



Educational Visits Handbook



Valid from 1st November 2009

Chapter		Page
1	Introduction	1
2	Investigating the feasibility of an Educational Visit	2
3	Organising an Educational Visit	7
4	Supervising an Educational Visit	12
5	Reporting after an Educational Visit	17
6	Dealing with misconduct	17
7	Dealing with emergencies	17
8	References and reading list	20
Appendix		
A	Tour Organisers: Summary of regulations	21
B	Summary of English law for licensed premises	22
C	Activity Centres (Young Persons' Safety) Act 1995	23

Introduction

1.1 Pupils taken off site from BGS may be involved in anything from half-day sporting fixtures to extended stays in foreign countries. All off-site activities are classed as Educational Visits (EVs). The school believes that such visits have major educational value, play a large part in the personal development of pupils, greatly assist in fostering good relations between staff and pupils and help to promote a sound community spirit within school. The school policy for the planning, organisation, leadership and conduct of EVs is described in this document. It is important to recognise that EVs have inherent risks and, in order to mitigate the risks, organisers and leaders must adhere to the policies set out in this document.

1.2 In addition, this document

- Gives practical advice about the organisation of EVs so that some of the potential problems can be anticipated. The advice may be particularly useful to staff who are relatively inexperienced or who are leading EVs for the first time.
- Sets out the procedures that should be adopted in case of an emergency or a major difficulty while on an EV.
- Ensures that members of staff are aware of the legal implications of any action taken or judgement made during an EV.

1.3 **The completion of risk assessments for EVs is mandatory.**

The risk assessment must address the following questions:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Is the group leader able to put these safety measures in place?
- What steps will be taken in an emergency situation?

1.4 Colleagues will be aware of cases of injury or even loss of life involving schools in other parts of the country. It is also well understood that teachers may be personally liable when they have been negligent.

The procedures described in this document are the definitive statement of the School's policy for EVs, to which reference can be made in the case of disputes or legal action. Good planning can help avoid a myriad of pitfalls.

1.5 **Copies of the EV application forms, risk assessment forms and parental consent forms are available in the Staff Shared Area I: HEALTH & SAFETY folder.**

Investigating the Feasibility of an Educational Visit

- 2.1 There is a Governors' limit (currently £750 per pupil) on the charge that can be levied from pupils/parents. However, some EVs will only attract the interest of a small number of pupils and it may be difficult to keep the costs low enough. These minority interest EVs may be allowed to exceed the limit.
- 2.2 It is essential that pupils' participation is not prevented because of modest parental income. School grants (through the BGS Society) are available in cases of genuine need. Financial assistance is given at the discretion of the Headmaster, the Party Leader, and the Grants Committee. Party Leaders should exercise discretion before suggesting to parents that they apply to the Headmaster for help.

The Bursar should be consulted to ascertain whether any members of a proposed EV are in arrears with the payment of school fees. If so, this matter should be discussed with the Headmaster.

- 2.3 The cost of an EV should be kept to a minimum. It is recommended that quotations from more than one travel company should be considered by the Party Leader. However, it may also be the case that a "tried and tested" company or a well-known company may be the most cost-effective option. When considering booking with a new travel company, it would be wise to contact an outside agency (e.g. one of the Teaching Unions) for any further information about the company.
- 2.4 It is essential that any teacher contemplating taking pupils off-site should work out a budget for the EV. All elements of expenditure should be listed with costs, e.g. transport, insurance, additional staff costs, entrance or other fees, board and lodging costs, hiring costs and any other miscellaneous expenditure. Party Leaders should have emergency funds available on an EV to cover unforeseen expenditure. A credit card with a reasonable limit is probably the most practical way of achieving this. Where necessary, Party Leaders should check that credit cards are valid abroad.
- 2.5 Under NO circumstances should teachers run EVs for BGS pupils that are not fully sanctioned by the Headmaster and Governors. Approval or Permission to Proceed must be sought and given before any bookings are made.
- 2.6 **A risk assessment of the proposed EV must be completed before an application can be approved.** A generic risk assessment for regular EVs such as netball or rugby matches may be used but these should be reviewed at least annually taking into account any accidents or near misses. Copies of the completed risk assessment should be made available to all those going on the EV. Risk assessments need to be reviewed and amended after the EV has taken place. A copy of the approved risk assessment will be kept by the Health and Safety Officer.
- 2.7 All transactions should be recorded in an accounts day book. Teachers must not use their own personal banking accounts for EVs. A dedicated account should be established within school which will be administered by the Finance Office. Teachers' expenses should be properly recorded in the accounts. Careful planning should keep surpluses to a minimum. A small surplus could be carried forward to fund future EVs or used for other educational purposes. A larger surplus should be refunded to pupils on a pro-rata basis.

Parents must be advised about this refund policy. At the end of the EV, the full accounts must be given to the Financial Controller.

2.8 It is very important to arrange for the correct staff-pupil ratio on any EV.

There should be a minimum of two staff accompanying all EVs unless prior permission is obtained from the Headmaster. For example, when travelling to and from sports fixtures where staff from other schools will also be supervising pupils at the destination and provided the EV does not involve an overnight stay.

For all EVs abroad it is essential that there is a staff-pupil ratio of not less than 1:10 and, where possible, the ratio should be nearer 1:8.

For residential EVs in the UK and for all EVs where there are potentially more complex issues concerning supervision there should be a staff-pupil ratio of not less than 1:10 and where possible, the ratio should be nearer 1:8. However, for certain residential EVs in the UK, e.g. sports tours, the Headmaster may allow a lower ratio of staff to pupils. In such cases the Party Leader must apply to the Headmaster and be granted permission to vary the staff-pupil ratio before advertising the EV. In no circumstances will a staff-pupil ratio of less than 1:25 be allowed.

For non-residential EVs in the UK the staff-pupil ratio should not be less than 1:15. Approval may be given to vary the staff-pupil ratio and the Party Leader should seek permission from the Headmaster or Deputy Head before advertising the EV. In no circumstances will a staff-pupil ratio of less than 1:25 be allowed.

Some activities may require a higher staff-pupil ratio e.g. rock climbing. However, the adoption of such a ratio will involve extra costs as travel companies are unlikely to offer free places for extra staff. The extra costs incurred should therefore be included in the price paid by pupils.

2.9 When planning an EV which involves an adventure activity, the party leader must check that the provider holds the necessary licence (Appendix B). Before booking an EV with a tour provider, there must be written or documentary evidence that the tour provider has assessed the risks and that the appropriate safety measures are in place. If the school is not using the services of a tour provider, those organising and supervising the EV must have the appropriate qualifications.

2.10 If the EV involves remote supervision the Party Leader must ensure during the planning stage that the pupils are competent enough to be supervised in this way and parents must have explicitly agreed to this aspect of the EV. The Party Leader remains responsible for pupils even when not in direct contact with them.

2.11 For EVs involving overnight stays when there are male and female participants there must be both male and female staff accompanying the group. If boys and girls are going on a non-residential EV other than to the immediate neighbourhood of the school, then both a male and female teacher/adult must accompany the party.

- 2.12 Free places should go to school staff wherever possible. However, there may be circumstances where this might not be possible. For example, there may be occasions when it is necessary for a female adult to accompany an EV and the partner of a teacher might be the most appropriate choice. EVs which take place during the school holidays might warrant family members going on the EV. Such matters need to be discussed with the Headmaster who will use his discretion over these matters. Some measure of flexibility is needed. However, the suitability of potential supervisors should be assessed by the party leader at an early stage in the planning process.
- 2.13 All adult supervisors should be aware of any pupils who may require closer supervision e.g. those with special needs or those with a record of indiscipline. The party leader must check with the Deputy Head if any pupils on the proposed EV have child protection issues. The insurance cover will need to be checked if there are children with special needs on the EV.
- 2.14 **Adults who are not staff and who accompany school trips must be CRB checked by the school.** Note that certain designated responsibilities cannot be undertaken by them unless prior arrangements are made to extend the school's insurance to include them.
- 2.15 The advertising of EVs need not adhere to a precise formula. However, Party Leaders should make it very clear to pupils and their parents who express interest that they are entering into a contract that is binding. Pupils and their parents should be clearly informed about the financial implications of withdrawing from an EV at a late stage.

Many EVs are organised with tour companies and are subject to the tour operator's restrictions. Many pupils fail to understand that EVs operate in this way. Such restrictions should be copied and given to parents at the outset.

- 2.16 A Parental Consent & Pupil Details Form must be issued with the Code of Conduct governing pupils' behaviour (see 4.11). Party Leaders must take completed Parental Consent & Pupil Details Forms on EVs and provide copies for participating staff if required.
- 2.17 Party Leaders should consider travel by train (considerable savings can be made by using the Group Travel service) or by coach.

The use of minibuses should also be considered although self-drive journeys involve a great deal more work and responsibility on the part of the driver. Party Leaders/drivers will need to consult the literature governing the use of minibuses; in particular, 'The School Minibus and the Law' and perhaps 'The Head's Legal Guide'. **No teacher should drive a minibus until he/she has been trained to do so.** A second adult who is also a qualified minibus driver should accompany the driver to assist in the supervision of the group. Driver supervision may be allowed for some journeys. **However, driver supervision will not be allowed if the journey time exceeds 1 hour.** The level of supervision necessary for the journey must be considered as part of the risk assessment.

- 2.18 **All EVs abroad must be booked and organised using the services of a recognised travel agent and/or tour operator who must be bonded by one of the following organisations: A.B.T.A., F.T.O.T., A.I.T.O.T., P.S.A., C.P.T., Y.C.A., and A.B.T.O.T.**

Where possible a registered S.T.F. firm is preferred. Such firms are signatories to nationally agreed standards governing pupil health and safety on EVs.

Serious consideration should be given to using a company which is in the School and Group Travel Association (SAGTA).

- 2.19 The Party Leader should ensure that an appropriate centre is chosen for EVs involving outdoor/adventure activities.

The Party Leader should consult the Adventure Activities Licensing Authority regulations which came into force in 1996. These define Adventure Activities as caving, climbing, trekking or water sports (Appendix C). It is important to have a copy of a centre's risk assessment policy before a booking is made.

- 2.20 The school has an insurance policy in place specifically to cover EVs. Leaders should ask the Bursar for the relevant terms and conditions. Another matter of particular significance is the level of cover required where the EV is likely to involve particular physical activities e.g. climbing (Appendix C). It is advisable for the Party Leader to check with the Bursar before arranging additional insurance as the school's existing insurance cover may be adequate.

The Party Leader and teachers retain ultimate responsibility for pupils at all times during Adventure Activities, even when the group is under the instruction of a member of the provider's staff. The provider is responsible for the safe running of the activity. The Party Leader should also check the level of insurance cover for expensive items such as cameras. Many standard policies have very limited cover and some parents may wish to take out an extra policy and should be informed about this in advance.

- 2.21 Most EVs will be organised well in advance of departure, perhaps by more than a year. Therefore, payments should be collected at regular intervals. If relevant, fundraising may take place over a long period of time. The Party Leader should ensure that parents are kept fully informed about the progress of fundraising activities via a newsletter. Indeed, this may help retain enthusiasm for fundraising events.

- 2.22 Employers are legally obliged to undertake written risk assessments. A risk assessment must be carried out by the Party Leader before making an EV application. The Headmaster requires the school's Health and Safety Officer to examine all risk assessments prior to permission for an EV being given. Pupils must not be placed in situations which expose them to an unacceptable level of risk. The safety of pupils is of paramount importance; where the risk of accident is too great, the visit should not take place. The Party Leader should consult the Safety Officer who will be able to assist in the production of a comprehensive written risk assessment.

- 2.23 It is difficult to carry out in advance a risk assessment in relation to pupil accommodation for EVs abroad. It is therefore a matter for the school to apply standards via its contractual obligations with the accommodation provider. The following checklist should be used although a modified version may be required for pupils on exchange visits. Should accommodation fall short of expected standards, alternative accommodation should be sought using an agreed back-up plan.

CHECKLIST (not intended to be exhaustive but illustrative of the sort of questions to be asked) See Section 3.20 for a more comprehensive list.

Health:

- Is the accommodation non-smoking and clean?
- Is the accommodation adequately ventilated?
- Is the water potable?

Safety:

- Will the pupils be located close to each other so that effective supervision can take place?
- Are electrical systems safe?
- Are there protective devices such as circuit breakers in operation?
- Are effective fire detection, fire warning and fire-fighting devices provided?
- Are fire escape routes provided?
- If using rooms with Yale-type locks on the upper floors of a hostel, is a master key available for the teacher in charge?

Welfare:

- Are toilets of an acceptable standard and near enough to sleeping areas?
- Are washing facilities adequate?
- Is there an adequate supply of clean cold water for drinking?

Procedures:

- Will the group be able to make a safe and rapid exit in the case of an emergency?
- What are the security arrangements?
- What provision is there for any pupils who become ill?
- What facilities are there for pupils with special needs?

Organising an Educational Visit

3.1 Having decided to organise an EV, the teachers involved need to appoint a Party Leader and a Deputy Party Leader responsible for planning and organising the EV. For category 1 visits a separate EV application is not normally required but a Risk Assessment is always needed. If the EV falls within categories 2 to 5 the Party Leaders must follow the procedures shown below to obtain approval.

Obtaining approval for category 2 visits (non-residential local/UK)	Obtaining approval for category 3,4,5 visits (all residential & adventure)
1) Check list (EV1) 2) Document (EV2) to MJS to check for clashes 3) Complete visit application form (EV3 SECTION 1+3) and EV4 for reference 4) Risk assessments completed for each element/activity 5) Documentation to H&S team/EVC for assessment 6) Documents to MJS for approval 7) Visit runs 8) Review of visit by party leader 9) EV5 Accident/incident Log completed where applicable and returned to nurse (passed to the H&S team if necessary)	1) Check list (EV1) 2) Document (EV2) to MJS to check for clashes 3) Complete visit application form (EV3 SECTION 1,2,3) and EV4 for reference 4) Risk assessments completed for each element/activity 5) Documentation to H&S team/EVC for assessment 6) Documents to HM/Governors for approval 7) Visit runs 8) Review of visit by party leader 9) EV5 Accident/incident Log completed where applicable and returned to nurse (passed to the H&S team if necessary)

Supporting notes for completion of documentation for educational visits

- All educational visits must have a risk assessment that must be reviewed following the visit
- Visit leaders are responsible for the behaviour of pupils during the visit
- Visit leaders act in loco parentis during the visit
- Any visit involving a school minibus must have a MIDAS/D1 qualified driver and with visits over 1 hour away there must be two drivers
- For all visits medical information must be obtained for all pupils from the nurse
- A first aid kit must be carried on all visits
- First aid kits to be provided and restocked for each sporting activity and for general visits
- Accident log forms are to included in first aid kits and must be completed following an accident and returned to the nurse

General guidance for visit management and completion of the risk assessment

- Staff/student ratio must be no more than 1:10
- Student and staff gender balance must also be considered and any additional staff/adults involved with the management of the visit must be CRB checked
- First aid provision must also be considered
- Insurances for the visit must be considered
- Communication between groups and between groups and leaders must be considered

- Final approval cannot be given unless all medical information for students has been obtained, risk assessments completed and itineraries included if applicable
 - Staff must be aware of emergency procedures during the visit and an emergency contact must be identified
 - Risk assessments must be obtained from activity providers and checked prior to the visit. School run activities must have their own risk assessment
 - Overseas visits must be booked through a tour operator/travel agent who is ATOL/ABTA protected
- 3.2 The Deputy Head acts as Coordinator of School Trips. School events, confirmed EVs and those in the planning stage are shown in the month by month calendar in the folder named Year Planner in the staff shared area of the intranet.
- 3.3 The Health & Safety team and/or EV coordinator will liaise with the Party Leaders during the planning stages. Final approval is required before an EV can go ahead. The Deputy Head may give approval for Category 2 visits. All Category 3, 4 and 5 visits require the approval of the Headmaster and all visits abroad also require approval from the Chair of Governors. Final Approval will be confirmed, subject to adherence to the rules relating to the organisation of visits described in this handbook. Once final approval has been given there must be no changes to the arrangements without prior approval from the Headmaster.
- 3.5 Party Leaders are responsible for all the detailed planning of the EV and must ensure that action is taken on following points.
- The Parental Consent & Pupil Details Form should be issued so that parents are fully aware of the nature of the visit and that they have written details concerning accommodation, transport and regulations concerning pupil behaviour.
 - The Parental Consent & Pupil Details Form allows for the Party Leader to have the right to authorise any emergency medical treatment. If this is not approved, the Party Leader will liaise with the parents to ascertain whether an individual pupil's participation on the EV is acceptable. It will be advisable to consult the Headmaster in this regard. Party Leaders should have knowledge of any medical conditions of pupils in their care regardless of the length of the EV.
 - A carefully thought out programme of activities will contribute to the success of the EV. Improvisation should be avoided as the party could be placed at risk.
 - A formal written risk assessment must be carried out and the details kept readily available.
 - If unforeseen circumstances arise during the EV, immediate action should be taken to modify instructions to pupils.
 - Party Leaders should establish whether vaccinations are required for EVs abroad and include this information in the instructions to parents.

- For EVs to other parts of the EU, pupils should obtain the European Health Insurance Card (EHIC) to cover emergency medical treatment.

3.6 **Instructions to Parents** should specify details of clothing, footwear, money, food and other relevant information. Parents will also need information about the travel arrangements, regulations, names of the Party Leader and other adults accompanying the party, the itinerary, emergency arrangements, as well as the names, addresses and telephone numbers of all of the accommodation. Arrangements for insurance cover should be given. Parents will want to know how 'down time' ('free time') is to be used.

Many parents prefer advice about the amount of pocket money to provide. It may be appropriate for one member of staff to take responsibility for banking pupils' money in a safe place [ask the hotel management for a safe deposit box (or equivalent) and also issue the money in smaller quantities at regular intervals throughout the EV]. Younger pupils in particular will need advice on how to arrange their expenditure.

Much of the information issued to parents could be given in a meeting for parents prior to departure. They may also wish to ask questions on issues relevant to the EV and the rules of behaviour could be explained. For EVs abroad or involving several days away from home, such a meeting is essential.

3.7 The Party Leader and other teachers involved must have a clear Code of Conduct which is made clear to pupils. The code should be printed and copies given to parents and pupils in advance. Pupils should be informed that members of staff have full authority on all matters in connection with the EV.

The pupils should also be provided with key safety information. For some pupils on overnight visits it will be their first experience away from home on their own and in the close company of other pupils. They should understand:

- the aims of the activity;
- the background information about the place to be visited;
- basic foreign words where appropriate;
- relevant foreign culture and customs;
- how to avoid specific dangers and why they should follow certain rules;
- safety precautions in place;
- special safety precautions for those with disabilities;
- who is responsible for the group;
- what not to bring back either within the UK or from abroad (e.g. knives);
- what to do if approached by anyone from outside the group;
- what to do if separated from the group;
- emergency procedures.

They should all carry the address and telephone number of the accommodation in case an individual is separated from the rest of the group.

3.8 During any time that remote supervision takes place the Party Leader must ensure that pupils are aware of the ground rules and are adequately equipped to be on their own in a group. The size of the group should be considered. Pupils should have the following:

- telephone numbers and emergency contacts;
- money;
- maps and plans and other information for them to act effectively;
- location of telephones and appropriate coinage (or mobile telephone);
- knowledge of how to summon help;
- a knowledge of out of bounds areas or activities;
- identity cards and a rendezvous point.

3.9 For EVs linked to the curriculum the Party Leader may issue a book list prior to departure.

3.10 **Passports** will be required for foreign travel. For EVs abroad, ensure that all individuals possess a valid 10 year passport with at least 6 months prior to expiry. Be aware that not all pupils are British nationals and they may, therefore, require a visa. If visas are also required the Passport Office in Liverpool will give advice.

Identity Cards may also be needed and these are also available from the Passport Office. It can take several weeks for the Passport Office to process documents.

3.11 It is necessary to take a first aid kit on EVs. The Party Leader should ask the School Nurse for her advice and help. It is prudent to have a member of staff who is trained in first aid on the EV. The potential first aid requirements should be identified before departure e.g. an EpiPen.

3.12 A list of all pupils, members of staff and any other adults going on the EV, together with dates, times and other relevant information should be posted on the Common Room notice board.

3.13 An **Emergency Contact** must be designated at school. It is advisable to arrange an alternative emergency contact in case communication problems arise. The Deputy Head, Assistant Heads, Bursar and Headmaster are willing to help if they are available. They will need lists of those going on the EV as well as copies of emergency contacts for the pupils.

3.14 **It cannot be emphasised too strongly that the Party Leader carries a profound responsibility for the safety of the pupils in their care.** In the past, Party Leaders used indemnity forms stating that the EV was undertaken at the pupil's risk. **This is no longer permissible** (Unfair Contract Terms Act 1977). Modified indemnity forms which make the parents liable for the actions of their children are considered inadvisable as the legality of such forms remains in doubt and they may create some resentment among parents.

3.15 **A list of participating pupils should be sent to the School Nurse as soon as possible and in any case not less than two weeks before departure.** If the Parental Consent & Pupil Details Form shows evidence of a significant medical problem, then there should be liaison with the School Nurse on this issue. It may be necessary to consult with the parents or the family GP. The party leader should check the pupil details against the special needs register and the health concerns list (the School Nurse will be able to help identify any potential problems). The needs of any pupils with disabilities should be carefully considered before departure. **Consultation with the pupil's parents or guardians in addition to the School Nurse is essential.** Every effort should be made to ensure that school journeys and activities are accessible to all those who wish to

participate, irrespective of special educational or medical needs, ethnicity, gender or religion.

- 3.16 The Party Leader should ensure that the pupils are capable of undertaking the proposed activity. Pupils should be encouraged to take on challenges during adventurous holidays but should not be coerced into activities.
- 3.17 Party Leaders/other teachers using a minibus or their own car will need to have access to a mobile phone.
- 3.18 Any use of private vehicles will require the appropriate insurance cover to be in place.
- 3.19 When booking transport, the Party Leader should try to reserve seats well in advance so that the group can travel together.
- 3.20 When arranging accommodation for EVs abroad, the group should ideally have adjoining rooms with teachers next to the pupils. The Party Leader should obtain a floor plan of the rooms reserved for the group's use and ensure that:
- there is at least one male and one female teacher with mixed groups;
 - there are separate male and female sleeping and bathroom facilities for pupils and adults;
 - there is appropriate and safe heating and ventilation;
 - all members of the group are aware of the layout of the accommodation including the locations of fire precaution notices and exits;
 - there are adequate security arrangements, especially if reception is not staffed at all times;
 - locks on the group's doors work and that there is appropriate access for teachers at all times;
 - there are drying facilities;
 - there is adequate storage for the group's equipment and the safe-keeping of valuables;
 - there is provision for special needs pupils and those with disabilities;
 - balconies are stable, windows secure and electrical connections safe;
 - if possible, pupils should not be accommodated in ground floor rooms;
 - there are recreational facilities for the group's use;
 - the accommodation is suitable for any particular cultural or religious needs of the group.

Supervising a Educational Visit

- 4.1 **Fire Precautions:** As soon as a party arrives at the accommodation, the Party Leader must familiarise themselves with the layout of the building(s) and surroundings, and ensure that everyone understands what to do in case of fire. A fire drill should be carried out soon after arrival.

Although the management of the accommodation and the tour company are responsible for the safety and security of the accommodation, the Party Leader should check that the arrangements are satisfactory.

- 4.2 Pupils must report breakages to members of staff immediately on arrival at the accommodation and at other times. Such reports should be recorded and the management informed as it is often the case that management at places of accommodation will demand payment for unreported damage. Pupils should leave hotel rooms/coaches in good condition.

- 4.3 'Down time' ('free time') for pupils will be governed by the following rules:

- On sight-seeing visits pupils must stay with the main party unless told that they may disperse.
- Pupils who leave the main party must go in groups of no less than three.
- Pupils must notify duty members of staff when they wish to go out.
- Duty members of staff must be told of the destination of pupils going out and the pupils must not go elsewhere. In any event, permission to leave the main group must be sought.
- Pupils must return by an agreed time and report in person to duty staff.
- Duty staff will be on duty at a designated place during reasonable hours.

NB: Pupils under 18 are no longer allowed 'free time'. Periods of time when pupils under 18 are unsupervised is referred to as 'downtime'.

- 4.4 A checking-in procedure and lights-out time should be set (possibly according to age of pupils) and monitored personally by staff. **It is not appropriate for male staff to enter bedrooms occupied by female pupils or for female staff to enter bedrooms occupied by male pupils.** No pupil should leave their bedroom after final checking except in an emergency. Female and male pupils must not enter each other's rooms at any time. Pupils should at no time visit the room(s) of other school groups, nor entertain members of other groups in their rooms.

Members of staff have the right to search rooms if they suspect that tobacco, alcohol or illicit drugs are being consumed. Should this be necessary, then the member of staff should be accompanied by at least one other member of staff and by the pupil(s) concerned. Permission must be sought to search a pupil's personal belongings. Pupils must not be searched but may be asked to empty their pockets.

- 4.5 Members of the party must be punctual at all times, and should appear for meals whether they are hungry or not.

- 4.6 The dress code for the pupils will be reasonably smart at all times. Precise instructions governing dress code will be at the discretion of the members of staff. It is generally advisable to avoid “soccer” wear (shirts) as this can be provocative in some parts of Europe.
- 4.7 No aquatic sport is to be permitted without staff permission and supervision. One designated teacher must hold a lifesaving award if lifeguard cover is not available. No climbing is permitted without supervision by a qualified member of staff. (Appendix C).
- 4.8 Pupils should be told that they are ambassadors of their family, their School, their country and their community. As such, they must be courteous and polite at all times (e.g. to hotel staff and fellow travellers).
- 4.9 SAFETY ON TRANSPORT. Most Party Leaders and other teachers will ensure the obvious safety procedures relevant to transport take place but five areas of concern are worth particular mention:
- Ensure that pupils are aware of other traffic when disembarking from coaches and trams. Pedestrian crossings and traffic lights or footbridges should be used to cross roads wherever possible. Suitable areas should be used for stops or rests during the journey to ensure the safety of the group. Drivers of coaches and minibuses must comply with legislation covering maximum periods of driving and minimum rest periods.
 - Younger pupils should not be left at school unattended if parents fail to meet them. If necessary, a teacher must wait with the pupil(s) until they are collected.
 - In general, discipline should be applied by the Party Leader or other teachers and not by coach drivers or airline staff. Supervision of seat belt use will be a necessity. All pupils must wear a seat-belt.
 - Care will need to be exercised over the nature of entertainment on longer journeys.
 - Head counts should take place whenever pupils get on or off buses or coaches. All teachers and supervisors should carry a list of all pupils and adults involved in the visit at all times. All pupils must be made aware of prearranged rendezvous points and times.
- 4.10 The driver must:
- not drive while taking medication or undergoing treatment that might affect his/her ability or judgement;
 - know what to do in an emergency;
 - know how to use fire-fighting and first aid equipment;
 - avoid driving for long periods and ensure that rests are taken when needed;
 - clarify and comply with transport regulations and the requirements of the vehicle’s insurance cover;
 - be aware of the cumulative effects of teaching and driving on the same day;
 - have regular medical and eyesight checks.
- 4.11 The Party Leader and other teachers involved must agree on a Code of Conduct which is made clear to pupils in advance. The Code of Conduct should be printed and copies

given to parents and pupils. Pupils need to be informed that members of staff have full authority on all matters in connection with the trip.

- 4.12 During EVs, teachers stand *in loco parentis*. This means that parents delegate their own authority to the teacher so far as it is necessary for the welfare of their child and so far as it is reasonable to maintain discipline. Courts take the view that teachers should act as careful and responsible parents and exercise the appropriate amount of care. On a trip, this responsibility cannot be passed to anyone else. Should a teacher be careless in their supervision he/she may be liable in negligence to compensate the pupils or anyone else who suffers injury or damage. However, courts only expect teachers to take appropriate care, having regard to the nature of the trip. Other adults who volunteer to accompany pupils have no more power or authority over the pupils than any other member of the public. Hence the need for Party Leaders to check the insurance cover for such volunteers (the employer's vicarious liability insurance).
- 4.13 It is advisable for a party of pupils to be split into manageable units e.g. groups of 10 for matters relating to passport control, control of different floors in a hotel. Where possible, members of staff should be in rooms which are dispersed throughout the areas occupied by members of the party. Because of a possible conflict of interest in an emergency situation, teachers or other adults should not have a supervisory responsibility for any of their own children who may be with them on the visit.
- 4.14 Pupils should carry with them details of the accommodation (address and telephone number) in case they become separated from the main group.
- 4.15 The withdrawal of direct supervision for activities such as Duke of Edinburgh Award expeditions should be a gradual four-stage process:
- accompanying the group;
 - shadowing the group;
 - checking regularly at agreed locations;
 - checking occasionally at agreed locations.

The condition and safety of any equipment, particularly safety equipment, taken or used during these activities should be assessed separately.

- 4.16 Party Leaders and other supervisors should be aware that many incidents affecting pupils have occurred by or in the sea. There are dangers on the coast quite apart from those associated with swimming. The Party Leader should bear in mind the following points when assessing the risks of a coastal activity:
- Tides and sand-banks are potential hazards; timings and exit routes should be checked.
 - Group members will need to be made aware of warning flags and signs.
 - Hazards on the beach may include glass, barbed wire and sewage outfalls.
 - Some of a group's time on a beach may be recreational. The Party Leader will need to consider which areas are out of bounds;
 - Cliff tops are especially dangerous and groups must be kept to designated paths at all times.

- The local coastguard, harbour master, lifeguard or tourist information office can provide information and advice on potential hazards.

4.17 Swimming and paddling in the sea are particularly dangerous activities for a school group. They should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance where there is qualified lifeguard cover. Nevertheless, pupils should always be in sight of their supervisors. One supervisor should always stay out of the water for better surveillance. One designated teacher must hold a lifesaving award if lifeguard cover is not available. The Party Leader should:

- be aware that many children who drown are strong swimmers;
- ascertain for themselves the level of a pupil's swimming ability;
- be aware of local conditions;
- be aware of the dangerous effects of sudden immersion in cold water;
- be aware of the dangers of paddling especially for very young pupils;
- ensure that pupils have not eaten (for at least an hour) before swimming;
- ensure that the activity includes all the pupils, especially any with disabilities;
- adopt and explain signals of distress and recall.

4.18 Party Leaders should follow the recommended safe supervision levels at swimming pools:

- 1 adult to 12 pupils aged 4 to 6;
- 1 adult to 20 pupils aged 7 plus.

Adjustments to these ratios should be made as necessary bearing in mind the needs of any pupil with disabilities.

If the Party Leader is considering the use of a pool not used before, there should be satisfactory answers to the following questions:

- Is the supervision by qualified lifeguards adequate? Without this assurance, the Party Leader should stay on the pool-side. A designated teacher should have the relevant life-saving award and be accompanied by the appropriate number of other supervisors.
- Is the water temperature appropriate?
- Is the water clear?
- Are there signs clearly indicating water depth? Is there a shallow end and is the water shallow enough?
- Does the pool cater for pupils with disabilities?
- Is there a pool-side telephone?
- Is there a resuscitator and is other first-aid and rescue equipment available? Is there someone trained to use it?
- Does the pool cater for any religious or cultural factors?
- Are the changing and showering facilities safe and hygienic?
- Have the pupils been instructed how to behave properly in and around the water?

4.19 Taking children on a farm visit requires careful supervision. The following basic safety rules must be enforced:

- never let pupils place their faces against the animals or put their hands in their
- ensure that the pupils wash their hands after any contact with the animals;
- ensure that pupils do not drink from farm taps;
- never let pupils ride on farm machinery;
- never let pupils play in the farm area.

4.20 Pupils must not be in possession of, or use, tobacco, alcohol, illicit drugs or other illegal materials.

4.21 **In general no alcohol is to be consumed on any EVs. The only exception to this rule is in circumstances agreed by the Headmaster in consultation with the Party Leader in advance of the trip taking place.**

Such circumstances might be:-

- When wine is served with a meal organised and supervised by staff as part of a planned social event.
- When attending receptions organised by hosts for teams on tour.
- When socialising with staff at the end of a day. In this case, staff should set limits on the quantity allowed for consumption (2 drinks could be a maximum but this is at the discretion of the Party Leaders).

Parents must be informed and given the opportunity to withhold their permission. **No alcohol should be purchased by pupils for unsupervised consumption.**

The consumption of alcohol should not be a regular expected occurrence.

The Party Leader may declare an alcohol ban by stating the Headmaster's instructions. If there are no consultations with the Headmaster in advance, then the ban automatically applies. If the Headmaster agrees to vary the general rule on alcohol consumption there must be strict adherence to the laws governing alcohol consumption in force at the destination. Appendix D is a summary of the law within the UK.

4.22 Pupils must take responsibility for catching up with any work missed whilst on a trip. Pupils should also inform teachers that they are going on an EV prior to departure.

4.23 One member of staff should be nominated as Duty Officer each evening and night of the EV. It is not appropriate for the duty officer to consume alcohol.

4.24 All staff and other adults on the EV should be informed of any special medical needs of individual pupils.

4.25 If an insurance claim is to be made, details must be recorded at the time of any incident e.g. time, date, place, witnesses. The police and/or other authorities are informed as you will need documentary evidence for the claim.

Reporting after an Educational Visit

- 5.1 If an EV involves an overnight stay or is to an overseas destination the Party Leader should provide a brief written (or email) report for the Headmaster on return.
- 5.2 The Party Leader should ensure brochures and photographs are made available for Open Day displays.
- 5.3 The Deputy Head should be informed of any cases of misconduct.
- 5.4 Major sponsors should be given a reasonably detailed report of the EV.
- 5.5 The Marketing Manager and the editor of the Bradfordian may be able to use photographs and written accounts of the EV.
- 5.6 Any accidents or near misses should be reported to the school's Health and Safety Officer as soon as is reasonably practicable.
- 5.7 Accidents to pupils must be recorded in the Educational Visits Accident Log (EV5) and handed to the School Nurse on return to school.
- 5.8 Accidents to staff must be reported in the usual way using the Health & Safety documents available in the shared area or from Reception.

Dealing with misconduct

- 6.1 When an incident of misconduct occurs on an EV it must be reported to the Deputy Head on return to school. The Party Leader may contact the Deputy Head or other member of the Senior Management Team, for advice and support when dealing with incidents of misconduct on an EV.
- 6.2 The Deputy Head will consider the details of the report and decide whether further action is required. Pupils guilty of misconduct on EVs will be subject to the school's disciplinary procedures. The names of offenders will be added to an Educational Visits Banned List for a period of time. The Educational Visits Banned List will be held by the Deputy Head.
- 6.3 The Party Leader should consult the Deputy Head before deciding whether or not to take a banned pupil on an EV. Pupils whose names do not appear on the banned list may be excluded from an EV provided there is a valid reason for doing so. In this case, a letter should be sent to parents outlining the specific reasons for the decision.
- 6.4 For repatriation due to gross misconduct, see section 7.15.

Dealing with emergencies

- 7.1 Teachers in charge of pupils during a visit have a duty of care to ensure that the pupils are safe and well looked after. They also have a common law duty to act as would a reasonably prudent parent.

- 7.2 If an accident happens, the priorities are to:
- assess the situation;
 - safeguard the uninjured members of the group;
 - attend to the casualty;
 - inform the emergency services and everyone else who needs to know.
- 7.3 The Party Leader will usually take charge in an emergency and will need to ensure that emergency procedures are in place and that back-up cover is arranged. The Party Leader should liaise with the representative of the tour operator if one is being used. All those involved in the EV, including supervisors, pupils and their parents, should be informed of who will be in charge in an emergency, who will be providing back-up cover and what the emergency procedures are.
- 7.4 The Party Leader should ensure that a teacher accompanies any casualties to the hospital and that the rest of the group are adequately supervised.
- 7.5 All members of the party should be accounted for at the earliest opportunity and the situation explained to them. They should be advised against contacting home until the Party Leader has had the opportunity to contact school as inaccurate reporting or rumours can cause unnecessary concern.
- 7.6 The EMERGENCY CONTACT at school should be telephoned at the earliest opportunity and informed of the emergency situation. In the event of accident or illness the Party Leader should contact individual parents although in the case of a serious incident this should be done in person by a member of the Senior Management Team (see 7.14 below). The Parental Consent & Pupil Details Form has emergency contact numbers.

The Emergency Contact at school will need the following information:

- the nature, date and time of the incident;
 - names of casualties and details of their injuries;
 - names of others involved so that parents can be reassured;
 - action taken thus far;
 - action yet to be taken.
- 7.7 Contact with the media must be avoided. This is the responsibility of the Emergency Contact at school and the Headmaster. No-one in the group should discuss legal liability with other parties.
- 7.8 The British Embassy/Consulate should be notified if an emergency occurs abroad.
- 7.9 Notify the insurers (especially if medical assistance is needed) and the tour operator.
- 7.10 Keep a written account of all events, times and contacts after the incident. Try to gather witness details and preserve any vital evidence (e.g. photographs).
- 7.11 Complete an accident report form as soon as possible.

7.12 LOSS OF DOCUMENTS. Report the loss to the local police and, if abroad, the nearest British Consul who can issue emergency replacements.
If scheduled tickets are lost, these cannot be replaced. New ones must be bought but keep receipts and a claim can then be made from the insurance company.

If Chartered tickets are used, contact the airline or tour operator's representative if you are part of a package tour.

If Travellers Cheques are lost, there is a fast replacement service if you know the numbers of the stolen/lost cheques. Always record the numbers and keep them in a separate place.

Credit cards must be stopped immediately. Telephone/fax or telex the credit card companies using the 24 hour contact numbers.

7.13 If a member of staff is ill, the Party Leader or Deputy Party Leader should advise the patient's family and organise a home transfer if necessary. Ensure that medical treatment is given and keep all receipts for insurance claims. Liaise with school if a replacement member of staff is needed.

In the case of a pupil being seriously ill, arrange for medical treatment to be given and keep all receipts. It will be necessary to contact the insurers if the expenses are high or if a transfer home is needed. The cost of sending for parents ought to be borne by the insurers but it is wise to check this. The Party Leader should try to rendezvous with the parents. However, it is not advisable to curtail the itinerary of the rest of the group.

7.14 In the event of a DEATH of a member of the party, the Party Leader must:

- Inform a member of the Senior Management Team (normally one of these is the Emergency Contact) who will then visit and inform the family.
- Contact the nearest British Embassy/Consulate if abroad - they will have experience of this situation.
- Contact the Insurance Company.
- Inform the rest of the group and assure them that all the necessary procedures are being followed.

7.15 REPATRIATING A MEMBER OF THE PARTY. There may be occasions when a pupil is sent home without adult escort but this should be avoided if possible. This may be due to illness or death of a relative or a very serious breach of discipline. The Party Leader must inform a member of the Senior Management Team. **Party Leaders must not send a pupil home without first contacting the parents or other relative.** The carrier (transport) should be told of the circumstances. It is important to remember that the Party Leader is still responsible for the pupil's wellbeing until the pupil is released into the care of the parents or relatives.

7.16 Where there are serious breaches of discipline, the Party Leader will require a signed statement before the pupil is sent home.

7.17 A full account of ALL emergency situations should be given to the Headmaster on return to school.

References and reading list

THE SCHOOL TRAVEL FORUM (STF)

E-mail: schooltravel@aol.com

THE SCHOOL TRAVEL ORGANISER'S HANDBOOK

published by Hobsons.

THE SCHOOL AND GROUP TRAVEL ASSOCIATION SAGTA

53 Barnfield Road, Harpenden, Hertfordshire AL5 5TH. Tel: 01582 766540.

THE CENTRAL BUREAU FOR EDUCATIONAL VISITS AND EXCHANGES

10 Spring Gardens, London SW1A 2BN. Tel: 0171 389 4004.

CRONER PUBLICATIONS

Croner House, London Road, Kingston Upon Thames, Surrey, KT2 6SR Tel: 0181 547 2637

HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS

DfEE Publications, PO Box 5050, Sudbury, Suffolk, CO10 6ZQ

TAKING A MINIBUS ABROAD (DETR)

Department of Trade and Industry, 1 Victoria Street, London, SW1H 0ET Tel. 0171 215 5000

ASSOCIATION OF BRITISH TRAVEL AGENTS (ABTA)

68 Newman Street, London W1P 4AH Tel. 0171 637 2444

BRITISH ACTIVITY HOLIDAY ASSOCIATION

22 Green Lane, Hersham, Walton on Thames, Surrey KT12 5HD Tel. 01932 252 994

Appendix A: Tour Organisers: Summary of regulations

These rules apply when the Party Leader is also the tour organiser.

D1 Before the contract with the consumer (the parent or pupil, as appropriate) is concluded, provide information about:

- Passport and visa requirements.
- Health formalities.
- Arrangements for security for pre-payments.
- Inoculations.

D2 Provide, in good time, information about:

- Time and places of intermediate stops.
- Particulars of places to be occupied such as sleeping compartment in trains.
- Name, address and telephone number of the local representative of the organiser.
- The means of enabling contact to be made with any child in the party.
- Optional insurance policies, if any.

Failure to provide information as set out in D1 and D2 above carries criminal penalties.

D3 Furthermore, the following elements must be included in the contract:

- The travel destination(s), and when periods of stay are involved, the relevant periods and dates.
- The means, characteristics and categories of transport to be used and the dates, times and points of departure and return.
- When the package includes accommodation, its location, its tourist category or degree of comfort, its main features and, when the accommodation is to be provided in an EU member state, its compliance with the rules of that member state.
- The meals included in the package.
- Whether a minimum number of persons is required for the trip to take place and, if so, the deadline for informing the consumer in the event of cancellation.
- The itinerary.
- Visits, excursions or other services which are included in the total price.
- The name and address of the organiser, the retailer and, where appropriate, the insurer.
- The price of the package; whether the price may be revised in accordance with the terms which may be included in the contract; and indication of the possibility of such price revisions; and an indication of any dues, taxes or fees chargeable to certain services (landing, embarkation or disembarkation fees at ports and airports, and tourist taxes) where such costs are not included in the package.
- The payment schedule and method of payment.
- Special requirements which the consumer has communicated to the organiser or retailer when making the booking, and which both have accepted.
- The periods within which the consumer must make any complaint about the failure to perform, or the inadequate performance of, the contract.

D4 The organiser and/or retailer will be strictly liable to the consumer for the proper performance of the obligations under the contract, irrespective of whether these obligations are to be fulfilled by the organiser/retailer or by someone else.

Appendix B: Summary of English law relating to licensed premises

A summary of English law relating to licensed premises is:

- anyone aged 16 or over may purchase for consumption with a meal, beer, cider and a range of similarly low concentrate alcoholic beverages;
- no-one under the age of 18 may buy or consume alcohol of any sort in a room containing a bar dispensary in licensed premises;
- anyone over the age of 15 may consume the low concentrate alcoholic drinks described above within licensed premises provided they are consumed in a room that does not contain a bar dispensary. Such a room may commonly be described by licensees as a family room. The adolescent may not purchase the drink, but it is legal for an adult to purchase on their behalf and give them the drink;
- the licensee may refuse to serve or accommodate anyone without giving a reason.

Appendix C: Activity Centres (Young Persons' Safety) Act 1995

The Activity Centres (Young Persons' Safety) Act 1995 received Royal Assent in June 1995. The Act applies to all activity centres (both LEA and commercial) which provide adventure activities for young people under 18 years of age. A framework for a central inspection and licensing system is set out in the Act and the working details of the system will be set out in Regulations with the intention of the system operating from 1996. It will be an offence for an operator to provide fake or misleading information to the licensing authority or to act contrary to the term of any licence granted by, for example, providing an activity for which the operator is not licensed.

From 1 October 1997, licensed activity providers will be able to offer the following activities:

CLIMBING (*On natural outdoor features*)

Rock Climbing, Abseiling, Ice climbing, Gorge walking, Gill scrambling, Sea level traversing.

WATER SPORTS (*On most lakes, fast flowing rivers and the sea*)

Canoeing, Kayaking, Dragon boating, Wave skiing, White-water rafting, Improvised rafting, Sailing, Sail boarding, Windsurfing. (*Rowing is exempt*)

TREKKING (*In remote moorland or mountain areas*)

Hill walking, Mountaineering, Fell running, Orienteering, Pony trekking, Mountain biking, Off-piste skiing

CAVING

Caving, Potholing, Mine exploration

Schools will know whether a particular centre is licensed and can, therefore, choose a centre appropriately. However, it should not be assumed that the existence of a licence negates the need to carry out checks to establish that a satisfactory standard of service is actually being provided.

Useful reference:

Adventure Activities Licensing Authority (AALA)

17 Lambourne Crescent, Cardiff Business Park, Llanishen, Cardiff CF14 5GF Tel 02920755715