

# EDUCATIONAL VISITS POLICY

Assumption Grammar School is convinced of the value of school visits in enhancing pupils' educational and social experience. While the school will endeavour to accommodate such visits, they must be of educational worth and be realistic in terms of staffing, cost and time.

Within this document the term 'educational visits' refers to:

'all academic, sporting, cultural, creative and personal development activities, which take place away from the young persons' school or youth setting, and make a significant contribution to learning and development of those participating.'

(EDUCATIONAL VISITS,  
Policy, Practice and Procedures  
SEELB, 2004)

Staff wishing to organise such events should ensure that the aims and objectives for the educational visit are in keeping with the overall school aims/objectives. Educational visits should be available to all pupils: certain groups may be targeted.

Group Leaders and teachers accompanying pupils on school trips have a great responsibility for the safety and well-being of those in their charge. It is important that they familiarise themselves with the School's Educational Visits Policy. It is recommended that the Group Leader carries a copy of this policy on the trip and adheres to its rules and regulations in the planning and delivery of the visit.

## **1 CATEGORIES OF EDUCATIONAL VISITS**

Category 1	Visits which take place on a regular basis. (Non hazardous) and occur largely within school hours e.g. sporting fixtures, swimming pool visits and outings.
Category 2	One off day/evening excursions (non hazardous) e.g. field study trips, theatre visits, business/education visits, regional sporting fixtures.
Category 3	Residential visits of one or more nights within the UK or Ireland (non hazardous) e.g. visits to residential centres, field centres, youth and school exchanges and award bearing schemes (Duke of Edinburgh) or cultural activities.
Category 4	Residential Visits outside the UK or Ireland (non hazardous) e.g. international exchange visits, sporting events, cultural activities and international community work.
Category 5	Hazardous Activities - residential and non-residential as

	<p>exemplified below:</p> <p>Hill walking          Orienteering          Caving and potholing          Open canoeing          Dingy sailing          Skiing/Snowboarding          Angling          Rafting          Surfing          Swimming in open water          Camping and expeditions          activities</p>	<p>Cycling/mountain biking          Rock climbing/abseiling          Kayaking          Windsurfing          Sub-acqua          Horse riding          Waterskiing          Rowing          Bouldering/Gorge walking          Fieldwork          Other outdoor adventure</p>

## **2 LEGAL CONTEXT**

2.1 Under the common law, children, as with certain other groups of citizens, are legally entitled to receive special care and attention, in terms of their welfare and safety, by those in whose charge they are placed.

2.1.2 The safety and welfare of children while in the charge of others is specifically addressed through a number of statutes, the basic requirements of which are set out below.

### **2.2 Common Law Duty of Care (civil duty)**

2.2.1 Within the context of this document, the common law “duty of care” (a duty which is discharged daily by teaching staff and others who have a supervisory role with young people) relates to those activities which take place outside the school or youth organisation setting.

2.2.2 The consequences of not adequately discharging common law “duty of care” can be insured against under employee liability and public liability insurance provisions. It is nonetheless incumbent upon staff who are supervising young people to act reasonably in all circumstances, so that the personal safety and well-being of those in their care are not jeopardised during the visit.

2.2.3 The employing authority is legally obliged to ensure that the health and safety of its employees and the young persons in its care is safeguarded and that their management arrangements (including those which encompass specific activities such as educational visits) are adequate to protect the health and safety of all those in any way affected by such employer’s undertakings.

## **3 EMPLOYING AUTHORITY**

- 3.1 The responsibility for any educational visit rests with the Board of Governors. Almost without exception, this responsibility will be delegated to the Principal.
- 3.2 Acting on behalf of the Board of Governors, it will normally be the Principal whose agreement and permission must be obtained before a visit takes place.
- 3.3 The Board of Governors ensures that there is:
- a written policy which must be adhered to;
  - training, as appropriate;
  - emergency telephone contact for the duration of the visit as necessary;
  - insurance cover, as appropriate.

#### **4 APPROVAL**

The Group Leader should, in the first instance, seek the approval of the Board of Governors through the Principal providing the information required in Appendix A.

Pupils preparing for external exams may only participate with permission of the Principal.

9 months notice (where possible) is required for all educational visits in order to facilitate planning of the school calendar for the following year. Educational Visits should not normally be arranged totally during term time. Permission may be sought to include time at the beginning or end of term or half term. Where the trip is funded, partially or totally, by an outside agency, prior approval must be obtained from the outside agency.

No bookings should be made until permission for the visit is granted by the Principal.

##### Selection of staff

The Principal has the final decision on the members of staff who accompany pupils on the trip. No member of staff (where possible) should be on more than one school trip in any school year.

The school may exercise the right to refuse any pupil from participating in the visit whose involvement may be considered to be a danger to herself or to the group (after medical or legal advice).

#### **5 PREPARATION OF VISITS**

Details regarding the trip should be maintained by the Group Leader, a copy of which should be left with the Principal and the Educational Visits Coordinator before departure. The following information is **essential**:

- **details regarding travel agency:**
  - name and telephone number
  - name of representative dealing with the school
  
- **details regarding pupils**
  - names of pupils
  - form for each with home address and telephone number
  
- **details regarding tour**
  - details of route
  - address and telephone number of accommodation
  - times of arrival/departure
  - copy of code of conduct (see Appendix B(i))
  - copy of rules pertaining to trip (see Appendix B(ii))

Whenever possible a prior visit to the site should be undertaken to plan educational activities/assess potential hazards.

**Check that all aspects of Risk Assessment have been covered. (See Appendix C for guidelines and exemplars)**

**First Aid should form part of the risk assessment. For full details regarding First Aid see Appendix D)**

It is important to ensure that any firm used is a member of ABTA and that it meets the Package Travel, Package Holidays and Package Tours 1992 (SII992 No 3288) which implement the EC Package Travel, Package Holidays and Package Tours Directive. (90/314/EC)

### **Information for Parents**

Parents should be informed of itinerary/programmes relating to all visits to allow them to make an informed decision before signing a consent form.

When possible information to be provided should include details of:-

- the date
- the itinerary
- the cost
- the method of travel
- the travel arrangements
- accommodation (if appropriate)
- the nature of the activities
- the level of supervision proposed

- suitable clothing and footwear (if appropriate)
- rules pertaining to trip/Code of Conduct
- insurance arrangements in the case of visits organised by a travel company (see Section 8)
- the name and telephone number of the Group Leader, which will normally include the school mobile number (to be used for emergencies only).

In the case of overnight visits, an evening meeting for parents will be arranged by the Group Leader. This time may be used for completion of relevant forms pertaining to the trip and outlining rules and regulations.

**For all visits, parents must give written consent and no pupil should be allowed to participate in a visit unless written consent is obtained (See Appendix E). In the case of trips which involve water activities, an additional consent form must be completed by parents (see Appendix F).**

## **6 DUTY OF CARE**

Teachers leading groups of pupils on an educational visit are “in loco parentis” and have a legal duty of care towards the group. This duty of care exists even when a third party is organising activities for the group. A teacher can entrust the safety of pupils to an instructor temporarily, but the teacher must, if possible, be in the general vicinity and still has overall responsibility. This means that party leaders should be clear about division of responsibility before setting out. Careful thought should be given in advance to plans for dealing with possible emergency.

Teachers accompanying pupils should adhere to the School's Child Protection Policy. Where possible, a teacher trained in First Aid should be a member of the team.

## **7 THE ROLE/RESPONSIBILITIES OF THE PARTY LEADER**

**7.1** The Group Leader will have overall responsibility for supervision, discipline and conduct of the participants for the duration of the visit. He/she should be experienced in organising such visits, the supervision of pupils, and all relevant health and safety matters.

The group leader should:

- Obtain the principal's prior agreement before any off-site visit takes place;
- be a teacher on the staff of the school;
- appoint a deputy leader;
- adhere to policy and procedures;

- undertake and complete the planning and preparation for the visit including the briefing of leaders, group members and parents;
- ensure that all relevant checks have been taken if an external provider is to be used;
- take steps to familiarise him/herself with the location/establishment where the activity will take place;
- inform parents as to the terms and conditions of insurance cover;
- ensure that any adults assisting in the supervision of pupils are fully briefed regarding the scope of their responsibilities, the supervision to be exercised and the extent to which they are expected to act on their own initiative;
- obtain pupils' medical details. (Appendix G) and bring this information with them.

## **7.2 THE ROLE/RESPONSIBILITIES OF ACCOMPANYING STAFF**

Accompanying staff on educational visits are responsible to the employing authority whether the visit takes place within normal hours or outside those hours. They must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.

Accompanying staff should:

- accept the authority and follow the instructions of the Group Leader;
- under direction of the Group Leader assist with the organisation of activities and discipline of the young people;.
- ensure that the established code of conduct, for leaders and participants is adhered to;
- consider stopping the activity and notify the Group Leader, if they think the risk to the health or safety of the group members in their charge is unacceptable.

## **8 HEALTH AND SAFETY**

**Special cases such as Asthma, Diabetes, Epilepsy and Nut Allergy:**

**A doctor's letter must be submitted detailing the pupil's medical condition and outlining the medication required whilst travelling and during the visit.** The teacher in charge, (or other delegated person) should be familiar with emergency procedures should problems arise.

In the event of an accident, it is the responsibility of the group leader to decide whether the accident is serious enough to warrant contacting the school and parents and to complete the attached Incident Record Form (see Appendix H).

**In the event of a serious accident, the Group Leader, or if not possible, his/her deputy should:**

a) Ensure that all staff and pupils are safe from danger, that appropriate steps have been taken with regard to the welfare of all involved and that all necessary steps have been taken to ensure medical care and hospitalisation of anyone injured.

Notify police as soon as possible.

Notify contact person(s) at school.

b) Party leader needs to keep a careful written record of all facts

c) Party leader needs to ensure that insurers are notified of possible claims as soon as possible.

d) No member of the party should deal with the media (staff or pupils). It is best if this is done by the Principal/SLT at school. Keep a record of press releases/interviews with radio/TV/newspaper accounts. Deal with facts only.

e) No one should see anyone involved without an independent witness being present.

f) No one should admit any liability.

## **9 SUPERVISION OF SCHOOL VISITS**

**Those accepting responsibility for supervision of pupils on visits are effectively on duty continuously. Where supervision is to be supplemented by adults who are supporting the teacher, their names must be submitted to the Principal and Board of Governors for approval as recognised personnel for supervision purposes and a police check carried out. It is important that appropriate insurance cover is arranged for these adults as well as teachers.**

**9.1** Pupils should never be exposed to dangerous sites. When undertaking specific activities e.g. skiing, mountaineering and swimming, they must be

under the guidance of the appointed supervisor/instructor unless the express permission of a teacher has been given.

**9.2** One of the first tasks for a group leader on arrival at a centre should be to ascertain details of fire safety arrangements, security and emergency procedures and to inform all teachers and pupils.

**9.3** The level of supervision will depend on activities, the location, the age and the ability of the pupil and the experience of the staff.

**In the case of non residential visits a teacher: pupil ratio 1:15 is advisable.**

**In the case of residential visits a teacher: pupil ratio of 1:10 would be the minimum acceptable.**

It is preferable that a female accompanies all outings and it is essential for residential. **Mixed parties of boys and girls** age ten or over should, be accompanied by both a male and female member of teaching staff.

**9.4** If a pupil participating in an educational visit has a classroom assistant, the classroom assistant or other responsible adult must accompany her on the visit.

**9.5** For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil whenever possible.

**9.6 While the school may facilitate the arrangements for Gaeltacht visits, the school will not be responsible for pupils during their stay in the Gaeltacht or on their journey.**

**9.7** Should a pupil be obliged to return home earlier than was arranged, for whatever reason, the parents/guardians must be informed so that the necessary arrangements can be made.

**9.8** Under no circumstances should persons other than official group members join the party.

## **10 TRANSPORT**

The management of the school on behalf of the employing authority must be satisfied that all the transport arrangements meet the legal statutory requirements for the type of journey proposed.

Areas to consider:

- the mode of transport is appropriate to the needs of the young people;
- there is adequate supervision during transit (excluding driver);

- those involved in driving hold the relevant licence to drive the vehicle;
- those involved are insured appropriately.

Where schools or youth organisations require the use of outside operators to provide transport, it is crucial that they are satisfied that the operator(s) can demonstrate how they meet the above criteria.

Where leaders or parents choose to transport young people in their cars, organisers of the visit should:

- satisfy themselves that the vehicle is roadworthy, licensed and insured for the purpose;
- seek the agreement of the parents of the young people involved;
- satisfy themselves that private car users do not carry more passengers than the number of seat belts available.

### **Use of School Minibus**

Only those teachers who are insured may drive the minibus. Enquiries regarding eligibility should be made with the Bursar.

Teachers using the minibus should:

- (i) Indicate day, times etc. on booking sheet in the staffroom.
- (ii) Obtain key from the office and return when finished. If returning after school hours, keys should be retained and returned early the next morning.
- (iii) Ensure that there is adequate fuel. If not, fuel can be purchased at the Petrol Station designated by the school.
- (iv) Fill in the log book indicating:
  - mileage at beginning and end of journey
  - destination
  - signature

At the end of the journey, ensure that the minibus is left in a tidy condition.

If the minibus is causing concern report the matter to the Bursar.

(Teachers wishing to use transport other than the minibus must book through the Bursar giving proper notice and ensuring that the seating capacity of the bus is suitable.)

Only reputable bus companies should be used.

## **11 INSURANCE**

**11.1** The group leader must ensure, well before the group departs, that adequate insurance arrangements are in place.

**11.2** Principals should clarify with their employing authority what insurance provision already exists and what additional cover may need to be arranged.

**11.3** Parents should be informed of which responsibilities the school accepts and the scope of any insurance cover the school is to arrange.

**11.4** Copies of the insurance schedule should be made available to parents as early as possible in the booking process.

**11.5** The employing authority and or insurance company can advise on particular types of insurance requirements and cover arrangements, for example:

- personal injury
- medical cover for leaders and group members
- third party in relation to loss or damage to property
- specialised risk activities

(often excluded from standard policies)

**11.6** Additional arrangements may be necessary to obtain insurance cover for:

- activities abroad and activities of a potentially hazardous nature
- participants with medical conditions
- cancellations or other emergency situations

**11.7** The school will cover its legal liability in the event of personal injury or damage to third party property in the course of educational visits, in cases where it is established that there had been negligence on the part of the school or its staff.

In the case of visits **organised by a Travel Company**, the teacher organising the trip should ensure that Travel Insurance is arranged for the entire group to provide for medical expenses, personal baggage, cash and such like. The group leader should scrutinise carefully the list of exclusions in the policy. If there is any doubt about the cover the insurer should be asked for clarification. Additional cover may be necessary for participants with medical conditions. The group leader should check this with the insurance company

before departure. Some unions provide additional cover to staff if they are advised in advance.

In the case of a school trip **organised by a Travel Company** parents must be informed of the extent of any cover arranged by the party leader.

## **12 FINANCES**

All monies collected with respect to a visit should be submitted to the Bursar who will issue receipts accordingly.

## **13 PASSPORTS**

**13.1** Every member of the party must be covered by either an individual or a group passport.

**13.2** ID cards are desirable on a visit abroad.

## **14 LISTS OF PUPILS ON EDUCATIONAL VISITS**

These must be filled in 10 days in advance and copies posted in staffroom and left with:

- i) Principal
- ii) Vice Principals
- iii) Office (Pupil and Teacher Secretaries).
- iv) Assistant Bursar

These should include phone numbers and addresses.

In the case of class outings, advise office, Principal and Vice-Principals of any pupils in school who are not going on the trip so that alternative arrangements can be made.

## **15 EDUCATIONAL VISITS INVOLVING PLACEMENT OF YOUNG PEOPLE WITH HOST FAMILIES**

Educational visits which include the placement of young people with host families can offer the young person valuable insights into family life in another country/culture. However, such visits pose risks.

The following guidance has been drawn up to assist those organising such visits to ensure that all possible safeguards are in place to promote the safety and well-being of all young people who participate in educational visits involving host families.

As far as is reasonably possible, great care should be exercised in the selection of families to ensure that they can appropriately meet the needs of the young person. Vetting procedures which are in operation in Northern Ireland may not exist in another jurisdiction. Our host families should be vetted. Therefore, it is essential that the school with which groups are liaising in the host country, seeks to ensure that young people are being accommodated where their well-being will be protected.

The group leader must ensure that the host school has put in place all necessary checks to promote and safeguard the welfare of young people whilst staying with host families. The educational visits co-ordinator should inform the organisation of the standards required in relation to health, safety and child protection, for example young people should be provided with a bedroom of their own, or be accommodated in a bedroom shared with persons of the same sex but with a bed of their own.

Similarly, the educational visits co-ordinator must ensure that appropriate information is shared with the host family to empower them to meet the specific health or additional needs of the student.

The group leader must undertake full consultation with all of the young people to ensure that every aspect of the visit is understood. This consultation should also include a personal safety and social skills programme to inform and enable the young person to identify potential risks and seek support from an identified adult accompanying the group.

Every young person on the visit must have access to the group leader or other accompanying adult on an emergency basis at any time.

### **NON-RESIDENTIAL HOME VISITS**

In the case of a visit for one day, or part of a day, pupils should be sent in pairs. The family/home must be selected by and/or known to the staff of the host school.

### **EDUCATIONAL VISITS TO WHICH PUPILS AND A MEMBER OF STAFF ARE INVITED**

On occasions, a teacher may be invited to accompany one, or a small number of pupils, on an educational visit (University Shadowing Scheme, Awards Ceremony, Sporting Event).

In such instances, the teacher is responsible for the following:

- Liaising with the organising body
- Communicating with parents and pupils re accommodation, transport, costs, activities/events
- Obtaining medical details and parental permission
- Risk assessment
- Agreeing a code of conduct

On such trips, there may be occasions when the student(s) is/are engaged in activities without the member of staff being present. On such occasions the teacher is responsible for the safety and well-being of the pupil(s) and must ensure that mobile phone numbers have been exchanged so that contact can be made in an emergency.

**16 Arrange a meeting with the Educational Visits Coordinator in order to submit details and check Appendix I.**

# ASSUMPTION GRAMMAR SCHOOL

## NOTIFICATION OF EDUCATIONAL VISIT

TO BE COMPLETED BY THE GROUP LEADER

**Educational objective of visit:**

— \_\_\_\_\_  
— \_\_\_\_\_

**Place(s) to be visited**

— \_\_\_\_\_  
— \_\_\_\_\_

**Group:**

— \_\_\_\_\_

**Number of Young People:**

\_\_\_\_\_

**Age Range**

\_\_\_\_\_

**Proposed Dates:**

\_\_\_\_\_ **Number of Days (*incl*)** \_\_\_\_\_

**Estimated Cost Per Young Person:**

£\_\_\_\_\_

**Activities to be undertaken:**

— \_\_\_\_\_  
— \_\_\_\_\_  
— \_\_\_\_\_  
— \_\_\_\_\_

**Staff Members and**

**Group Leader**

\_\_\_\_\_

**other adults involved:**

**Deputy Leader**

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**Transport Arrangements:**

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**Organising Company/:**

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**Agency (*if relevant*)**

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **CODE OF CONDUCT**

Each Group Leader will wish to draw up his/her Code of Conduct. The Code should be clear about the following:

- § smoking;
- § drinking alcohol;
- § use of illegal drugs or mind-altering substances;
- § appropriate relationships amongst participants;
- § appropriate relationships with others;
- § security of personal belongings;
- § respect for individuals' privacy;
- § equality of opportunity;
- § expectations in relation to the completion of essential tasks;
- § acceptable manners and general behaviour.

*It is the responsibility of the leaders to maintain standards of behaviour and discipline while on educational visits. Leaders cannot avoid setting an example to group members in everything they do or say. Therefore, as far as possible, the leaders and young people should be subject to the same code of conduct.*

**RULES TO BE OBSERVED**

- 1 No pupil may purchase or consume alcohol.
- 2 No pupil may purchase or smoke cigarettes.
- 3 No pupil may purchase or avail of drugs or solvents.
- 4 Teachers must be obeyed at all times.
- 5 Good behaviour is expected both at the hotel and on outings.
- 6 Pupils should always stay with the group.
- 7 No pupil may leave the hotel except when accompanied by teacher/s.
- 8 Valuables should be left at home.
- 9 No pupil should leave her bedroom during the night.
- 10 No males should be invited to a pupil's bedroom.
- 11 All accidents or illnesses should be reported to a teacher.
- 12 Medication should only be taken with the knowledge of the teacher and the prior permission of the parent.
- 13 Pupils should observe a suitable dress code.
- 14 No pupil may ever wander off alone, regardless of the reason and time of day or night.
- 15 Under no circumstances should persons other than official group members join the party.

## **RISK ASSESSMENT**

- 1 Risk Assessments are carried out by the group leader. An assessment should be completed well before the visit and should be approved by the Principal.
- 2 Specialised information for some visits may be necessary.
- 3 Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.
- 4 The group leader should take the following factors into consideration when assessing the risks:
  - the type of visit/activity and the level at which it is being undertaken;
  - the location, routes and modes of transport;
  - the competence, experience and qualifications of supervisory staff;
  - the ratios of teachers and supervisory staff to pupils;
  - the group members' age, competence, fitness and temperament and the suitability of the activity;
  - the special educational or medical needs of pupils;
  - the quality and suitability of available equipment;
  - seasonal conditions, weather and timing;
  - emergency procedures;
  - how to cope when a pupil becomes unable or unwilling to continue;
  - the need to monitor the risks throughout the visit;

- 5 The risk assessment should be based on the following considerations:
  - what are the hazards?
  - who might be affected by them?
  - what safety measures need to be in place to reduce the risks to an acceptable level?
  - can the group leader put the safety measures in place?
  - what steps will be taken in an emergency?
- 6 The person carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visit with details of the measures they should take to avoid or reduce the risks. The Principal, Educational Visits Coordinator and Board of Governors should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.
- 7 Frequent visits to local venues such as Leisure Centres/Swimming pools, may not need a risk assessment every time. Nevertheless, it is essential not to become complacent.
- 8 Before booking a visit the group leader should obtain a written or documentary assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place.

**EXEMPLAR RISK ASSESSMENT**

<p><b>Risk Situation : Coach Travel</b></p>	<p><b>Precaution</b></p>
<p>1. Departure</p>	<ul style="list-style-type: none"> <li>· Pupils to be informed of where to wait safely for coach</li> </ul>
<p>2. Luggage left behind</p>	<ul style="list-style-type: none"> <li>· Ensure that a member of staff checks with the driver that all luggage has been loaded</li> <li>· Pupils and staff check that no luggage is left in accommodation on departure</li> </ul>
<p>3. Pupil left behind</p>	<ul style="list-style-type: none"> <li>· Staff count pupils every time before coach starts off</li> <li>· Tell the pupils the duration of each stop and when / where to meet</li> </ul>
<p>4. Safety on coach</p>	<ul style="list-style-type: none"> <li>· Pupils must wear seatbelts: a legal requirement in France</li> <li>· Pupils should sit down whilst the coach is in motion</li> </ul>
<p>5. Pupils feeling unwell</p>	<ul style="list-style-type: none"> <li>· Keep the coach clean and dispose of rubbish regularly</li> <li>· Keep the coach well ventilated</li> <li>· If a pupil feels unwell bring her closer to the front of the bus and issue a sick bag</li> <li>· Remind pupils to use toilets on rest stops; toilets on coach are for emergency use</li> <li>· Remind pupils to avoid blocking the toilets</li> </ul>
<p>6. Emergency evacuation of coach</p>	<ul style="list-style-type: none"> <li>· Pupils will be shown emergency exits and reminded not to block aisles with bags etc.</li> </ul>
<p>7. Leaving coach: accidents</p>	<ul style="list-style-type: none"> <li>· Warn pupils to be vigilant when leaving coach as the door will be on the 'wrong' side in France.</li> </ul>

<b>Risk Situation :</b> <b>Air Travel</b>	<b>Precaution</b>
1. Check-in : delays/ separation of members of group	<ul style="list-style-type: none"> <li>· Inform check-in that we are a group</li> <li>· Ask pupils to remain together whilst check-in procedures take place</li> <li>· One member of staff will remain at the check-in desk with pupils checking-in whilst one remains at the rear of the group</li> </ul>
2. Prior to departure delays/ separation of members of group loss of boarding cards / passport	<ul style="list-style-type: none"> <li>· Pupils will be informed of when and where to meet</li> <li>· Pupils will be accompanied through security check and will be reminded of their responsibility to keep their boarding card safe.</li> <li>· Pupils will be reminded of the need to remain in groups of no less than 3, to use the toilets and to take care of their hand luggage</li> </ul>
3. Take-off / landing	<ul style="list-style-type: none"> <li>· Staff will be vigilant regarding nervous travellers / those suffering from e.g. ear-ache and seek advice from airline staff if necessary.</li> </ul>
4. Arrival Loss of luggage / separation of members of group	<ul style="list-style-type: none"> <li>· Group will leave aircraft together</li> <li>· Staff will remain with group at luggage collection point</li> <li>· Lost luggage will be reported following airport / airline procedures</li> <li>· Pupils will be accompanied through passport controls</li> <li>· The group will remain together until the group boards coach for onward journey</li> </ul>
5. Emergency situation	<ul style="list-style-type: none"> <li>· Pupils must listen to emergency instructions given by the crew</li> <li>· 'Head counts' will be carried out regularly</li> </ul>

Risk Situation : Accommodation	Precaution
1. Poor supervision of pupils	<ul style="list-style-type: none"> <li>· Ask the tour company to arrange the rooms as close together as possible</li> <li>· Ensure that staff rooms are dispersed through the same area as the pupils' rooms and that pupils know where staff rooms are located and vice versa</li> <li>· Where possible staff will retain keys to pupils' rooms</li> </ul>
2. Contact with 'undesirables'	<ul style="list-style-type: none"> <li>· Staff and pupils to be vigilant and staff will report any suspicions to reception / security</li> </ul>
3. Damage to accommodation	<ul style="list-style-type: none"> <li>· Rooms will be checked on arrival and any damage will be reported</li> <li>· If damage is caused staff will report it to hotel staff</li> </ul>
4. Windows / balconies : falling from / attracting undesirable attention	<ul style="list-style-type: none"> <li>· Pupils will take care when looking out of windows / when on balconies</li> <li>· Pupils will be reminded to close blinds / shutters at night and when dressing / undressing</li> </ul>
5. Unknown people getting access to pupils' rooms	<ul style="list-style-type: none"> <li>· Pupils will be instructed to lock their doors and not to open them unless the person wanting to enter identifies him / herself</li> <li>· Pupils do not leave their rooms after 'lights out'.</li> </ul>
6. Pupils leaving the building	<ul style="list-style-type: none"> <li>· Pupils will be instructed that they may not leave the building without the express permission of a member of staff when they will be accompanied by a member of staff who will inform the other members of the group</li> </ul>
7. Pupils not in their own rooms	<ul style="list-style-type: none"> <li>· Staff have a list of occupants of each room</li> <li>· Staff check before 'lights out' that the pupils are in their allocated rooms and pupils are told that they may not go to other rooms after that time.</li> </ul>

Risk Situation : Accommodation (cont'd)	Precaution
8. Pupils needing to find staff e.g. if a pupil is unwell	<ul style="list-style-type: none"> <li>· Pupils will be informed of the rooms occupied by staff</li> </ul>
9. Expenses incurred in hotel	<ul style="list-style-type: none"> <li>· Pupils will be told not to use the phone / mini-bar where such facilities exist in rooms</li> </ul>
10. Watching unsuitable TV	<ul style="list-style-type: none"> <li>· Staff will be vigilant and ask that unsuitable channels be 'barred' if the risk arises</li> </ul>
11. Complaints from other guests	<ul style="list-style-type: none"> <li>· Remind pupils of need to be sensitive to comfort of other guests both while in their rooms and in public areas</li> </ul>
12. Loss of personal belongings	<ul style="list-style-type: none"> <li>· Pupils will be reminded to keep their belongings stored in cases / cupboards</li> <li>· Valuables / money should not be left unattended</li> <li>· Doors will be locked during the group's absence from the hotel</li> </ul>
13. Use of lifts : becoming trapped	<ul style="list-style-type: none"> <li>· Pupils will be advised to travel in twos so that no pupil could be trapped alone in the lift</li> </ul>
14. Pupil unwell	<ul style="list-style-type: none"> <li>· Staff will ensure that a pupil who is unwell will be cared for by visiting her in her room regularly, seeking medical attention if it is thought necessary or advisable, providing basic medication and/or staying with the pupil in the accommodation if the pupil is unable to take part in group visits</li> </ul>
15. Emergency evacuation of building	<ul style="list-style-type: none"> <li>· Staff will familiarise themselves with the layout of the building and will point out emergency exits to pupils</li> <li>· In the case of an emergency 'head counts' will be carried out</li> </ul>

<b>Risk Situation :</b> <b>Walking in a group</b>	<b>Precaution</b>
1. Alongside a road : danger from traffic  2. Crossing the road	<ul style="list-style-type: none"> <li>· Pupils will be reminded to walk in pairs keeping away from the kerb</li> <li>· Staff to divide themselves and walk at front, back and middle of group</li>   <li>· If possible the group will only cross the road at designated places (zebra crossing / traffic lights)</li> <li>· Pupils and staff will be vigilant to the danger of traffic approaching from the 'wrong' direction</li> <li>· Staff will divide themselves to cross at the front, middle and back of the group</li> <li>· Staff will remind pupils to cross in an orderly manner</li> </ul>
<b>Risk Situation :</b> <b>Swimming / Paddling</b>	<b>Precaution</b>
1. Risks associated with water	<ul style="list-style-type: none"> <li>· Only those pupils whose parents have agreed to their children swimming will be allowed to do so</li> <li>· Swimming will only be permitted in a public pool where supervision is provided</li> <li>· If pupils swim in a public pool staff will either swim in the pool or observe (numbers in proportion to those swimming)</li>   <li>· Paddling (water not above knee level) will only be permitted where parents have not excluded swimming / water activities, where water conditions are calm and with staff in close attendance</li>   <li>· Swimming will not be permitted in the sea.</li> </ul>
<b>Risk Situation :</b> <b>Emergency / Accident</b>	<b>Precaution</b>
	<ul style="list-style-type: none"> <li>· Will be responded to according to school policy (see separate document)</li> </ul>

<b>Risk Situation : Unsupervised Time</b>	<b>Precaution</b>
1. Getting lost  2. Being approached by a stranger  3. Loss / Theft  4. Accident	<ul style="list-style-type: none"> <li>· Unsupervised time will be restricted in time and geographical area and will be permitted within a 'safe' area</li> <li>· Pupils will carry details of accommodation and emergency contact number</li> <li>· Pupils will have been told to always keep together in groups of 3 or 4</li>   <li>· Pupils must never go off on their own</li>   <li>· Pupils will be reminded to look after their belongings and keep money safe</li> <li>· Pupils can ask staff to spread distribution of pocket money and use a 'pocket money' card</li>   <li>· Pupils will know where to find staff and should seek help as promptly as possible</li> </ul>
<p style="text-align: center;">In Disneyland Paris pupils will be given unsupervised time but regular meetings will be organised through the day to check on pupils' welfare. As agreed in the rules they will stay in groups of 3 or 4.</p>	

# FIRST- AID KITS

## APPENDIX D

First Aid should form part of the risk assessment. It is recommended that one of the accompanying teachers have undertaken First Aid training. Before undertaking any off-site activities the group leader should assess what level of first aid might be needed. The minimum first aid provision for a visit is:

a suitably stocked first aid box  
a person appointed to be in charge of first aid arrangements

Health and Safety Executive recommends the following minimum contents for a travelling first aid box where no special risk has been identified:

- a general guide card on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment;
- 2 sterile eye pads with attachments;
- 6 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped, sterile unmedicated wound dressings (approximately 10 cm x 8 cm);
- 2 large sterile individually wrapped, unmedicated wound dressings (approximately 13 cm x 9 cm);
- 3 extra large sterile individually wrapped, unmedicated wound dressings (approximately 28 cm x 17.5 cm);
- sterile water or sterile normal solution in sealed disposable containers for use in situations where mains tap water is not available. (Each container should hold 300 ml and at least 3 containers should be provided. Once opened, the containers must not be re-used).

All minibuses are required by law to carry a first aid kit.

**PARENTAL CONSENT FORM**

**Please complete the following:**

I \_\_\_\_\_ Parent/Guardian of  
\_\_\_\_\_ give my permission for my daughter to go on the school trip. I understand the rules and regulations regarding my daughter's participation in the school trip and I will ensure that my daughter abides by them.

**Signed:** \_\_\_\_\_  
(Parent/Guardian)

I fully understand the rules and regulations which I must obey during the school trip and I undertake to obey all the rules and regulations.

**Pupil's Signature:** \_\_\_\_\_

I /We have read and understand the rules my/our daughter must adhere to during the school trip. I /We fully understand that no teacher can be held responsible if my/our daughter disobeys these rules.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EXEMPLAR STUDENT/PARENT CONTRACT**

While on the Trip

- Students will follow the rules in the School 'Code of Conduct'
- Students will follow all staff instructions and behave in a sensible manner in all situations
- Students will show respect to members of the public and other party members
- Students will not purchase any illegal items, alcohol, cigarettes, or drugs, or any items deemed unsuitable by staff
- Students will not be allowed to smoke at any time during the trip
- Students will not go into other peoples' rooms without permission
- Students will keep their rooms tidy
- Students will not make an unreasonable amount of noise
- Students will go to bed when requested and stay in their rooms

- o Students will carry their identification card showing the emergency telephone number with them at all times
- o Students will stay in groups of 4 or more at all times

Sanctions

- Students will not be allowed to join their friends whilst on excursions
- o Students will have to stay with members of staff until they can show reasonable responsibility

Name \_\_\_\_\_ Class \_\_\_\_\_

**Please check the following:**

- o I have read the student contract and agree to the terms.
- o My son or daughter has read the above contract and has agreed to the terms.

Signed (Parent/Guardian) \_\_\_\_\_

Signed (Student) \_\_\_\_\_

**Please choose one of the following options:**

While on route in the city all students will be supervised.

- o I will allow my child to leave the group leader for short periods of time within a confined area. (e.g. Shopping stores and theatres).
- o I will NOT allow my child to leave the group leader for short periods of time within a confined area.

---

Parental contact number: \_\_\_\_\_

Secondary emergency number: \_\_\_\_\_

**WATER ACTIVITY CONSENT**

**Swimming Competency**

Delete as

- appropriate
- Is the student able to swim 50 Metres? Yes/No
- Is the student confident in a pool? Yes/No
- Is the student confident in the sea or open inland water? Yes/No
- Is the student safety conscious in water? Yes/No
- Water is the distance the student currently holds accreditation for?  
\_\_\_\_\_metres

**Pool or Water Park Activities**

- Does the student understand and display responsible pool behaviour? Yes/No
- Does the student understand the role and limitations of a Life Guard? Yes/No
- Does the student understand and obey pool side signage? Yes/No
  
- Do you give permission for the student to be out of their depth in water? Yes/No
- Do you give permission for the student to make use of water rides? Yes/No
- Do you give permission for the student to swim without a life Guard,  
with staff supervision? Yes/No

**Forbidden Activities**

**All diving, including use of purpose built diving boards and diving pools  
Any swimming, or water entry, without a member of staff present and giving consent**

**Open Water Activities**

- Does the student understand and display responsible behaviour in open water? Yes/No
- Does the student understand the potential hazard of swimming in open water? Yes/No
- Does the student understand the role and limitations of a Life Guard? Yes/No
- Does the student understand and obey water side signage, including flags? Yes/No
- Does the student regularly swim in open water? Yes/No
  
- Do you give permission for the student to swim in the sea or open water? Yes/No
- Do you give permission for the student to use Pedal Boats or Hydrobikes? Yes/No

**Forbidden Activities for Open Water**

**Swimming without a Life Guard on duty  
Any swimming, or water entry, without a member of staff present and giving consent  
Use of inflatable devices in open water**

**Diving**

**Water Sport: Sailing, Water Skiing and Towed Rides, Surfing, Wind Surfing  
Powered water sports, including, but not exclusive to, Jet Ski and Boating**

By signing below, I understand I am entering into a partnership of care by offering accurate, appropriate and considered consent to the above.

Signed Parent/Guardian ..... Date .....

Print Name (Block Capitals please): .....

**MEDICAL QUESTIONNAIRE**

NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

DOB: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBERS: 1: \_\_\_\_\_ 2: \_\_\_\_\_

DOCTOR: \_\_\_\_\_ DOCTOR'S TEL NO: \_\_\_\_\_

1 Has your child been in contact with any infectious diseases recently?

*If yes, please give  
details* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 While on the trip, will your child be on any medication?

\_\_\_\_\_

*If yes, please complete the following:*

a) Type of medication

\_\_\_\_\_

b) When is it taken?

\_\_\_\_\_

c) Reason for medication?

\_\_\_\_\_

3 Does your child have any known allergies, including any allergy to medication?

*If yes, please give details*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4 Are there any other aspects of your child's health of which the staff should be aware? (e.g. fainting, nosebleed, sleepwalking, poor vision/hearing, recent injuries etc.)

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5 Has your daughter had a recent Tetanus Booster? \_\_\_\_\_

When? \_\_\_\_\_

6 Is your child fit to take part in all activities planned on this trip e.g. bowling, walking, swimming, dancing etc? \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Guardian)

Date: \_\_\_\_\_

*Any details not covered by this form should be included on the back.*

**Please complete this form and return it to school by:**

---

I hereby authorise \_\_\_\_\_ leader of the school trip, or any other member of the school staff/ adult supervisors to consent to such medical treatment including inoculations, surgery or blood transfusions, which in the opinion of a qualified medical practitioner may be necessary for my child in the course of the Assumption Grammar School trip.

I further consent to my child travelling by any form of public transport, while on the school trip, or going to or from the airport.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*APPENDIX H*

## **Educational Visit Incident Record Form**

1 Name of School/ Youth Group \_\_\_\_\_

2 Name of Group Leader \_\_\_\_\_

3 Date, Time and Location of Incident \_\_\_\_\_

4 Name and address(es) of witness(es)

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

5 Please state in your own words what happened including details of names and status of those involved

6 Describe what action was taken (e.g. details of First-Aid, police or medical involvement)

Signed \_\_\_\_\_

Date \_\_\_\_\_

Designation\_\_\_\_\_

—

**PLANNING CHECKLIST**

School: \_\_\_\_\_

Date of Visit from: \_\_\_\_\_ To \_\_\_\_\_

Venue: \_\_\_\_\_

Group Leader: \_\_\_\_\_

	<b>Key Areas</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
i	The proposed visit has clear educational objectives.			
	The nature of the visit has been established.			
	The target group has been identified.			
ii	All the relevant information regarding the proposed educational visit has been presented to the management e.g. destination, itinerary, timescales etc. Appendix J has been completed and submitted.			
iii	The management has approved the proposed visit.			
iv	A risk assessment has been undertaken for all aspects of the visit(s) and appropriate control measures have been put in place and recorded: § hazards have been identified § people who may be at risk have been identified § evaluation of the risk has been undertaken § additional safety and/or control measures have been established § information has been disseminated to all relevant persons and appropriate records maintained.			
v	Where residual risks (inherent in all visits) still prevail an appropriate contingency/emergency plan has been put in place and disseminated to all relevant persons.			

vi	<p>The number of leaders in attendance has been agreed:</p> <ul style="list-style-type: none"> <li>§ a staff member has been identified as group leader</li> <li>§ A Deputy Leader has been appointed</li> <li>§ accompanying staff have been identified</li> <li>§ volunteer supervisors have been identified</li> <li>§ police checks have been undertaken (where necessary).</li> </ul>			
vii	<p>Leaders are made fully aware of:</p> <ul style="list-style-type: none"> <li>§ their roles and responsibilities</li> <li>§ the standard of conduct required of them during the visits.</li> </ul>			
viii	<p>Young people and parents/guardians have been informed/briefed and understand the implications of their participation in the visit.</p>			
ix	<p>Parents/guardians have given their written consent to the young people participating in the educational visit.</p>			
x	<p>All relevant information (medical, dietary and contact details) pertaining to the young people participating in the educational visit(s) has been obtained, recorded and appropriate action taken where necessary.</p>			
xi	<p>The transport arrangements for the group are appropriate for the nature/type of journey(s) planned.</p>			
xii	<p>Adequate insurance is in place to cover all aspects of the educational visit, including transport.</p>			
xiii	<p>Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of:</p> <ul style="list-style-type: none"> <li>§ its suitability for the group</li> <li>§ its compatibility with the objectives of the visit.</li> </ul>			
xiv	<p>Where the educational visit involves outdoor or</p>			

	<p>adventurous activities, the Education Visits Co-ordinator and group leader are satisfied that:</p> <p>§ appropriate management structures and systems are in place in relation to child protection/health and safety</p> <p>§ staff are competent to provide the activities</p> <p>§ all relevant checks have been undertaken to ensure the above are in place</p> <p>§ Teachers will be present and/or readily available and will retain responsibility for the group.</p>			
xv	The Educational Visits Co-ordinator has approved the operational arrangements for the visit.			
xvi	Employing authority approval obtained.			
xvii	Plans are in place for an emergency and those involved in the visit will be made aware of the procedures to be followed in the event of an emergency (see Appendix K)			
xviii	<b>The Post Visit Review Form will be completed after the trip and submitted to the Educational Visits Coordinator (see Appendix L).</b>			

Signed: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Educational Visits Co-ordinator: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_





## EMERGENCY PROCEDURES

## APPENDIX K

- Emergency procedures must be established by the Group Leader and must be communicated to and understood by all members of the party.
- At least one leader in a party should have knowledge of First-Aid. A list of contents is suggested in Appendix D
- In the event of a young person being injured, specialist help must be sought as appropriate and parents informed as soon as possible. Where the accident/injury is serious the Principal should be contacted.

Responsibility for informing the employing authority rests with the Principal.

- If it is necessary, due to the seriousness of the circumstances, for the parents to visit the young person(s), the Principal, in conjunction with the Board of Governors , should make arrangements for them to do so.
- A 'lost' procedure should be known in advance by every member of the group including:
  - action to be taken if separated from the group or lost
  - advice on where assistance may be sought
  - notifiable personnel and contact details
  - notification of safe return
- If any leader has cause to believe that a young person has been abducted or has absconded the Police must be notified

GROUP DETAILS \_\_\_\_\_

DATE \_\_\_\_\_

**POST VISIT REVIEW**

Group Leader: \_\_\_\_\_

Visit to: \_\_\_\_\_

Dates: \_\_\_\_\_ to \_\_\_\_\_

Please comment on the following:

<b>ISSUE</b>	<b>RESPONSE</b>
Was the venue suitable?	
Was the accommodation / food / equipment of a suitable standard?	
Were the venue staff competent ?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of programme relevant to the group?	
Were the young people effectively briefed prior to the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit?	

Other Comments:

Signed Group Leader: \_\_\_\_\_

Date: \_\_\_\_\_

**Signed** \_\_\_\_\_  
*(For the Board of Governors)*

**Signed:** \_\_\_\_\_  
*(Principal)*

**Date:** \_\_\_\_\_

**ASSUMPTION GRAMMAR SCHOOL  
24 BELFAST ROAD  
BALLYNAHINCH  
BT24 8EA**

**UNDERTAKING BY TEACHER IN CHARGE OF EDUCATIONAL  
VISIT**

I have read and understand the school's Educational Visits Policy and agree to adhere to the terms therein.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## BOARD OF GOVERNORS AUTHORISATION FORM

NAME OF SCHOOL \_\_\_\_\_

To be completed by the Principal and forwarded to the Board of Governors.

Please tick as appropriate:

Category 3 Residential Visits of one or more nights within the UK or Ireland

Category 4 Residential visits outside the UK or Ireland

Category 5 Hazardous Activities - residential and non-residential

*All procedures have been followed as set out in the agreed policy and the following completed*

forms are attached:

EVO Notification of Educational Visit

EV1 Planning Checklist

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Visit Approved

Visit Not Approved

Reason (s)

