

Policy for Educational Visits

Vision

To ensure safety for pupils on educational visits.

Responsibility

The headteacher has ultimate responsibility for safe practices and well managed school visits but will also give this responsibility to competent staff to lead groups to agreed locations. The staff who lead groups must make themselves fully aware of all procedures and possible dangers that they may experience.

Aims

Every young person should experience the world beyond the classroom as an essential part of learning and personal development.

Bradford Christian School is strongly committed to the added value of learning outside the classroom; some of which takes place beyond the statutory school day.

Means

All members of staff wishing to organise a trip must first seek permission from the Senior Leadership Team.

The school will provide a framework for planning, running, and reviewing successful educational visits.

All staff leading visits must complete a risk assessment, using the template stored in dropbox, copies of which are in the file in the office, before they depart and have it approved by SLT. A copy of this assessment should be left with the school office staff, one copy in the file, another one kept with the leader and a final copy in the archive in dropbox.

Staff ratios should be strictly adhered to:-

Primary/EYFS = 1 adult to 5 children

Years 1-4 = 1 adult to 6 children

Years 5-8 = 1 adult to 8 children

Years 9-11 = 1 adult to 12 children

If the trip is overseas the ratio should be 1 to 8 unless the nature of the activity demands more.

When on educational visits students should conduct themselves at a similar level of conduct expected when in school.

A small first aid kit must accompany every trip.

Written approval must be sought from parents and obtained before the trip leaves from school. Arrangements and brief agendas should also be passed on to parents.

If trips are charged as extra to the regular fees all monies should be directed to the school office.

Adults accompanying students on educational visits should be CRB checked by the school. This is vital for residential trips.

We do welcome parents and others to be involved and contribute to the life of the school but staff organising trips must be satisfied about any such arrangements.

If the school has not received written permission from the home before the day of the planned visit, the school reserves the option to refuse to take the pupil on the visit.

The school will support the training and development of staff so that they are equipped and prepared to lead and assist in educational visits.

For other details see the main document 'Guidelines for Educational Visits'.

This policy has been written with due regard to: 'Health & Safety of pupils on Educational Visits' DfES 1998 which contains further details which may be of help.

Health and Safety Executive advice: School trips and outdoor learning activities: Tackling the Health and Safety myths.

Timescale

This policy will be reviewed every two years.

Date of last review: December 2016

Date of next review: December 2018

BRADFORD CHRISTIAN SCHOOL

GUIDELINES AND CHECKLIST FOR EDUCATIONAL VISITS

Organisers of educational visits and the school must be seen to have done their utmost to provide safety and security for pupils and staff alike involved in such excursions.

The purpose of this document is to ensure as far as possible student welfare and the protection of staff who are generous in giving up their time to conduct such activities.

BRADFORD CHRISTIAN SCHOOL EDUCATIONAL VISITS POLICY

In seeking to develop the spiritual, academic, physical and social education of our students, it is appropriate to enhance their experience in these areas outside of the school establishment. This may involve field trips, local visits, attendance at lectures, day trips or residential in this country or abroad. Such outings during school time must have a sound educational purpose – the only exception being in the last week of the academic year when the tradition of recreational trips may take place.

Day visits and residential trips must be authorised by the appropriate SLT member.

Parental permission must be gained for any student going on an educational visit. Parents must be fully informed about the details and the nature of an educational visit and be given the opportunity to ask questions and seek clarification.

All educational visits must be adequately insured.

Legal requirements regarding charging and remissions must be observed.
Money for visits must be deposited in the school fund.

Leaders of educational visits must have previous experience of staffing educational visits. Any educational visits must have previous experience of staffing educational visits. Any educational visits abroad must include a member of staff who has previously been involved in taking students abroad. Any visit involving hazardous activities must be staffed by people with qualifications appropriate to the activities and take into account the guidance offered in 'School visits & Outdoor Activities' published by Bradford Council.

The student teacher ratio on educational visits should be as follows:

Primary EYFS = 1 adult to 5 children

Years 1-4 = 1 adult to 6 children

Years 6-8 = 1 adult to 8 children

Years 9-11 = 1 adult to 12 children

If the trip is overseas the ratio should be 1 to 8 unless the nature of the activity demands more generous staffing.

In the case of residential visits there must be a designated deputy to the party leader, the identity of whom must be known to pupils, parents and other adults on the visit. The deputy should be involved in the preparation and organisation so as to be able to take over before or during the visit should it be necessary.

In the case of residential visits there must also be a person designated by the Headteacher and whose name is known to parents who is responsible for communications at the school base and who is on call to the party leader and parents in the case of an emergency.

The code of conduct demanded in school applies equally to students on educational visits.

Permissions

Visits which take place within school hours and are a regular feature of the curriculum do

not need repeated permissions but the Headteacher or his delegate must be made aware of the timing of them and the students involved.

Educational visits taking place in school time must be for sound educational reasons.

Field trips which are part of an established course should have the Headteacher's permission at the beginning of the academic year and the dates on which they are to occur should be identified and published for the benefit of staff, pupils and parents in the school calendar.

Visits of a recreational nature must be limited to the final half term of the Summer term if they are to take place during school time and will need to be organised well in advance to ensure the availability of coaches.

There should be no contact with parents until details of the proposed visit have been submitted to the headteacher and he has given verbal permission.

The written approval of a parent of each student going on a school trip must be obtained and the parent advised of any special risks. Where a student is the subject of a court order, application has to be made to the court, well in advance of the departure date, for permission to take the pupil overseas.

Financial Arrangements

One person must be responsible for the finances of an educational visits.

Bank accounts outside of school may not be used to hold money for educational visits.

Where payment for a visit is by instalments, parents must be given clear details of what the instalments will be and the dates on which they will be due. Students paying money in must do so to the members of staff responsible for the finance of the trip and must be issued with a receipt by that member of staff.

The member of staff is responsible for paying money into the office.

A teacher who has agreed to collect money for an educational visit is legally responsible for the money while it is in his or her possession. If any of it is lost or stolen the teacher will be expected to make good the deficit. It is unlikely to be covered by insurance.

A record must be kept of receipts and payments and on completion of the visit the Headteacher must be provided with a balance sheet for inspection by the Governors.

For visits, which involve one off payments, e.g theatre trip, it is sufficient to provide a list of names showing the amount paid by each student.

After all bills have been settled any money left over must be returned to the students.

In the case where the exact cost of the trip cannot be determined in advance, e.g a visit abroad where fluctuations in the exchange rate may affect the overall cost, the cost should be overestimated and a refund given once all bills have been settled.

The safekeeping of pocket money should be the sole responsibility of individual students

and parents should be made aware of the fact. This is for two good reasons, the first being that a member of staff could end up holding between two and three thousand pounds which could disappear in a single loss or theft and the second is that a member of staff is personally liable for money he or she is holding.

The group leader should have access to sufficient funds for an emergency.

Staffing

Staff with no experience of leading educational visits should have at least taken part in previous visits and should consider including a member of staff in their group with experience of leading visits, especially in the case of residential.

There must always be a minimum of two members of staff per educational visit.

Adults accompanying students on educational visits should be CRB checked by the school. This is vital for residential trips.

In the case of visits involving girls and boys there must be a male and female member of staff present.

Where responsible adults are included in an educational visit, there must be a majority of school staff on the trip. The preference is that only teachers employed by the school should staff educational visits except in the case where there is a specific need for other responsible adults. Where there is such a need it should be in a supporting role and not involve sole responsibility for the supervision of students. The Headteacher will have to be satisfied about the appropriateness, in the circumstances of a particular visit, of including adults other than staff.

Staff pupil ratios must be adhered to but Educational visits taking place in school time must not be over staffed in consideration for the supply cover involved.

Where possible, visits abroad should include a member of staff with reasonable competence in the host language.

Supervision

Staff are responsible for students in their care for 24 hours a day, 7 days a week. the responsibility is not lessened because the duty is undertaken voluntarily.

It is a professional duty for a teacher to maintain good order and discipline of pupils and safeguard their health and safety, not only in school but also when they are taking part in authorised activities elsewhere.

Regular roll calls should be made to check no student has gone astray especially after rest stops on journeys and before students retire.

Special precautions should be take when students have to use facilities on the opposite side of a motorway to ensure crossing the motorway is by the bridge provided.

On visits in general where students may be given free time without supervision the party leader must obtain from parents a signed acknowledgement that this is the case. Students may not have unsupervised free time on mountains, on beaches or by rivers, lakes, canals or any deep water or in large urban areas.

When free time is given without supervision it must be limited and students must be made aware of where they can find a member of staff.

No student will be allowed to spend free time alone.

When a visit involves an overnight stay one or more staff must be on duty regularly checking on students until they are asleep. Such a duty must not be carried out by a teacher of the opposite sex to the students.

Students must be aware of where they can contact a member of staff during the night.

Students must be made familiar with the fire and emergency procedures of their residence on arrival.

Ground rules must be made clear to students and parents before the visit takes place.

Support

For any visit running outside of school hours a senior member of staff must be on call. The senior member of staff must be prepared to join the trip in the event of a major problem and therefore must ensure that he/she has an up to date passport.

In the case of residential visits the party leader must provide the senior member of staff with a list of emergency numbers and addresses of all those on the visit including staff and must carry with them a contact number for the senior member of staff.

In the case of day visits the party leader must provide the senior member of staff with a list of names of those students taking part in the trip and must carry with them a contact number for the senior member of staff to be used outside of school hours. Within school hours the school officer can be contacted.

Mobile Telephones

It is advisable that each member of staff carries a mobile phone with them at all times during trips. Each member of staff on the trip should be advised of the other staff members telephone numbers and the school office should also hold the list of numbers. All mobiles must be kept charged and on during the trip. They must be checked regularly for messages – remember there could be an emergency in a family which necessitates contact with a member of your group. Any costs entailed by calls relating to the trip made on staff's personal mobiles will be reimbursed

The contact number during school hours will be the office number.

Outside of school hours the number will be that of one of the members of senior management.

Where a school visit involves more than one vehicle it is advisable to have a phone per vehicle.

Hazardous Activities

On trips involving hazardous activities the party leader must ensure that staff are suitably qualified.

Where coaches are being provided, the party leader must establish the nature of their qualifications and satisfy him / her that they are appropriate.

The party leader must also establish the ratio of qualified coaches to participants for each hazardous activity being undertaken.

It is the party leader's responsibility to ascertain the availability of local First Aid and Rescue facilities.

The nature of the activities should be made clear to parents before departure and they should sign a return form showing that they are aware of what is involved in the trip.

Consideration must be given to the advice contained in 'School Visits & Outdoor Activities' published by Bradford Council.

Insurance

Party leaders must make sure their group is adequately insured.

It is a good idea to insure the group once it is finally established because it covers you for things which may occur before the visit e.g cover for someone who has to drop out because of a parent being made redundant.

Parents should be told of the nature of the insurance and offered access to the document. This is important if for example a parent later argued that their child was not adequately insured. The party leader must carry the insurance document with them on the visit.

Medical

A member of staff on the trip should be made responsible for First Aid. A comprehensive first aid kit should be taken on the visit. A kit is available in the staff room. This kit should be checked before the trip to ensure it contains adequate supplies.

On trips abroad the party leader should have duplicate medication for those students who are on prescriptions. In this country the party leader should check before departure that a student is in possession of their prescribed medication.

On trips abroad the party leader must have written permission of the parents for their child to receive medical attention in an emergency and they must keep those permissions in their possession. Each student must provide the party leader with an E111 certificate.

It is a good idea to ask parents to provide their child with travel sickness tablets if they feel it is necessary. For younger children on non residential trips these should be administered to the child by the parent before leaving. Staff should not hand out travel sickness tablets or any other kind of medication on their own initiative including paracetamol.

Parent's Meetings

It is advisable to hold a Parent's meeting after they have received written information and before the trip departs. This is important because it provides an opportunity for parents to raise any questions and clear up any uncertainties. It covers the party leader against any future claims that there was inadequate consultation.

Such meetings necessarily involve duplication of information and can be made more interesting by using the occasion to give the parents a presentation about the place that is to be visited using slides or video footage.

Minibus

Drivers must be 25 years of age and have held a full, clean, current British licence to drive a motor vehicle of the appropriate class for a minimum of three years and have no offences listed or points shown.

Drivers must be familiar with the vehicle and check that it is roadworthy before carrying students in it. The driver is personally responsible for the roadworthiness of the vehicle.

The driver must check that a suitable first aid kit is being carried; report any defects found in writing on the sheets provided and ensure the general cleanliness and tidiness of the vehicle.

A member of staff must not drive if ill, suffering from fatigue or if under the influence of medication.

The number of people being carried in the minibus must not exceed the number of seats available.

On any journey the driver must ensure that the aisles are free from obstruction, the doors are secure, students are wearing seat belts, students remain seated whilst the vehicle is in motion and any loose items are secured.

Drivers should plan their journey and carry a map when they are travelling unfamiliar routes. They should have a reflective jacket available to them in case of breakdown.

The combined number of hours worked, including school time and driving time must not exceed 13 hours in one day. A driver who has worked up to the maximum of 13 hours must have 10 hours rest before driving again.

On long distance journeys (50 miles or more) the driving must be shared with another driver.

A break of at least 30 minutes must be taken from driving every two hours.

Traffic Accidents and Vehicle Breakdown

Traffic Accident Procedure

What you should do:

1. Stop in a safe position and switch off engine
2. Switch on the hazard warning lights
3. Assess the immediate safety of the passengers
4. Where the circumstances require, allocate an appropriate person to warn oncoming traffic.
5. Assess the immediate injuries to the passengers or other persons. Remember that shock or concussion may not be immediately apparent, but may become so subsequently and will require treatment.
6. Normally the passengers and vehicle should not be moved, however, if there is danger from fire or further traffic accidents, evacuate the vehicle and ensure that the

passengers are moved safely away from the vehicle and the road.

7. If fire breaks out, evacuate the passengers first. Remember that a fire extinguisher will only provide a temporary respite. Use the battery isolation switch and/or furl cut out switch (where fitted) but remember these may not halt a fire that has already begun. Be aware of the danger of exploding fuel tanks
8. In evacuation on motorways people should be directed away from the hard shoulder to avoid the slip stream of passing vehicles and the possibility of collision.
9. When evacuating a minibus:-
 - allocate someone to ensure that passengers do not wander
 - call the emergency services if required
 - apply first aid to the limits of your ability
 - ensure that passengers are as warm as secure as possible
10. In cases of injury do not move the vehicle until authorised to do so by the police
11. If the police consider that a safety check needs to be carried out immediately, then you should not attempt to move the vehicle until the check has been completed. If the police inform you the vehicle is not roadworthy do not attempt to drive it
12. As soon as possible notify the school of the incident and circumstances and any arrangements being made for the vehicle and occupants.

Your legal obligations

1. If you are involved in an accident whereby;
 - personal injury is caused to any other person (other than yourself)
 - damage is caused to any other vehicle (including motorcycles, bicycles etc)
 - injury is caused to any animal not in your vehicle
 - damage is caused to property (including roadside property, e.g lamp posts)

You 'shall stop' and give to anyone having reasonable grounds for requiring them:-

- your name and address
- the vehicle's registered owner's name and address
- the registration number of your vehicle
- insurance details – but see below

The requirement that you 'shall stop' has a wider meaning in law. It means you must stop the vehicle and remain at the point for such a period of time as, in the prevailing circumstances and having regard in particular to the character of the road and place where the accident happened, to provide to persons who have the right, information under Section 170 of the Road Traffic Act 1988.

Drivers need to be aware therefore that if they have an accident and only stop momentarily, not giving any other interested party time to approach your vehicle, they have not "stopped" in law and this is a serious criminal offence. If for any reason you do not give your name and address, then you must report the accident to the police as soon as is reasonably practicable and in any case within 24 hours.

2. If a person or animal is injured the police must be informed and you will need to produce;
 - your driving licence
 - the vehicle's certificate of insurance

- the vehicle's MOT test certificate , where applicable
3. If no police officer attends the scene of the accident you must report the accident to the police as soon as reasonably practicable and in any case within 24 hours. Take the above documents with you.
 4. If a police officer attends the accident and you don't have these document(s) with you, you must produce them at a police station which you nominate, within 7 days of being asked.

See also Highway Code – pages 68/74

Drivers need to be aware of the following

1. Any person having reasonable grounds may ask for details of your name, address and those of the vehicle's owner. The police may ask to see the certificate of insurance.
2. Reporting to the police need not be in the form of a written statement; it is sufficient to give;-
 - details of the vehicle involved
 - time and place of the accident
 - name of persons injured, if known
 - name and address of registered owner
 - your own name and address
3. An accident is not just a collision with your vehicle but can arise due to the presence of your vehicle on then road; it can be a vehicle avoiding your vehicle and colliding with another vehicle, pedestrians, animals or property.

Police Statements

If an accident has occurred, you may feel upset or unwell and may not be thinking as clearly as in normal circumstances. You may be approached by the police immediately after an accident and asked to make a statement. If staff are asked to give a statement they may wish to discuss the matter first with a member of senior management, if appropriate, and/or obtain legal advice. If you should decide to make a statement, before doing so inform the police officer that you wish to have a copy as soon as possible. Make sure that you read the statement carefully before you sign it.

Reporting of injuries and Accident

All accidents involving injuries must be reported to the police and your insurers. Accidents resulting in personal injury must be reported using the normal accident report procedures. Accidents not involving injuries must be reported to your insurers.

See also Highway Code – page 36

What to do if your minibus breaks down on the motorway

If practicable, leave the motorway at the next exit and seek assistance. Otherwise pull safely off the carriageway onto the hard shoulder.

Try to stop near an emergency phone. These are positioned at the nearside of the heard shoulder at intervals of one mile. You may "coast" along the hard shoulder to reach one. White posts positioned every 100 metres have an arrow indicating the direction of the nearest telephone.

Park as far to the nearside of the hard shoulder as possible.

Switch on the vehicle's hazard warning lights and at night switch on all other lights including saloon lights.

If possible get all the passengers out of the vehicle using the near-side exits.
Keep passengers well away from the carriageway, preferably on the embankment.

DO NOT CROSS THE CARRIAGEWAY

If your vehicle carries an emergency triangle position it on the hard shoulder 150 metres behind the vehicle.

Phone the police. The emergency phones are free and connect you directly with the Motorway Police Control Room. They will arrange any help you need. The emergency phones are coded so your exact location is known.

See also Highway Code – Page 36

What to do if your minibus catches fire
Stop immediately and switch off the engine.

Leave the gear stick in neutral in case of accidental engine re-ignition.

Engage fuel cut –off switch, if fitted.

Get the passengers out and away from the vehicle, closing the vehicle doors behind them.

Call the emergency services.

If you have time, remove the ignition key, engage battery isolation switch if fitted, close all windows and if you think there may be an engine fire, release the bonnet catch but **DO NOT OPEN THE BONNET**.

Tackle the fire **ONLY IF IT IS SAFE TO DO SO**.

When the emergency services arrive, inform them if there is a hazardous load on board, for example, gas canisters.

Hire of minibuses / coaches

New Department of Transport safety regulations require minibuses and coaches used to transport children to have seat belts. From February 10 1997 coaches registered after 1988 and all minibuses, irrespective of age, must have seat belts fitted and from February 10 1998, coaches registered before 1988 must have seat belts fitted. This being the case, any coach or minibus used to transport students must have seat belts fitted.

- ◆ Under no circumstances must crew buses be hired.
- ◆ Hired minibuses must be fitted with forward facing seats of the high backed type and have seat belt of the lap and diagonal type.
- ◆ Minibuses should be fitted with a diesel engine.

Emergencies

All staff on an educational visit must be prepared to deal with accidents as well as major emergencies. If an accident occurs the priorities:

1. To attend to the victims;
2. Safeguard the welfare of the rest of the group;
3. Inform everyone who needs to know about the accident.

This being the case the party leader should immediately concern him / herself with attending to the welfare of the victims. He / she will need E111's and parental permissions for medical care at hand. Meanwhile the deputy leader should immediately assume responsibility for the rest of the group aware that some of them may have been traumatised and need medical attention. Staff must ensure that no students contact home before reliable facts about the nature and extent of injuries have been established by the party leader and the party leader has been in touch with a senior member of staff so that proper communication with relevant parents can take place.

There must be no communication with the media by staff and staff should take steps to ensure that the media are unable to communicate with students. Under no circumstances must the name of anyone injured be divulged to the media. Any contact with the media will be either through the Chair of Governors or the Headteacher after they have had chance to consult about the matter. After attending to the immediate needs of the victims and establishing the nature of the injuries the party leader should contact the senior member of staff on call and provide the following information;

1. Names of persons involved.
2. Nature of the incident
3. Location, date and time of incident
4. Details of any injuries
5. Action taken so far
6. An alternative contact number to the mobile (if possible at that stage)

The party leader should then set up a base where he / she is available for telephone communication – the rest of the group being catered for by the deputy leader. At this stage initial contact should be made with the insurers to make them aware of the accident and the help that may be needed.

As soon as is practicable the party leader should write down the relevant details, including those obtained from other members of the group and include in the notes the details of any witnesses. Accident forms will need to be completed on return to school.

The party leader should take care to collect receipts for all expenses related to the emergency because these will be needed for the insurance claim.

In the case of a serious emergency the party leader may see fit to request the presence of a senior member of staff or the Headteacher may decide to send a senior member out to assist.

If the party leader is injured in an accident then the deputy leader must take over. If both are injured then the most senior member of staff must take over.

Passports

All students must have their own passport.

Final Details

It is the duty of the Headteacher or a senior member of staff appointed by him to ensure that the party leader has observed the guidelines relevant to his / her visit.

To this end the details must be discussed with the relevant member of staff at least fourteen days before departure.

Staff making excursions from school after the start of the school day which are a regular feature of the curriculum must provide the relevant member of staff with details and lists of pupils taking part seven days before the event.

Appendix

Checklist for organising an educational visit (to be followed by the trip leader)

- ✓ Have you sought permission and confirmation from the appropriate SLT member?
- ✓ Have you sent a letter home to parents explaining the purpose and details of the trip, including the opportunity for parents to contact the school for clarification of any concerns they may have?
- ✓ Is the planned visit in the school diary so that cover can be arranged and communication concerning the trip can be conveyed to staff via the Week Ahead?

(Try to give a 3 week period for informing parents, pupils and staff of the proposed school visit).

See the template that details the information helpfully communicated to parents.

- ✓ Have you given sufficient time to collect monies from pupils for the trip?
- ✓ Have you discussed the trip with pupils, either in an assembly or in classes/groups if more appropriate, detailing:
 - The date/times/purposes of the trip.
 - Money required for the trip including a suggested amount of spending money.
 - Clothing and equipment required for the trip.
 - Travel arrangements and groups.
 - Expected levels of behaviour
- ✓ Have you completed the Risk Assessment form leaving copies in the office on the day of the trip and a complete risk assessment form on dropbox.
- ✓ Have you done a reekie of the visit and discussed your programme and any possible risks with the providers of the activity. It should be possible to obtain a risk assessment sheet prepared by the venue/organiser of the planned activity.
- ✓ Have you briefed the adults accompanying you on the trip in terms of the purpose of the visit, travel arrangements, the programme and the risks involved.

On the day of the visit.

Along with the completed Risk Assessment sheet, you should leave a register of the children going on the trip, including the children in specific groups under the leadership of

one of the designated leaders; including how pupils will be travelling if they are in multiple vehicles. Pupils should stay in their groups, including their travel groups throughout the duration of the trip.

- ✓ Have you prepared bags etc for possible sickness in the minibus etc?
- ✓ Have you given guidance concerning behaviour in the minibus/coach etc?
- ✓ Have you made all adults aware of the programme with particular reference to timing of departure, specific events during the visit and departure times. It is important that the pupils are back at school at the time previously communicated by staff.

If any incidents/accidents/near misses occur on the trip, the leader should provide details on the appropriate section of the Risk Assessment sheet for the visit. If there were no incidents/accidents/near misses, the leader should write 'none' and sign off the trip in this regard.

Regular events such as lessons/trips to the swimming pool/local walks/trips to the park etc do not need a risk assessment form filled in.

All low and medium level risks require routine diligence and a general working knowledge of the Policy for Educational Visits including Risk assessment and recommendations of the checklist.

Residentials need more careful planning. Thought should be given to grouping, the experience and qualification of the adults accompanying the group. A detailed programme and kit list should be provided for pupils and their parents with enough time given for consultation with parents should they wish to clarify any issues or voice any concerns. Health and Safety talks and behaviour expectations should be built into the programme including clear expectations set concerning bedtimes and the consequence of misbehaviour or any aspect of the residential trip.

Details of medical conditions and advice from parents including details of any medication to be administered is essential for residentials. The office will provide an additional form seeking this advice/information in the case of residential trips.

Risk assessment should be sought from any providers of High risk activities.

The headteacher and governors may wish for the leader of residential and overseas trips to provide more information about the proposed trip once the initial proposals have been submitted.

Letter to parents template

Paragraph 1: The trip and its value for which group of pupils

Paragraph 2:

- Where:
- When: date and times
- Cost: including dates for money to be returned to school. Also including a recommended amount for spending
- Equipment needed: including clothing and food.
- Who will be leading the trip and who else will be accompanying the students
- Any limits the trip leader wants to place on mobile phones/cameras etc

Paragraph 3: More details of how the visit will benefit the pupils' learning.

Conclusion: Invitation to parents to contact the trip leader to clarify details/raise any concerns.

Include tear off strip to ascertain parental permission.

Bradford Christian School Risk Assessment for School Trip

Trip Title

Purpose of Visit

Address or place to be visited

Costs:

| | |
|--|--|
| Cost of the visit | |
| Cost of hire/entry admission inc VAT | |
| Cost of Transport | |
| Additional cost | |
| Total Cost to the school | |
| What costs will be charged to the pupils | |
| What subsidy (if any) will be provided by the school | |

Additional Insurance details: (if appropriate for High Risk activities)

Details of programme: (this may be attached to this form)

Leader's knowledge of place:

Transport arrangements:

Any relevant medical conditions including medication needed for the visit:

| |
|--|
| |
| <p>Telephone numbers to contact the group during the visit:</p> <p>Venue: _____ Other staff/members in attendance: _____</p> <p>Leader: _____</p> |
| <p>Details of additional or high risk activities led by school staff or volunteer:</p> |

| | | | | | |
|------------------------|----------------|--|-------------|-------------|-----------------------|
| People Involved | | | | | |
| School Staff: | | | Others: | | |
| 1. | | | 1. | | |
| 2. | | | 2. | | |
| 3. | | | 3. | | |
| 4. | | | 4. | | |
| Number of pupils | Male | | Female | | Child to adult ratio: |
| Departure Date | Departure time | | Return Date | Return Time | |
| | | | | | |

| Potential Hazard | Control Measures | Hazard Injury Rating | Likelihood of Occurrence | Risk | Risk Priority |
|----------------------|--|---|---|-----------------------|--|
| List chronologically | Are there any measures you will take to reduce the hazard? | 5 very severe 4 severe 3 moderate 2 slight 1 negligible | 5 very likely 4 likely 3 quite possible 2 possible 1 unlikely | = hazard x likelihood | 12-25 high 5-10= medium 1-4= low If risk=high then further action must be taken to control risk |
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These sections must be filled in and filled within 24 hours of the end of the visit and filed in dropbox.
 If no accident; incident or near miss occurred this must be noted on the documents and the leader must sign off to this effect.

Accidents:

Make a note of all accidents that happened on the visit:

- Include details of how the accident had occurred and had it been foreseen to have been a possible accident that may have occurred. If so, what steps had been taken to inform pupils and minimise the possibility of the accident occurring.
- What first aid had been administered and what steps have been taken to monitor the pupils physical condition for the rest of the visit?
- If it was considered necessary to take the pupil to hospital, please give give details.
- Where parents notified of the accident during the visit? If yes, give details of any action agreed with the parent or guardian.
- If the parent or guardian was informed after the visit, give details including the response of the parent/guardian.

signed:

Make extra notes on additional sheets if necessary.

Incidents:

Make a note of all incidents that happened on the visit:

- This should include incidents where a pupil or group of pupils were warned about their conduct or behaviour with advice given or steps taken during the rest of the visit to counter behaviour or a incident that occurred.
- It should also include incidents which involved members of the public or any authority involved in incidents on the visit.
- Include details of how the incident occurred and had it been foreseen to have been a possible incident that may have occurred. If so, what steps had been taken to inform pupils and minimise the possibility of the accident occurring.
- Record the details of the incident and any action that was taken that would effect the rest of the visit.
- Were other authorities involved as a result of the incident? Please give give details.
- Where parents notified of the incident during the visit? If yes, give details of any action agreed with the parent or guardian.
- If the parent or guardian was informed after the visit, give details including the response of the parent or guardian.

Signed:

Make extra notes on additional sheets if necessary.

Near Misses:

Make a note of incidents that might be described as a 'near miss'. The purpose of this is so that the school can learn of factors that need to be included in risk Assessments in the future. This is especially relevant if the same educational visit is likely to be undertaken again in the future. Also if a 'near miss' involved a

member of staff or a colleague who could profitably learn from the 'near miss' incident both on the same visit of on visits they may be involved in in the future.

- Give details of the near miss incident including:
- What implications there are for the pupil /s on the rest of the visit.
- What implications there for a member of staff or members of staff on the rest of the visit.
- What implications there are for the school to learn for the future.
- Was it considered necessary to communicate with a other agencies concerning the incident?If so give details.

Signed:

Make extra notes on additional sheets if necessary.