and behaviour between the sexes need to be clearly established and understood. See



school policy concerned with drugs and alcohol for more detail. A behavioural contract must be obtained for all overnight stays. (See Appendix III)

14. Adequate supervision is needed at all times but may be direct or indirect. Staff must prevent access to dangerous situations for those not equipped to cope.
15. Lindsey Clark is the liaison person for a group B trip and any member of SLT for a group C trip.
16. The liaison people must have a copy of the trip application, pupils' names, addresses and telephone numbers.
17. If the trip is to return after 3.30pm the liaison person must stay in school or provide a telephone number where they can be contacted.
18. One leader must possess the 'Appointed Person First Aid' qualification.
19. Travel by minibus: minibuses should be operated within the guidelines laid down by the school.
20. Appropriate insurance cover must be arranged.
21. Staff accompanying school trips must be aware that their primary responsibility is the care of the pupils in their charge, so any consumption of alcohol on residential visits must be taken with this duty of care in mind. Staff accompanying a trip might be required to provide first aid or transport a pupil to hospital at any time during the trip. For all staff the excessive consumption of alcohol on school trips is unacceptable and is a disciplinary matter. At least 2 members of staff must refrain from drinking on any residential.

NOTE: Please Appendix IX for exemplar of a risk assessment.

Date: Nov 25

Print Name Lindsey Clark

Date of next review: Nov 27



APPENDIX I

SCHOOL TRIP FORM I

CROMPTON HOUSE SCHOOL

APPLICATION FOR PERMISSION TO TAKE A TRIP OUT OF SCHOOL

To be sent to the school EVC (LCL) Via staff-cover@cromptonhouse.org

Department:

Date of Trip:

Venue of Trip:

Year Group(s) and Number:

Number of Staff
Required + Names:

Nominated First
Aider:

School Uniform
to be worn: Yes/No

Educational
Reason for the
Trip:

Name of member of staff submitting trip:

Approval signature of CTL:

Date:

Trip approved Yes

☐

No

☐

Please note that the trip must be entered onto the **EVOLVE** system once approval has been received. For residential trips please inform parents that pupils **MUST** attend school the following day after returning from a trip. Please read the Trips Policy.



APPENDIX II

ORGANISING TRIPS BASIC CHECKLIST

PLEASE NOTE – This is not an exhaustive checklist. It has been designed to act as a starting point for trip organizers who should modify it according to their trip. **Reference should always be made to the school's trips policy** (LCL)

THINGS TO DO

1. Fill in Trip Form 1 for permission to go on the school trip. Pass to trips@cromptonhouse.org who will consider it with SLT and get back to you. If specifying a particular date check the school calendar beforehand. ☐
2. Research trip and if necessary, organize an inspection visit. Compile costings and send to l.clark@cromptonhouse.org ☐
3. Book the trip and coaches/minibus. Ensure that coaches are fitted with seatbelts. ☐
4. Fill in forms and send to staff-cover@cromptonhouse.org. It is important that all staff who are going on the trip know the date and the times. Staff must be selected from the list compiled by the EVC at the start of the academic year, only the trip leader can select a second leader. ☐
5. Complete necessary risk assessments ☐
6. Complete a trip application using authority website- <https://evolve.edufocus.co.uk> ☐
7. Write an information letter to parents. The letter must be the one in this trips policy – amended to fit the trip. Arrange distribution to the student group concerned. If it is residential trip a behaviour contract should also be sent out with this letter, and a permission slip is needed. Ensure a deadline is given for the return of slips and payments to be made on parent pay. ☐
8. If residential identify person/people on SLT to be school contacts. ☐
9. Inform finance about the trip, provide them with a cost breakdown and ask them to keep a record of payments. ☐
10. If too many pupils wish to go arrange a time and place where names “will be drawn out of the bag.” ☐



11. Arrange a meeting for students prior to the trip and give out instructions. Chase up any missing students. ☐
12. Organize an information evening for parents/carers if it is an overseas trip. ☐
13. Arrange all students into groups and allocate a group leader. Pass on copies of groups to the different teachers. ☐
14. A list of students going on trip, destination, time of departure and return and a mobile contact telephone number should be posted on Class charts and SharePoint: ☐
15. Take all necessary emergency contact and medical information for students on the trip. It is likely that this information will be held securely on a palm top computer that should be booked out from the ICT support team in advance. ☐
16. Arrange with finance for the payment of trips costs. ☐
17. Phone up the coach company 1 day prior to departure to confirm times. ☐



APPENDIX III

Example – Residential Courses Behaviour Contract

I promise that whilst on the residential course, I will abide by this contract, witnessed by my parents:

- ☐ I will not take, buy, or use alcohol, drugs, matches or cigarettes.
- ☐ I will not take a knife or anything which could be a dangerous weapon.
- ☐ I will abide by the rules of the residential Centre.
- ☐ I will always behave sensibly.
- ☐ I will listen to the instructions of my teachers to be on time and take the utmost care of myself and others.
- ☐ I will not enter the rooms or dormitories of a different sex.
- ☐ I will, along with members in my group, pay for any equipment which is broken whilst in my possession.
- ☐ Mobile phones are for emergency purposes only. Phones will be collected in and stored safely by a member of staff at bedtime each evening. Phones will be confiscated if deemed a nuisance.
- ☐ Phones, headphones/air pods and tablets must not be used when the group is taking part in work. They may become a health and safety hazard if people cannot hear instructions from a member of staff.

Failure to follow this contract of behaviour could result in pupils being banned from ALL future trips. Parents may also be contacted and asked to collect their child from the trip.

Signed (Parent/Guardian) (Student)



APPENDIX IV

Name of Trip - Date

Dear Parent/Carer,

Description of trip and reason for running it

Cost of trip and what it includes.

For the trip to be viable, we need to ask for a voluntary contribution of £ xxx. This is to cover the cost of the trip, plus administration and insurances.

If you feel unable to make a voluntary contribution towards the cost of this trip, then please contact the finance office immediately so that the school can make an informed decision as to whether to proceed with the trip. If we do not hear from you, we will assume that you are willing to make the voluntary contribution.

If you are likely to have difficulties meeting the payment deadlines included in this letter, then please contact the finance office to discuss a payment schedule. This should be done as soon as possible.

Pupils who are entitled to pupil premium funding should contact the finance office before payment is made for this trip.

Students may not be allowed to participate unless parents/carers have paid in full prior to departure or have balances outstanding on other trips.

The responsibility for insurance of a student's personal effects lies with the parent/guardian.

If you wish your son/daughter to participate on this trip please return the slip at the base of this letter to the finance office and the trip will be allocated to parent pay and the deposit of **XXX** needs to be paid by **XXX**. I need to know numbers interested by **XXXXXXXXX 202X**. A second payment of **XXX** would then need to be with us by **XXXXX 201X**. Finally, the balance payment of **XXXX** is payable by **XXXXXXXXX 202X** at the latest.

Please note that once a deposit has been paid, should your child be then unable to participate in the trip, all costs incurred by the school will be deducted from any refunds given.

We will be arranging an information evening for parents and students in the near future, but if you would like any further information regarding the field trip before then please do not hesitate to contact me.

Yours sincerely,

Name

Title



CONSENT FORM

I give consent for my son/daughter to go to **XXX** and the deposit will be paid on Parent pay by **XXX**. I understand that the payment of the deposit indicates my commitment to pay the full cost of the trip if my child is offered a place and understand this deposit will then be non-returnable.

I give permission for reasonable treatment to be given in the event of an accident occurring.

Pupils Name.....

Form.....

Signed (Parent/Carer)

Date.....



APPENDIX V

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD ABSCONDS OR GOES MISSING ON AN OFF-SITE VISIT.

ABSCONDING

A student is considered to have absconded if they have intentionally / knowingly left the immediate area of an off-site activity without permission.

If a student absconds.

- Where possible a member of staff should follow the student and try to persuade them to return to the main group.
- Where possible a member of staff should follow the student at a safe distance and/or respond in line with guidance from the visits risk assessment or student's individual risk assessment (if they have one).
- A senior leader at school must immediately be informed of the situation.
- Where possible the member of staff following the student should remain in contact with either the main group or the member of SLT in school.
- The member of SLT will, if appropriate allocate further staff members to collect the student and return them to the venue or school.
- The member of SLT will inform parents/ carers and update as necessary.

MISSING

If a student goes missing.

- An immediate head count will be carried out in order to ensure that all the other children were present.
- An appropriate number of staff will search the immediate vicinity (for no longer than 10mins), whilst ensuring all other students are safe and accounted for, and at a suitable time these students will be taken back to school.
- The member of staff who initiated the search, plus at least one other, should remain in situ until police or assistance from school arrives in case the missing student should return or be found.
- If appropriate contact the venue manager and ask them to initiate the lost child protocols.
- The most Senior Leader will be notified as soon as there appears to be an issue.
- The relevant member of SLT (Safeguarding lead if available) must ring the child's parents/ carers and explain what has happened, and what steps have been set in motion. Regular updates must be provided. It may be prudent to ask them to come to the venue/ the school.



- Contact the Police if felt that the situation warrants this, and the Safeguarding Lead will also inform the Local Children Safeguarding Board.
- The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care. The Headteacher should inform the Chairman of Governors.
- If there is likely to be an injury to a student, the Insurers will be informed.
- A full record of all activities taken up to the stage at which the student was found would be made for the incident report. If appropriate, procedures would be adjusted.

Action to help prevent a missing student on an off-site visit.

- A 'head count' and register will be taken on the coach/minibus both before departure and return.
- Staff will carry out head counts and continual monitoring on a regular (if not constant – activity dependent) basis.
- Students who are involved in a visit's planning and are well prepared, will make more informed decisions and will be less at risk. Providing guidance and information is an important part of preparing for a school visit.
- Students will be clearly told what is expected of them and what the visit will entail. If a student becomes agitated at any point on a visit, they must inform a member of staff.
- No student should be alone during any activity, and this will be communicated in the preparation for a school visit.
- Students will be reminded about and must understand the high standard of behaviour that is expected and why rules must be followed.
- Students will be told that if they suspect someone is missing, they must inform a member of staff immediately.
- Students will also be told about potential dangers and how they should act to ensure their own safety and that of others. This will be done age appropriately with all guidance and information to safeguard the students at all times.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE STUDENT IS FOUND

- A key member of staff involved must talk to, take care of and, if necessary, comfort the student.
- Other staff will speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Headteacher will speak to the parents to discuss events and give an account of the incident.
- The Headteacher will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board).
- Media queries will be referred to and dealt with by the Head.
- The investigation should involve all concerned providing written statements. These reports will include details covering time, place, numbers of staff and children, when the student was last



seen, what appeared to have happened, [the purpose of the outing], the length of time that the student was missing and how s/he appeared to have gone missing, lessons for the future...

ACTIONS TO BE FOLLOWED AFTER THE INCIDENT

- If appropriate talk through the incident with the student involved. Ensure a record is kept.
- An incident report must be completed the relevant staff. A copy should be placed on the student's record.
- Review the risk assessments (including any individual student plans).
- Inform relevant colleagues and if relevant use as a case study for refining practice on visits.
- Inform Governors of any incident, the actions taken and consequent amendments to operational procedures.



APPENDIX VI

Vehicle Emergency Procedures Card

Guidance for drivers in the event of any roadside emergency

- Pull off the road, switch off the engine, activate the fuel isolation switch (if there is one), and turn on the hazard lights; (plus side lights in poor visibility or darkness).
- Apply the hand brake and put the vehicle into a high gear if appropriate.
- Drivers should wear a high visibility vest/ jacket whenever operating the vehicle; so, they can be seen by other drivers when leaving the vehicle and passengers know who is in charge in an emergency.
- Drivers must never put themselves between the vehicle and oncoming traffic as it may prevent other motorists seeing the vehicle warning lights.
- Keep passengers up to date, reassure them, and do not panic.
- In all instances contact Crompton House reception and let them know what is happening. Keep them up to date and ask them to inform carers, family, or friends about such events.

Additional guidance for drivers in the event of a road traffic accident

- Being responsible for the wellbeing of the passengers; the driver should decide whether to evacuate them or if they are safer in the vehicle. Factors that should form part of this decision must be the danger of a further collision, fire breaking out or the vehicle being on the motorway*.
- Check passengers for injuries and/ or shock. If trained to do so, provide first aid otherwise call the emergency services, keep the patient comfortable, and nominate a third party to look after the other passengers in the vehicle.
- Call school to inform them of the accident and impact on times for students getting to a venue or back to school. School to notify parents/carers if relevant.
- See whether any assistance is available from Crompton House.
- If necessary (i.e. passenger injured, or third party not willing to give details) call the emergency services on 999. If using a mobile phone call 112, as it has a wider receiving range.
- Do not admit liability to anyone.
- Make a written record of the following: third party vehicle registration, third party insurance details, and witness details.
- Where a phone with a camera is carried, take photographs as appropriate.

Additional guidance for drivers in the event of a fire

- Call the emergency services on 999 or 112 if using a mobile phone.
- Evacuate the passengers in a calm manner **without putting yourself at risk.**



- Walking passengers should be helped to leave the vehicle and assemble as far away from it as possible in case of explosion. If access to the front steps is blocked, set up the passenger lift so it is halfway between vehicle and ground level and can be used as a step.
- Check that all passengers are out of the vehicle, especially if there is dense smoke.
- Although all vehicles carry at least one fire extinguisher, only tackle the fire if it is small, containable and you are confident to do so.
- Do not attempt to tackle an under-bonnet fire, release the catch to assist the fire brigade but do not open the bonnet.

Additional guidance for drivers in the event of a vehicle breakdown

- Call the breakdown service and provide the membership number, location, details of problem if known, number of passengers and levels of disability.
- Call Crompton House reception and see if they can be of assistance.
- Use a warning triangle if safe to do so, but never on the motorway*. Place it at least 45metres (147 feet) behind the vehicle on the same side of the road. Take care when placing or retrieving it.
- Do not put yourself, colleagues, passengers, other road users, or the public in danger by trying to solve the problem yourself.

Additional guidance for drivers in the event of a puncture

- If carrying disabled passengers, it may be safer to obtain help to change the wheel.
- Call both the breakdown service and the branch contact to see if they can assist.
- If the driver decides to change the wheel, find a safe well-lit spot with a hard surface. Ensure there is room for all passengers including wheelchair users to congregate safely as the vehicle must be evacuated before the wheel can be changed.

Additional guidance for drivers on a motorway

- In all roadside emergencies pull off the motorway if feasible.
- Alternatively stop on the hard shoulder, as far over to the left as possible, turning the wheels in towards the barrier.
- Try to stop as near as possible to an emergency telephone or location marker. Use your mobile or use the emergency roadside phone, pick up the receiver; give the operator the name of the breakdown service, the membership number, the name of the organisation, the vehicle location including the marker identification on the emergency telephone box, and details of the problem if known.
- In this situation, it is usually safer for walking passengers to leave the vehicle and assemble behind the crash barrier. This might not be possible for wheelchair users, and it may be safer for them to stay in the vehicle with their seatbelt fastened.



Remember: This document provides guidance on how to act in a range of roadside emergencies and should not replace formal training (covered by MIDAS)

On each occasion, the driver will need to assess the situation, and take the action they think is best for the safety of themselves, their passengers, other road users, and the public.

Drivers should ensure they always carry details of the school and the breakdown service including the membership number (check clipboard).



Crompton House Risk ASSESSMENT for Offsite School Sporting Fixtures

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What precautions have been taken to reduce the risk?	Risk Level Achieved H/M/L	Further action is needed to reduce the risk / Notes
PLANNING school fixtures	Parental/carer information & permission, and understanding of transport matters relating to inter-school fixtures.	Parents/carers not knowing about procedures and expectations.	M	Issue a letter giving details of school fixtures, transport possibilities and an agreement of a "code of conduct" before students participate in inter-school fixtures.	L	- A code of conduct should be formalized and sent to parents / carers along with any other information. - Parents / Carers sign to show understanding.
TRANSPORT be used to take students to fixtures	School minibus	- Fuel and breakdown - R.T.A.	M H	- Maintained and serviced on a regular basis and pre-user checks made prior to journey. - All drivers have MIDAS qualification and a clean license. - Clear protocols issued to drivers (available in the mini-bus at all times) to explain what to do in event of a breakdown or accident. - Mobile phone available.	L	Under current law the driver is responsible for the roadworthiness of the vehicle.
(Minibus, coach or private car)	Coach or hired minibus		M	- Using reputable and established company. - Roadworthy condition and other legal requirements.	L	Schools to operate an approved list of companies (Evolve also has providers)



	Private car (teacher, parent or student)		M	- Clean license, valid MOT and insurance. - Issue Form OSA 6 for volunteer drivers (County guidelines for Off-Site Activities) - Staff to check for business cover on insurance	L	Charging is not allowed
		Adult alone with student = open to accusations.	H	- Student sit in rear, no volunteer alone with student. - Parents need to be informed if travel is by car	L	
PASSENGER SAFETY and supervision	Insufficient supervision	Inappropriate behaviour – leading to potential distraction of driver = accident.	M	- Due consideration has been taken in the planning of the trip to analyse variables i.e. distance, hours of work for driver, route known or not, type and number of students... - Teacher/s to flag any students who may be a concern. - Staff cover to flag any staffing issues. - Recommended staff-student ratios are complied with. - Staff are appropriately qualified and experience to supervise travel. - Child protection measures are fully implemented. - Inexperience staff to be accompanied.	L	Correct staffing numbers to be ensured by school dependent upon the listed variables.



PRIOR TO DEPARTURE	Parental/carer knowledge of fixture	Parents/carers unaware of details such as venue and collection and dispersal points.	M	- Publicise details (including estimated time of return) - Procedure in place for late alteration of details.	L	Check with students that parents are fully aware of details
	Students left behind at school	Students faced with difficult choices to make.	M	- Register taken before departure. - Take a list of students on the trip.	L	
	School unaware of those involved	School unaware of students & staff involved.	M	Copy of register left as agreed with senior/admin staff.	L	Inform school of any changes
THE JOURNEY to and from an inter-school fixture	The vehicle / other road users	Road traffic <u>accident</u> leading to minor or severe injury / death.	H	- Competent drivers used - Students not to distract the driver - Speed limits adhered to at all times - Route is planned in advance - Sat <u>Nav</u> is made available with the mini-bus. Driver to pre-programme route before leaving. - All drivers should know the route - Avoid driving in convoy	L	Travelling in convoy is not recommended as it can divert a driver's attention.
	Driver fatigue	Falling asleep whilst driving – leading to RTA – injury, death.	H	Regular breaks or two drivers used for longer journeys (refer to County Minibus guidelines)	L	Careful consideration should be given to journeys taking place after a <u>days</u> work – hours worked and not exceeding national guidelines.
	Body fluids	Infection through contact with blood, vomit, urine or faeces.	M	- Plan route to allow sufficient breaks for toilet facilities - Contingency plans to be in place to deal with travel sickness	L	
	Students standing up or moving	Minor injury risk from falling over.	M	Seat belt are fitted and worn at all times whilst vehicle is moving,	L	



	around when vehicle is moving.			students instructed to remain seated once vehicle is moving.		
	Students opening doors when vehicle is moving	Severe injury / death risk through falling through open doors	H	- Students instructed to stay in seats until directed to move - Where fitted, child-lock devices should be activated	L	
	Students opening windows and throwing object out of vehicle	Risk of injury to pedestrians or other road users.	H	- Window restrictors used - This instruction given as part of the code of conduct - Instruction given not to open windows without permission	L	
ARRIVAL at the venue	Students disembarking in an exposed or potentially dangerous situation.	Risk of injury from other vehicles on roadside or in car park. Injury / death.	H	- Adult to disembark first to direct students to an assembly point. - The same procedures should apply when preparing to leave the venue. - Minibus driver to establish a safe assembly point whilst securing minibus.	L	
DEPARTURE From venue	Students left behind		M	- Registration and head count before departure. - Repeat head count just prior to moving off.	L	
DISEMBARKATION and dispersal	Students dropped off along the route	- Parents may be unaware of this leading to serious concerns from parents / carers. - Students dropped in unsafe location.	M	- Parental / Carer permission needed before allowing students to be dropped off other than at school. - Driver to use experience and common sense to avoid this.	L	Make sure drop-off is made safely
	Parent not being at school on arrival back.	Students left unsupervised on school site - leading to serious concerns from parents / carers about	H	- Staff to stay with students until parents arrives. - Use of school or mobile phone.	L	



		missing child if students wander off. Worst case scenario child is snatched.				

Sports fixtures and transport Statement

We very much welcome and appreciate the contribution that parents and other adults make in providing support and supervision in a wide range of experiences, trips and sporting fixtures which benefit students. As part of our child protection and safeguarding policy, parents who support the school need to be aware of their responsibilities to students in order to protect themselves and students, according to government guidelines.

Parental support

In certain situations, for example out of school activities, staff or volunteers may agree to transport pupils. Adults who support the school by participating in trips/fixtures have a DBS*. However, if parents decide between themselves to transport each other's children, this is classified as a private arrangement and a DBS* check is not required.

- Wherever possible and practicable it is advisable that transport is undertaken with at least one adult additional to the driver acting as an escort.
- Parents should avoid situations in which they are alone with a pupil who is not their own child.
- Ensure that the safety and welfare of pupil is paramount.
- Parents are advised to ensure their insurance company is aware of this arrangement so that it is fully covered, this should not affect your insurance premium, but it does ensure they will accept any claim in the event of unforeseen circumstances.

If parents are in any doubt, please contact the school.

Transport

On extremely rare occasions, last minute fixtures come up and the children are asked to contact family members to help with the transport of the sports' team to and from a venue. The staff will always respect the above guidelines, but it is important that parents are aware that, as much as the PE department tries its best to give notice, it is not always possible to do so. Children are allowed to use their phone at any time when out of the school premises to stay connected with their parents. At times it may be necessary to go by taxi and this will be with a local reputable company with drivers who have a DBS*. Please could you fill in the form to let us know you are/are not happy with this exceptional arrangement?

* Disclosure and Barring Service (former CRB)

APPENDIX VIII

Trip Checklist (Detailed)

A. Initially

- Choose destination.
- Check calendar and see Deputy Head i/c calendar.
- Send Trip Request Application to staff-cover@cromptonhouse.org.
- If big overseas trip - gain approval from the Headteacher & your Local Authority.
- Complete Trip/Residential application form. ***If yes:***
- Provisionally book trip with company/ destination. You MUST now ask finance to set this up on PSF for you and input your orders for all costs.
- Launch the trip to Students & Parents.

B. Once confirmed that the trip will go ahead:

- Distribute payment schedule and collect deposits (the first initial deposit will secure the booking).
- Ask for key information, such as any specific requirements - dietary / allergies / illnesses / medical information and medication. Note anyone who may need a doctor's note to carry certain medicines on a plane, or you may need to carry specific food or request a hotel that can cater for dietary requirements / allergies.
- If you're flying to your destination, get a photocopy of each student's passport, you'll need the details.
- Advise parents / guardians of their responsibilities – to obtain an EHIC card, check visa requirements for non-British nationals and the validity on their child's passport.
- Pre-arrange and pre-book your visits, entrance tickets, passes and meals.
- Map out the basics of the risk assessment.

C. 4-6 weeks before departure

- Complete final paperwork which will include final itinerary and all relevant tickets and passes.
- Organise a Parents Information Evening (PIE) to cover essential information on:
 - Getting there
 - Returning home
 - Accommodation
 - Meal arrangements
 - Travel tips – money – packing.
 - Activities / Itinerary

D. Complete Risk Assessment

Give careful consideration to: Area / Who may be affected / Controls to be considered.

Traffic flow

- Advise group before disembarking of traffic flow differences
- Advise group of traffic flow conditions when in busy city centres and crossing roads

Swimming / water edge work

- Refer to your employing authority guidelines – no swimming without a qualified lifeguard.
- Staff to student ratios
- Gradient of swimming pool or beach to be checked on arrival to ensure no sudden drops
- All accompanying staff to be aware of non-swimmers
- Designate a distance from the water's edge at which non-swimmers are not allowed to pass, also do the same for able Swimmers.

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- Check pool or beach information boards to see if lifeguards are present

Free time

- Implement an agreed pupil code of conduct
- Clear time and place information
- Ensure 'no go' areas are defined and understood
- Buddy system in place
- Agreed meeting points if remote supervision used
- Monitor purchases for alcohol, tobacco, and dangerous objects

Weather

- Consider any weather critical visits and plan a wet weather alternative in advance

Minor accidents

- Ensure a leader is trained in first aid and a first aid kit is carried
- Knowledge of local emergency numbers
- Ensure travel insurance covers medical attention
- Specialist skills - Leaders to be competent if self-leading their own visits/excursions that require specialist skills.

Getting lost

- Agreed supervision and information on what to do
- Implement a buddy system
- Clear time and place information
- Agreed meeting points if remote supervision used
- Accommodation address cards
- Mobile phones (consider no UK use)
- Wristband identification system (age dependent)

Unfamiliar building or venue

- Familiarise yourself with the emergency exit routes and a safe place to meet in case of fire or emergency
- Read any information displayed at the venue regarding what to do in the event of an emergency and brief your group on the procedure
- Implement a code of conduct for the safe use of lifts or escalators if present at venues

Petty crime

- Agreed supervision and information on what to do
- Buddy system
- Report all crime to local police for insurance purposes
- To be vigilant when in crowded places

Inappropriate attention

- Agreed supervision and information on what to do.
- Buddy system

E. Complete EVOLVE and wait for 'Green Light'.

APPENDIX IX - EXEMPLAR RISK ASSESSMENT

CROMPTON HOUSE SCHOOL GEOGRAPHY RISK ASSESSMENT GCSE FIELDTRIP

DATES	05/07/18- 8/07/18	STAFF	PDG / AHA / JBA / ASM / CMA - Parent Volunteer / TA1 / TA2		
Hazard	Risk to whom	Degree of risk Minor = 1 Serious = 2 Risk to Life = 3	Controls and Precautions	Person Completing	21/09/23
Transportation via coach/minibus	Pupils and Staff	1	Coaches fitted with seatbelts which must be worn. Each child in a seat. No children to sit 3 to a seat. Each child must have seatbelt fastened – Staff to check. Pupils advised of expected behaviour. No pupils to walk around coach. Pupils expected to use same seat throughout. All pupils counted onto bus. General supervision by staff. Member of staff to sit at back of coach so as to see pupils. At service areas pupils are informed to stay in the service area building or picnic areas adjoining. Supervised by staff. Students told NOT to go into car park areas or to leave the perimeter of the service area (i.e. not to cross to the other side if there is a link bridge and definitely not to go onto the motorway itself.	All Staff	21/09/23
Coastal Study and Tourist Interviews					

Drowning in the Sea	Pupils	3	No pupils to go swimming/paddling in the sea. General supervision by staff. Tide times checked.	All Staff	21/09/23
Rocks Falling from cliff faces	Pupils	2	Pupils not to go underneath cliff face. Hardhats to be worn. Only suitable locations chosen for cliff height study	All Staff	21/09/23
Falling off cliff	Pupils	3	Pupils not to go anywhere near the cliff edge. Ranging poles placed 2m from the edge, with no access beyond. General Staff supervision.	All Staff	21/09/23
Slipping on rocks	Pupils	1	Footwear to be checked for suitability. Pupils given guidance to cross streams. First Aid Kit to be carried.	All Staff	21/09/23
Sand in Pupils eyes	Pupils	1	Staff to brief students and first aiders to supervise.	All Staff	21/09/23
Sunburn/exposure	Pupils and staff	1	Weather conditions to be checked. Decision to be made on suitability. Pupils briefed to carry lotions and liquids. Regular stops to apply lotion.	All Staff	21/09/23
Walking to locations	Pupils and staff	1	Leader to lead from the front. Member of staff to bring up group from the rear. Regular stopping points as all members of group are not competent walkers. Head counts made.	All Staff	21/09/23
Urban Study Swanage					
Walking on Roads	Pupils	1	Pupils advised of appropriate behaviour. Regular meeting points arranged.	All Staff	21/09/23
Talking to Strangers	Pupils	1	Pupils are to work in groups to conduct questionnaires. No individual work. Regular meeting points made. Mobile contact given.	All Staff	21/09/23
Students with Special Needs	Pupils and staff	3	SEN pupils allocated to a member of staff whom they are to stay with on all fieldwork activities.	All Staff	21/09/23

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PUPILS ON FREE TIME ARE SUPERVISED BY STAFF. PUPILS TO REMAIN ON CAMPUS OF SWANAGE CENTRE, STAFF BASED AT STRATEGIC LOCATIONS AROUND SWANAGE CENTRE AND CONDUCT REGULAR WALKROUNDS.

PUPILS HAVE SIGNED A CONTRACT OF BEHAVIOUR IN WHICH THEY AGREE NOT TO ENTER ROOMS OR DORMITORIES OF PUPILS OF OPPOSITE GENDER. PUPILS ARE IN SINGLE GENDER ROOMS WHICH ARE GROUPED TOGETHER AND SEPERATED BY STAFF BEDROOMS ("NO MAN'S LAND"/BUFFER ZONES)

THERE IS A SWIMMING POOL AT THE SWANAGE CENTRE WHICH CAN ONLY BE USED WHEN THE LIFEGUARD IS ON DUTY. THERE WILL BE NO LIFEGUARD ON DUTY WHEN PUPILS ARE IN THE CENTRE THEREFORE THERE WILL BE NO USE OF THE SWIMMING POOL. PUPILS WILL BE ADVISED THAT THE AREA IS OUT OF BOUNDS.