

## POLICY ON VISITS/TRIPS OUT OF SCHOOL

King Edward's School, in common with most schools of its type, has a long tradition of teachers taking groups of boys off site. Out of school activities range from the half day visit to places of interest in the city, through school fixtures around the country, field trips and camps lasting several days, to large scale foreign tours lasting several weeks. All of these activities form a valuable part of the boys' education here, and the School prides itself on the wide range of visits out of school available to all boys.

Many visits are an integral part of the curriculum. For example, Friday afternoon trips to places of interest in the Birmingham area are made by boys in the Shells, Removes and Upper Middles. Shells go camping and Removes attend an Activity Week. Field trips form an essential part of Geography, History and Biology in the School.

Hundreds of school fixtures, where boys are expected to represent the School if selected, involve trips away from the School. In addition there are dozens of voluntary activities away from school that are extremely popular with boys and staff alike. These include CCF activities, leadership weekends, ski trips, visits/holidays abroad, foreign exchanges, theatre visits and outdoor pursuits such as hill walking, climbing and caving.

All visits require careful planning, and this document aims to help teachers plan a safe and successful off-site trip. It sets out some of the obligations of the party leader, advises on potential hazards and indicates how the School would normally organise visits of different types. It is hoped that the suggested procedures will help rather than hinder preparation for a visit.

Staff participation in visits out of school is much valued by parents and School alike, and staff can be assured of the full support of the Chief Master and Governors when they are involved in trips off-site.

### IN LOCO PARENTIS

The overriding principle to be borne in mind is the **in loco parentis** responsibility, whereby the parents delegate their own authority to the teacher so far as is necessary for the child's welfare, and so far as is reasonable to maintain discipline both in the interests of the School and (above all) of the individual pupil. A teacher who takes a party away remains **in loco parentis** throughout the trip; however teachers are only expected to take **appropriate** care. The more demanding or hazardous the trip, and the younger and less able the pupils, the greater the level of care needed.

### CONSENT FOR TRIPS

Consent of parents is required whenever boys are taken out of school. In practice this means:

- At the beginning of the academic year parents sign a blanket consent form for all fixtures and local visits taking place that year.
- Separate consent forms are required for trips which present a higher level of risk and trips which are free of charge (the act of payment by a parents acts as consent.)

## PROCEDURES and SUGGESTED SUPERVISION

### GAMES FIXTURES

**Parental consent** – see above.

**Supervision** Normally **one** member of staff per team.

**Accurate team lists should be available on the notice boards in the Gild Hall so that all those out of school can be identified.**

Taking boys out of lessons during the week is not common policy, but if it is necessary the Chief Master's permission must be obtained in advance, and a list of players must be placed on the Common Room notice board.

### WHOLE DAY VISITS and RESIDENTIAL VISITS

#### **Extra Curricular and/or those where charges are made to boys**

Visits by groups using minibuses, public transport, or hired coaches, e.g. Geography or History field trips, coach trips to London, leadership weekends, overnight camps, CCF camps and courses, Removes Activities Weeks etc; ski trips, holidays in E.U., foreign exchanges, sports tours, expeditions etc.

#### **Procedure**

- **Fill in School Visit Request Form**; submit it via the Deputy Head (Administration) **to the Chief Master.**
- **Make a budget** for the trip in consultation with the Bursar.
- **Advertise** the trip to boys and parents
- **Complete a Risk Assessment** and submit it to the Chairman of the Safety Committee. This should be done before the main details of the trip are sent to parents, but may follow an initial letter already sent out. See appendix for samples of Risk Assessments.
- **Consult the Checklist (Appendix 5)** to help arrange all aspects of the visit. A DfEE booklet "Health and Safety of Pupils on Educational Visits" is available in the Common Room Reprographics Room and from the Deputy Head (Administration) for further help and guidance.
- **Check the rules for any hazardous activities** such as climbing, hill walking or canoeing, which are dealt with in a later section in this document.
- **Give a list of all boys and adults participating in the trip to the School Secretary** who will produce from SIMS medical, dietary and contact details for each member of the group. If there are adults whose details are not in SIMS, they should be asked to supply them using the Staff Information Sheet.
- **Obtain parental consent** (where required)

- **Send an information letter to parents.** For simple visits one letter announcing the trip and giving details will suffice. For more complex visits, an initial letter giving basic information will be followed later by full details about the trip. Some trips will require a final letter giving updated information close to the departure date.

Information needed by parents will include:

- Dates of trip
  - Times of departure and return
  - Exact itinerary – include the phrase “**subject to reasonable variation**” to cover Law of Contract
  - Purpose of visit
  - Method of Travel
  - Kit list
  - Suggested pocket money
  - Code of conduct
  - Cost/payment arrangements (see financial management)
  - Deposits required (for expensive visits), and circumstances under which these may or may not be returned
  - Insurance cover – summary of what cover is provided if you have taken out extra cover (parents have already been informed of the standard school policy)
  - Any particular hazards, e.g. canoeing, rock climbing etc.
  - Whether the trip is organised by the teacher or Travel Agent
  - Supervision of the party – if not direct all the time, state during which activities pupils will be working away from staff
  - Contact details: school office number, emergency senior staff member’s home number, address and phone number of accommodation
  - Whether alcohol is to be drunk by senior pupils, and if so under what circumstances
  - Any documentation required (passport, visa, EHIC form)
  - The right of the school to send a pupil home at the parent’s expense in the event of very bad behaviour should also be explained.
  - Arrangements for collection of pupils by parents following the trip: location, time and whether staff will wait with pupils or not.
- **Arrange insurance cover** if going abroad.
  - **Arrange a parents’ briefing meeting** for complex or foreign trips.
  - **See the Head of School/Year** for the year group(s) involved and ask if there are any **confidential issues** concerning those going which you as party leader will need to know. This is especially important for residential, multi-activity or foreign trips.
- **Information to be left in school**  
Put together three copies of a pack containing:
    - The initial letter together with any detailed information pack and final correspondence sent to parents
    - Addresses and phone numbers of your accommodation (including how to dial abroad, where appropriate)
    - Contact numbers for your tour company, if appropriate
    - Any mobile numbers carried by staff
    - A list of boys including their contact details (see Information Sheet in the Appendices)

**The three copies of the pack should be left with:**

- A member of the Senior Management Team, who will be available to help in the event of a serious accident/injury that may involve hospitalisation of a member of the group, or to help with

any serious disciplinary matters. Arrange to see him during the week you are going in order for him to ask any final questions.

- The secretaries.
- The member of staff who has agreed to deal with more minor matters e.g. times of return and messages between boys and parents.

## **RULES / CODES OF CONDUCT**

School Rules apply on school trips, and behaviour should be acceptable at all times. Boys should be reminded that they are on public view and that their poor behaviour will bring discredit on their school.

The code of conduct should reflect the strictest of the following standards:

- School Rules
- UK law
- The law in the country(ies) you will be visiting

Thus, whilst drinking by 18 year olds for example may be permitted by School Rules and UK law, it may not occur in many US states. Conversely, whilst laws in some European countries permit sexual activity at younger ages than in the UK, sexual activity is prohibited by School Rules. Staff should be particularly vigilant to prevent alcohol abuse involving the school party.

## **COMBINED CADET FORCE**

Organisers of trips involving the CCF must adhere to the guidelines for trips laid down by both service regulations and the school. The planning cycle for CCF trips follows the same procedure as laid down in this document. The trips request form should be seen first by the contingent commander before being forwarded to the Chief Master via the Deputy Head (Administration).

## **TRANSPORT**

Coaches and minibuses which we use in the UK are required to have seat belts; colleagues should ensure that boys are wearing them. Ensure adequate breaks for the driver. When school staff travel to a destination more than 100 miles away there should be a second driver if the intention is to return the same day.

If **driving abroad**, check first with the Health and Safety officer i/c minibuses. Currently the School buses cannot be used abroad, they require a tachograph.

**If hiring a minibus check :**

- Is your licence valid for the type of transport envisaged?
- What special insurance is required for the vehicle?
- Is any special permit required, e.g. for minibuses?
- What are the times and distances which drivers can cover? Two drivers will be essential.
- Do headlights need adjusting?

## **FINANCIAL MANAGEMENT**

- At the start of the planning for your trip, make a budget in consultation with the Bursar. Take into account factors such as:
  - Transport
  - Accommodation
  - Any special group equipment required
  - Contingency money in case of emergencies or unexpected extras.
  - Insurance
  - Hire of instructors
  - Food and drink
- For trips of an educational nature it is possible for parents to write to the Chief Master to request financial assistance. This is not guaranteed but is worth mentioning if pupils suggest they are unable to afford to go.
- **Don't use your personal bank account to manage school funds.** All trips must use the KES Trips account managed by the Bursar.

- Staff usually attend trips free of charge. If the number of boys attending is very small you may decide, in consultation with the other staff members, that you wish to contribute towards the cost of the trip.
- For expensive trips an initial deposit will be required, followed by one or more additional payments. Ensure your letter to parents indicates under what circumstances monies may be refunded if a boy withdraws from a trip.
- Take out insurance cover for foreign trips early! **See insurance.**
- Whilst on the trip use cheques, travellers' cheques or credit cards where at all possible to avoid the risk of losing cash.
- Following the trip, balance up the income and expenditure. Where there is a profit you should consult with the Bursar about the disposal of such funds.

## **INSURANCE**

The governors have insurance policies in place for legal liability and for covering all pupils for permanent disability caused whilst on school activities. School equipment is covered for perils such as fire or theft whilst on or off site, and certain equipment is additionally covered for all risks including accidental damage.

In addition the governors have a travel insurance policy providing automatic cover for all school trips. Cover includes cancellation of a place for a pupil or teacher as a result of illness or injury prior to the trip; medical treatment abroad including repatriation to the UK if deemed necessary, and personal possessions cover provided these are looked after responsibly whilst on the trip. Further details are available from Mr Pete Wiseman at the Foundation Office.

If a pupil has to withdraw from a trip due to illness or injury, please advise their parents to download the insurance claim form from [kes.org.uk/insurance](http://kes.org.uk/insurance). They should take the form when visiting the doctor since there is a short section which requires the doctor's signature.

## **FOREIGN TRIPS - DOCUMENTATION**

- All staff require a passport
- Pupils under the age of 18 may be included on a collective passport, available for £40 from the passport office. The range of countries in which this document is valid is listed in the passport office guidance. The risk of a pupil losing a passport is removed.. A passport photo and signature on a identity card is required for each pupil.
- Check whether the country(ies) visited require an entry visa.
- Note that some pupils may be a foreign national without British nationality. In this case they may not appear on group passports, and a Visa Waiver form should be completed. Form EHIC will not be valid for these pupils.
- It may be wise to obtain a photocopy of all group members' passports and carry this with you. For major visits you may wish also to leave a copy at school and to post copies to the British Embassy / Consulate / High Commission in the country(ies) visited.
- Group members may need to carry spare passport photos with them for permits in country. It is wise to carry three photos if this is considered likely.
- Parents should be encouraged to complete EHIC forms at [www.dh.gov.uk/travellers](http://www.dh.gov.uk/travellers) which provide for NHS style free medical treatment in European Union Countries.
- All group members should carry with them the contact details (for their accommodation, tour company or other emergency or assistance), with a brief explanatory note in English and the language of the country visited.
- N.B. A child who is subject to a court order may not be removed from the jurisdiction of the court; e.g. taken out of the country.
- See also: **Transport, Insurance**

## **SENDING PUPILS HOME DUE TO POOR BEHAVIOUR**

If a pupil's behaviour threatens safety, or brings the school party into unacceptable disrepute, or makes the continuation of the trip impossible due to supervision procedures put in place for the pupil, you may need to consider sending him home.

The course of events should be:

- Trip leader contacts Chief Master or in his absence the Deputy Head (Administration) or one of the other Deputies.
- Trip leader takes the decision that the pupil should be sent home subject to the approval of the member of the Senior Management Team.
- Trip leader or Chief Master contacts parents of pupil to explain their decision and arrange for transport home.
- Trip leader contacts Chief Master again to confirm transport arrangements.
- Transport home will normally occur in one of three ways:
  - i) Parent comes and fetches the pupil – the easiest method, and recommended for UK trips.
  - ii) If air transport is available, parent agrees to meet pupil at airport. Ticket is purchased by parent and arrangement made for ticket to be collected at airport. Pupil is accompanied to airport by school staff and checked in as an 'unaccompanied minor'. Staff may leave pupil once he has passed through passport control into the departure lounge.
  - iii) If the parent refuses or is unable to meet the boy, the pupil will have to be accompanied back to school by a member of staff. The parent will be asked to pay for the transport of the pupil and the two-way travel of the teacher.
- If the parent refuses to pay for transport of pupil or teacher the cost should initially be paid by trip staff and will be reimbursed by the school to the teacher upon the return of the trip. The Chief Master will then be responsible for pursuing the parent for payment.
- As soon as is possible, the trip leader should prepare a written report detailing the behaviour and the return home arrangements.

## **FIRST AID**

The party leader will have regard to the School's first aid and administration of medicine procedures and will ensure that there is adequate first aid provision on each visit.

The minimum requirements for Educational Visits are:

- a suitably stocked first aid container;
- at least one appointed person to take charge of first aid arrangements

## STAFF SUPERVISION

This policy sets out minimum standards for adult to pupil ratios, for qualifications where required, and for other arrangements.

Whilst the norm will be to adhere to these standards, it is of greater importance that those organising school visits make a careful risk assessment for each particular visit. Having prepared your risk assessment, it may be that you decide to increase the staff numbers or qualifications beyond the minimums laid out in this document. Alternatively, it may be that the age, experience and training of the pupils are such that you feel you can reduce the staff ratios below those in this document. In this event you must show your risk assessment to the Deputy Head (Administration) and gain his agreement to your plan.

## GENERAL SUPERVISION

Immediately before departure the leader must brief any accompanying staff who must be made aware of their role and responsibilities. Regular head counts should be made, potential hazards identified and clear and precise instructions given. Any pupil with specific health conditions (eg nut allergy, diabetes) should have a member of staff allocated to their care. That member of staff should be fully aware of the pupil's condition and the required treatment and should carry the necessary medication.

### The pupils prior to departure, and during any visit must regularly be made aware of:

- potential dangers
- the need to remain together - not to go alone
- the need to adhere to plans and follow instructions
- the need for courtesy and correct conduct
- what to do in an emergency as far as this can be foreseen
- the need to carry clear identification and emergency contact instructions at all times.

It is recommended that these points be included in a checklist for the staff, and should not be taken for granted.

### Other adults assisting with supervision

Parents or partners of staff may well be able to provide valuable additional supervision during a trip. Staff should indicate on the trips request form that this is envisaged so that the Chief Master may be satisfied that the additional adults are suitable for the visit. **All such adults accompanying a residential trip must be checked in accordance with the School's child protection policy.** It is important to make clear what is expected of additional adults. Additional voluntary supervisors are covered by the school's liability insurance.

### Collection of pupils following trips

When setting out on the journey back to school, colleagues are advised to ask boys whether their parents know of their expected return time, and to arrange for phone calls home as necessary.

In general, for trips taking place and returning in school time, pupils may wait at school for their parents without staff needing to wait with them – some staff are available in school in case of problems. For trips not in school time staff should wait with boys who are below the Fourth Form.

When school trips arrive back late at night staff must remain until all boys are collected or safely on their way home.

## GENERAL RATIOS FOR NON ADVENTUROUS ACTIVITIES

**One** member of staff **minimum** per minibus group on a day visit.

**Two** members of staff **minimum** for form sized groups on a day visit.

**There should be a minimum of two teachers to supervise any group staying overnight away from home.** In special circumstances where a small number of boys are involved, **one** member of staff could supervise, but the **Chief Master must give his permission beforehand.** An example would be foreign exchanges where boys are in the charge of parents abroad.

**Supervision should be increased for larger groups or if the stay is over several nights.** Increased supervision is important where the party may be split up or where the visit may involve moving in difficult or dangerous surroundings; e.g. city traffic, field trips to castles, cliffs etc.  
Senior pupils are an extra help, but are not to be considered as members of staff.

**If a colleague takes his/her own child on a school trip** the teacher shall not generally count in the supervisory staff unless the teacher's partner is also available to supervise their child.

## **ADVENTUROUS ACTIVITIES - SUPERVISION RATIOS**

**For all activities in this category  
EXPERIENCED AND FULLY QUALIFIED SUPERVISION IS ESSENTIAL.**

**The minimum supervision is listed below with pupil ratios.  
If necessary expertise should be bought in. The supervisor may have to hand over the leader's role to a fully qualified person who oversees the activity.**

<b>Caving</b>	<ol style="list-style-type: none"><li><b>1. Caving within the limits of the Local Cave Leader Level One Award</b>, ie principally horizontal caves with occasional use of safety ropes but no abseiling: 1 qualified instructor plus one assisting adult to 10 pupils.</li><li><b>2. Caving within the limits of the Local Cave Leader Level Two Award</b>, ie climbing and abseiling on pitches less than 18m: 1 qualified instructor to 6 pupils, plus an additional adult with the group.</li><li><b>3. Caving within the limits of the Cave Instructor Award</b>, ie pitches of variable height depending on student experience/ability: 1 qualified instructor to 6 pupils, plus either an additional adult with the group, or 1 qualified instructor to 3 pupils and another KES party caving nearby</li></ol>
<b>Canoeing</b>	<b>FULLY QUALIFIED STAFF ESSENTIAL -</b> BCU, SCA, or CANI instructors of the level appropriate for the type of water. Ratio: <b>1:8</b> for flat water <b>1:6</b> on rivers <b>1:4</b> on the sea
<b>Climbing</b>	<b>FULLY QUALIFIED STAFF ESSENTIAL</b> for climbing out of school. <b>Single Pitch climbing</b> – ratio <b>1:6</b> , instructor to hold the Single Pitch Award for climbers leading or supervising groups. <b>Multi Pitch climbing</b> – ratio <b>1:2</b> , instructor to hold the Mountain Instructor Award. <b>Winter climbing</b> – ratio <b>1:2</b> , instructor to hold the Mountain Instructor Certificate
<b>Cycling</b>	<b>1:6</b> ratio, one adult should be experienced in cycling the type of route envisaged.
<b>Horse Riding/ Pony Trekking</b>	<b>1:10</b> but use should only be made of establishments licensed by the Local Authority and approved by the British Horse Society. Hats to BSI standard should be worn, together with suitable footwear.

**Dinghy Sailing**                    **1:6** or **1:10** when there is additional support from the local safety boat. Instructors should hold current RYA certificates at the appropriate instructor level if sailing alone as a school group. If safety boats are available in addition, and manned by at least one person qualified with RYA Powerboat level 3 and 4, then the person supervising the sailing group must be an experienced sailor.

Safety boats should always be available, manned by qualified operators. All boats used must have built-in buoyancy, and life jackets must be worn.

**Sailing off-shore**                The skipper must be suitably qualified to be in charge of an off shore yacht, and conversant with all the relevant safety regulations.

**Skiing**                                **1:10** Pupils should not ski without qualified instructors for lessons. Outside ski school lessons, pupils may only ski with members of staff experienced in skiing if parental consent has been obtained beforehand.

**Swimming**                         **NO PUPIL SHOULD EVER SWIM UNSUPERVISED.**  
Supervisors should be able to swim and effect a rescue. If not in a swimming pool, supervisors must ensure that swimming does not take place where there are strong currents, obstructions, difficult access from shore or the water's edge, or heavy water traffic. Supervisors must be out of the water when in charge of a group swimming.

**Water Safety**                    **Supervisors must be able to swim and effect a rescue.** During activities on water, life jackets must always be worn.

**Walking**                            **A minimum of TWO staff are required to supervise any walking group.** Ratios :

Low level routes and coastal walks **1:10**

High level routes **1:10** **One** member of staff must have the **Mountain-walking Leadership Certificate.**

Mountains/difficult/isolated terrain **1:7** **One** member of staff must have the **Mountain-walking Leadership Certificate.**

For Winter mountain walks; the **Scottish Winter Mountain Leadership Certificate is necessary** (or its equivalent).

**At the planning stage the leader should ensure by discussion with the Chief Master or the Deputy Head (Administration) whether the trip is classified as high or low level, and is a summer or winter expedition.**

**All staff and boys must be conversant with the particular code of conduct related to the visit; e.g. Mountain Code, Country Code, Safety on Water, etc.**

Other potential adventurous activities need approval, and organisers should ensure that such activities are not undertaken without approval and parental consent. This is most likely to occur when an opportunity arises unexpectedly; e.g. water skiing, bungee jumping or parasailing during an overseas trip. Equally, it is important that changes in plan do not take place without authority; e.g. a low level walk is re-routed over hills.

## KING EDWARDS SCHOOL EXPEDITION APPROVAL POLICY FOR DUKE OF EDINBURGH AWARD EXPEDITIONS

### DUKE OF EDINBURGH AWARD SCHEME – OVERVIEW

The D of E scheme, in its expedition section, seeks to provide boys with training such that they can operate independently in small teams. Depending upon their role, staff supervising may be teachers or Mountain walking Leader Award (summer) holders (ML). Note that for the Bronze Award, the Walking Group Leaders' Award is sufficient although in practice leaders at present usually have the ML. Some staff at the school are ML qualified, with additional MLs being hired in as required.

Initially all boys are trained under direct adult supervision (but see note on the next page about Bronze training groups walking to Andrew's Coppice). There is then a practice phase and an assessed expedition, both of which involve teams of boys gaining further experience with 'remote' supervision.

#### Expeditions Roles

The Expedition Leader will be a school member of staff who is the person that has the legal responsibility for all expedition teams. She/he will have been assessed as competent and will take responsibility for all teams in the field. She/he if not an NGB award holder will have completed a 16 First Aid course as a minimum.

ML (or WGL) leaders are responsible for training individual teams of boys, or for monitoring two teams of boys when teams are gaining further experience or when they are undertaking their assessed expedition. The role of the ML includes training boys in navigation, emergency procedures and camp craft including cooking. The contracted ML's responsibilities usually cease after the evening meal has been cooked by boys, and a reduced staff team is then responsible overnight.

In addition to the MLs supervising one or two teams of boys, there will be additional support staff for both practice and assessment. Their role is to provide or supervise transport; to supervise campsites overnight and to provide direct support in the event of an accident or other crisis. These staff do not need to be ML qualified but at least one must be capable of navigating to a team, administering first aid and accompanying a team back to the road. All DofE training, practice and assessment staff teams must include at minimum **one school employee**, normally a teacher but also including other suitably experienced school staff. Often events take place with a coach-load of pupils with one support staff member in the coach and one driving a minibus or car, not necessarily in convoy but they will be in the same area.

During all phases of training/practice/assessment there will be a staff car or minibus for emergencies. Contact will be via mobile telephones and there will be designated meeting points and times.

During assessment there will also be an assessor, usually drawn from outside the KES circle of staff, and not counting towards our ratios. Occasionally the assessor is a KES staff member and can be counted towards the ratios provided they understand that they must be on-call overnight.

### DUKE OF EDINBURGH AWARD SCHEME – RATIOS AND OTHER DETAILS

## **Gold Award**

Boys will be in teams of between 4 and 7 or 4 to 8 for Canoeing for both training and practice/assessment. Staff described below must be on call 24 hours.

## **Expeditions on Foot Training under direct supervision**

### **Training**

1 ML per team. No additional support staff. When only one team is on the expedition there must be a supporting member of staff present. Support staff are not required to be qualified instructors.

### **Practice/Assessment**

1 team on assessment or practice: 1 ML qualified staff member, plus one support staff

2 teams on assessment or practice: ML plus 1 support staff.

3 teams: 2 ML plus 1 support staff.

4 teams: 2 MLs and 2 support staff.

5 teams: 3 MLs plus 2 support staff.

The assessor would normally be separate to the above staff.

## **Canoeing**

### **FULLY QUALIFIED STAFF ESSENTIAL –**

BCU, SCA, or CANI instructors of the level appropriate for the type of water.

### **Ratio:**

#### **1 instructor per team qualified to:**

Flat water, Lake Windermere 1 x Level 2 instructor supported by 1 member of staff this may be in a bank support vehicle.

On rivers, (similar to River Wye or Severn.) 1 x Level 3 or New 4 star leader.

On more demanding rivers, (eg: Similar to river Spey or Tay). 1 x Level 3 or New 4 star leader supported by an additional competent Canoeist. 2 groups on more demanding rivers, 1 competent Canoeist per 2 groups

### **Cycling:**

1 instructor per team no qualifications necessary. However one adult should be experienced in cycling the type of route envisaged.

When only one team is on the expedition there must be a supporting member of staff present.

## **Overnight arrangements**

Gold award training: staff stay on campsite with boys.

Gold practice, once cooking is finished, staff stay may stay at another site and boys are not directly supervised overnight.

## **Gold assessment**

Staff will only need to visit the camp site for a short period and not supervise cooking directly.

## **Silver Award**

### **Training under direct supervision**

Boys are in teams of 10 for this. One ML per team. 2 support staff: one with the coach and one driving a minibus. Limit 50 boys.

### **Practice/Assessment**

Boys in teams of between 4 and 7. 1 ML per two teams. 2 support staff: one with the coach and one driving a minibus.

## **Bronze Award**

### **Initial training (currently at Andrew's Coppice)**

Boys are in form groups for this. They travel by train from school to Alvechurch and then walk in groups of 4-7 to Andrew's Coppice under remote supervision. At Andrew's Coppice they camp and cook dinner. Some boys return home after dinner if they have a morning sports fixture. Staffing will be 1 adult per 10 boys or better.

### **Training under direct supervision**

Boys are in teams of 10 for this. One ML per team. 2 support staff: one with the coach and one driving a minibus. Limit 50 boys.

### **Practice/Assessment**

Boys in teams of between 4 and 7. 1 ML per two teams. 2 support staff: one with the coach and one driving a minibus. Plus an extra staff member at home available on call.

### **Overnight Supervision**

Once cooking is finished the staff team may be reduced to two adults per campsite.

## **OUTDOOR ACTIVITIES PROVIDERS**

Where the instruction is done by a non-school instructor, the teacher in charge must hand over the group of boys personally, and not just assume that it will happen. The centre should clearly specify when their staff will be responsible for pupil supervision and when the party leader is responsible.

Wherever possible, the teacher should accompany the group throughout the period of instruction, and must be available to deal with any problem or emergency and to take back the group on completion. The teacher must be satisfied that the organisation or individuals instructing the boys are fully qualified.

### **Assessing Ratios**

An assessor may assess up to 3 teams. Assessors should have had no role in training or supervising the participants, and at Gold they should be independent of the group.

### **Scope of Qualifications**

All of the above are for operation in summer conditions only. Any expedition Training or Expeditions outside of these conditions must receive approval from the School Trips Coordinator. Leaders must be aware that in some parts of the UK winter conditions can be experienced in most months of the year.

## **Notification of intention to run D of E Expeditions or Training**

Where an expedition is taking place in a Wild Country Area (as defined by the Duke of Edinburgh's Award) then the notification must be sent at least 8 weeks in advance to the wild country panel. In addition the appropriate Green form must be completed and sent to the Assessor Network.

Expeditions will be approved in the first place by the Chief Master and the Deputy Headmaster. Final approval will be given by the school Health and Safety Coordinators (Mr D Raynor or Mr C Boardman). The Health and Safety Coordinator will use the D of E Expedition policy to decide the appropriateness of the planned expedition.

## **THE ADVENTURE ACTIVITIES LICENCING AUTHORITY (AALA)**

Any outdoor centre or individual which provides activities for school children in the UK is legally obliged to register with the Adventure Activities Licencing Authority (AALA). The licence is required solely for any of the activities listed below – other activities are not licensable, but remain covered by existing health and safety legislation.

Licensable activities are:

- Caving
- Rock climbing, abseiling, scrambling, coastering (sea-level traversing)
- Trekking - journeying on foot, horse or bike or skiing over terrain which is moorland or more than 600 metres above sea level; and from which it would take more than 30 minutes travelling time to reach any accessible road or refuge;
- Watersports – sailing, canoeing, kayaking, rafting, windsurfing.

Holding a licence means that a provider has been inspected and that the Licensing Authority are satisfied that appropriate safety measures are in place for the provision of the specified activities – other elements such as catering and accommodation are not inspected.

## **REMOTE SUPERVISION OF PUPILS**

Some activities require pupils to work in small groups without direct supervision. Examples include Duke of Edinburgh Award expeditions, museum visits or geography field trips. Withdrawal of direct supervision may take a gradual four-stage process:

- Accompanying the group
- Shadowing the group
- Checking regularly at agreed locations
- Checking occasionally at agreed locations

At the simplest level, boys may be visiting a venue such as Alton Towers or a museum. In this event they will need to be told:

- The minimum and maximum size of their group
- To stay together in their group
- Where or how staff may be contacted
- What time the group must return to be checked
- What the boundaries are
- Where to go if injured
- Behaviour rules
- Specific safety information related to hazards at the site

Additional items required may include:

- Money
- Maps, Itineraries
- Identity card

Staff will need regular contact with groups which are being supervised remotely. There is scope for some variation and the interval between contact will vary depending upon the age group, activity and level of training. Younger pupils will need more regular contact. The hidden risks associated with free time should not be underestimated. In most circumstance it would be expected that each group would be met every hour, particularly if there is a risk they may indulge in activities such as drinking alcohol.

For adventurous activities, the party leader needs to be satisfied that pupils have had sufficient training to prepare them for the planned activity, in particular emergency procedures.

## **APPENDICES**

The following appendices are useful in preparing and organising a school trip or visit off site. They are not exhaustive lists, but can be added to or amended as necessary.

1. Procedures to be taken in the event of a major accident or incident which might attract media attention
2. Risk Assessment Example for a Day Trip
3. Risk Assessment Example for a Week Visit
4. Risk Assessment Example for an Expedition Overseas
5. Risk Assessment Form – blank for staff use
6. Checklist for Educational Visits
7. Visit Out Of School Information Sheet – for leaving at school
8. Parental Consent Form

## SCHOOL TRIPS

### **Procedures to be taken in the event of a major accident or incident**

**Medical Emergencies.** The teacher's first duty is to the student in his care.

The teacher should use his/her own judgement to determine whether or not medical assistance should be sought. At the earliest opportunity the next of kin should be contacted.

**If a child is taken to hospital he should be accompanied and attended until the parent(s) or guardian arrive, or procedures have been agreed with the parents.**

The overriding consideration is that the children's health and safety should be paramount.

Accidents and Emergencies can take many forms. The following checklist is provided for the guidance of organisers in the event of a serious accident or emergency affecting the group.

**Make sure that ALL the members of the group are accounted for.**

If there are injuries, immediately establish the names of the injured people and the extent of their injuries.

**Note the names and telephone numbers of any independent witnesses.**

Advise all other supervisors that the accident/emergency procedure is in operation.

Ensure that the injured are accompanied to hospital, preferably by an adult they know.

Ensure that the rest of the group is adequately supervised and has understood what has happened, and the implications for the rest of the programme.

**Inform the Chief Master, either directly or through his Secretary; if neither of these are available, contact a member of the Senior Management Team in both cases either at school or at home or the contact previously arranged with the school.**

**Contact the parents/guardians of those concerned. In some circumstances it might be necessary for the Chief Master to do so.**

**Restrict access to telephones until you have contacted the Chief Master**, or a member of the Senior Management Team as above. Boys should not be allowed to phone home at first.

Chief Master will inform others who need to know, will act as the ongoing point of contact with the media, and will liaise with the police and other emergency services about what information may be released.

### **NOTE**

**If comment at the scene of the accident/emergency is requested by the media, all enquiries should be addressed to the Chief Master. The names of participants should NOT be released. Caution is required in the preparation of any statement, as legal proceedings may follow an accident.**

**Organisers should prepare for the Chief Master a written report of the accident/emergency at the earliest opportunity, whilst events are still readily recalled.** Such report should be restricted to the facts and should not speculate on issues of liability or fault.

**In addition, an accident report form available from the Secretaries' Office must always be completed in the event of any accident, however minor. This will be sent to the Foundation Office for insurance purposes, and a copy filed at school.**

## RISK ASSESSMENT

### EXAMPLE 1 : ONE DAY GEOGRAPHY FIELD TRIP TO SHROPSHIRE

- Consider each aspect of the trip; if a risk exists to staff and or pupils, are there procedures or controls that will minimise the hazard? Add further controls where necessary; if the risk of injury is still present you must consider whether to continue the activity.
- This is not an exhaustive list; add or amend where necessary.
- Show this assessment to the Head of Department and to the Deputy Chief Master before the visit.
- Add risks that come to light during/after the visit for future reference.

ASPECT OF TRIP	HAZARD	Risk Y/N	CONTROLS
<b>STAFF and PUPILS</b>	Previous medical conditions		Check Consent forms and staff; take Consent forms and medication where allowed
	Lack of fitness		Appropriate activity
	Inexperience	Y	Staff supervision of pupils; group work where necessary; INSET for staff or visit beforehand
<b>COMMUNICATION</b>	Separation/injury in another group		Stay in sight of each group; take mobile phone (unreliable); issue times/venues regularly
<b>TRANSPORT</b>	Coach crash		Book reliable company; wear seat belts
	Getting on/off coach		Staff supervision essential; use car parks
	Travel sickness	Y	Sick bags, Kwells + parental consent
<b>HILL/RIVER WORK</b>	Walk on road		Staff supervision; single file
	Injury on rough terrain or slip in river/stream		Correct kit; wellies for stream; staff supervision, First Aid kit, mobile phone; keep off scree and very steep slopes
	Ranging pole accident		Carry poles vertically
<b>TOWN SURVEY</b>	Road accident	Y	Small groups; instructions from staff; consent from parents; limit area of work
	Disorientation/separation		Maps for all; guidance from staff and information of their whereabouts
	Mugging		Small groups and staff supervision
<b>FOOD</b>	Sickness/poisoning		Own packed lunch; quality shops!

**RISK ASSESSMENT****EXAMPLE 2 : REMOVES ACTIVITY WEEK IN NORTH WALES**

- Consider each aspect of the trip; if a risk exists to staff and or pupils, are there procedures or controls that will minimise the hazard? Add further controls where necessary; if the risk of injury is still present you must consider whether to continue the activity.
- This is not an exhaustive list; add or amend where necessary.
- Show this assessment to the Head of Department and to the Deputy Chief Master before the visit. Add risks that come to light during/after the visit for future reference.

ASPECT OF TRIP	HAZARD	Risk Y/N	CONTROLS or PROCEDURES
<b>STAFF and PUPILS</b>	Previous medical conditions		Check Consent forms and staff; take consent forms and medication
	Lack of fitness		Appropriate activity
	Inexperience		Staff supervision of pupils; INSET for staff or visit beforehand

<b>COMMUNICATION</b>	Separation/injury in another group		Take mobile phone (unreliable); issue times/venues regularly if in groups; stay in sight of each group
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<b>TRANSPORT</b>	Coach crash		Book reliable company; wear seat belts
	Getting on/off coach		Staff supervision essential; use car parks
	Travel sickness		Sick bags, Kwells + parental consent

<b>ROADS/TOWNS</b>	Road accident		Instructions from staff how/where to cross roads; consent from parents;
	Disorientation or separation		Maps for all; guidance from staff and info of their whereabouts; HEAD COUNTS
	Mugging		Staff supervision

<b>FOOD</b>	Sickness/poisoning		Own packed lunch; quality shops only!
	Balanced diet		Vegetarians known beforehand
	Anaphylaxis		Consent form; Epi-pen if required

<b>MOUNTAIN WALK</b>	Wet/cold/hypothermia		Correct kit; blokka bag; staff briefing
	Injury on rough terrain or slip in river/stream		Group leader MLC and know terrain; brief staff and supervision 1:10 low, 1:7 high. First Aid kit, mobile phone (unreliable); keep off scree and crag

<b>CASTLE VISIT</b>	Fall from ramparts		Baeumaris! Small groups; strict staff supervision; if vertigo stay on ground
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<b>BEACH/DUNES</b>	Swim → drown		Lifeguard essential and parental consent form; very small groups in water 1:5
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**CHECKLIST FOR EDUCATIONAL VISITS  
IN ADVANCE OF THE VISIT**

1	Have you clearly identified the aims of the visit?	N/A	Yes
2	Is the visit appropriate to the age, ability and aptitude of the group?	N/A	Yes
3	Does the visit conform to the school guidelines?	N/A	Yes
4	For adventurous activities, are the staff suitably qualified?	N/A	Yes
5	If using an external agency, are they approved in line with school guidelines?	N/A	Yes
6	Do you know, or have you visited the location(s)?	N/A	Yes
7	Do the adults in the party have the appropriate skills for the visit? Check this carefully and arrange suitable training and/or briefing to clarify expectations.	N/A	Yes
8	Have the adult helpers (non teachers) been vetted as to their suitability?	N/A	Yes
9	Is the level of staff sufficient for adequate supervision throughout? This will be determined by the type, level and duration of activity, the requirements of the group, the experience and competence of staff, and the venue, time of year and prevailing conditions.	N/A	Yes
10	As leader, are you aware of and comfortable with your role?	N/A	Yes
11	Are all staff aware of, and comfortable with their roles?	N/A	Yes
12	Are all helpers aware of, and comfortable with their roles?	N/A	Yes
13	Is insurance cover adequate, or is additional cover necessary?	N/A	Yes
14	Has a suitable Risk Assessment been carried out in consultation with the Chairman of the Safety Committee?	N/A	Yes
15	Do you and other staff know the pupils you are taking away?	N/A	Yes
16	Have you advised pupils in advance about your expectations of their behaviour? Are pupils aware of any rules? Have you identified and agreed with pupils, staff and parents the sanctions available for unacceptable behaviour?	N/A	Yes
17	Are pupils aware of the nature and purpose of the visit?	N/A	Yes
18	Are parents aware of the nature and purpose of the visit and has written consent been obtained?	N/A	Yes
19	Have you issued other relevant details; e.g. itinerary, kit lists etc.?	N/A	Yes

**Section D – Visits/Trips out of School**

20	Are you and other staff aware of relevant medical details of pupils? Has parental consent been obtained for named staff to administer specific drugs/injections? Have named staff received appropriate training?	N/A	Yes
21	Are you aware of any staff or helper medical conditions?	N/A	Yes
22	Are you and/or other staff able to administer first aid? Are you/other staff up to date and proficient? Do you have an appropriate First Aid Kit ?	N/A	Yes
23	Have you considered the suitability and safety of the transport to be used? Is there an appropriate balance between time spent travelling and time on site?	N/A	Yes
24	Is there flexibility within the programme? e.g. Do you have contingency plans for bad weather, staff illness etc?	N/A	Yes
25	Do you have emergency phone numbers for designated senior staff?	N/A	Yes
26	Are you aware of the appropriate action to be taken in the event of a major accident or incident which might invite media attention?	N/A	Yes
27	Will you need special information such as tide times etc. and know where to obtain this information?	N/A	Yes
28	Is a mobile phone necessary, and can you get reception in the area of the visit?	N/A	Yes
29	Will your group need waterproof clothing, boots or other equipment? Who will provide these? Does specialist equipment conform to accepted standards?	N/A	Yes
30	Have all financial matters been appropriately dealt with?	N/A	Yes
31	Has the venture been approved by the Chief Master? (And Governors where necessary)	N/A	Yes

**ON THE DAY**

32	Do you have a list of pupils plus emergency phone numbers if out of school hours? (With you!)	N/A	Yes
33	Have the school secretaries, a senior manager and the home adult contact got copies of names, Itinerary, accommodation, and next of kin? This is all contained in the KES Visits Information Sheet	N/A	Yes
34	Have you sufficient cash/spare cash and a credit card? (With you!)	N/A	Yes
35	Have you relevant literature, work sheets, clipboards etc.?	N/A	Yes
36	Have you an appropriate First Aid Kit, sick bags, litter bags etc.?	N/A	Yes
37	Are you checking/double checking pupil numbers at appropriate times?	N/A	Yes
38	Have you warned the group in advance of potential hazards? If necessary have you arranged extra supervision in these areas?	N/A	Yes
39	Are pupils aware of the procedures in areas where there is traffic?	N/A	Yes
40	For groups working away from you, are they aware of a recall signal?	N/A	Yes
41	If arranging a rendezvous, are all aware of the exact venue, and have a watch with them?	N/A	Yes
42	Do pupils know what action to take if separated from the group?	N/A	Yes
43	If on a residential visit, do pupils know the Fire/Emergency procedures?	N/A	Yes

**AT THE END OF THE VISIT**

44	Have you ensured that appropriate arrangements are in force for the dismissal of pupils?	N/A	Yes
45	Do parents know of the expected time of return to school?	N/A	Yes
46	Have you reported back to the Chief Master?	N/A	Yes
47	Have the group been debriefed and follow up work completed?	N/A	Yes
48	Have all loose ends been tied up? e.g., finance, thank you letters etc.	N/A	Yes
49	Have you evaluated the visit and noted points for future visits?	N/A	Yes





King Edward's School, Birmingham

SCHOOL VISITS PARENTAL CONSENT FORM

A visit to: .....

Date(s).....

I wish my son ..... (name and form of child) to be allowed to take part in the above-mentioned school visit and having read the information sheet, agree to his taking part in any, or all, of the activities described.

I understand that, while the school staff in charge of the party will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage, or injury suffered by my son arising during, or out of, the school journey.

\* My son suffers from the following medical conditions or allergies .....

..... (Please enclose a letter giving details of the complaint and its treatment if the circumstances or length of the visit would seem to necessitate it.)

My son has the following special diet requirements .....

.....

I consent to any emergency medical treatment necessary, including inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of the pupil during the course of the visit.

I give my consent for KES staff accompanying the party to issue the following over-the-counter medicines to my son where appropriate:

- Kwells or similar for travel sickness
• Piriton or Clarityn for allergic reactions (bites, hay fever etc.)
• Paracetamol or Ibuprofen for pain relief
• Salbutamol inhaler for asthma
• Rennie tablets for indigestion
• Cold spray or Ralgex or ice pack for bumps and sprains
• Anthisan cream for insect stings
• Alcohol free wipes and/or plasters for minor cuts

I understand that monies paid towards the trip are not refundable if my son withdraws from the trip, unless this is for an insurable risk. I understand and accept that if my son is sent home early from the visit because of a breach of discipline, I will be required to meet the costs. I further understand that during the visit my son will not necessarily be under the continuous direct supervision and control of a teacher for the whole of the time.

Signature of Parent ..... Date .....

Home/contact telephone number(s) of parent during boy's absence ..... (please fill in each time you complete this form)

Parent's address during boy's absence .....

..... (only if different to the address in the school Blue Book)

Single parents will be presumed to have obtained the consent of either the absent parent or of the Court.

**STAFF NEXT OF KIN / INFORMATION SHEET FOR SCHOOL VISITS**

Please enter the information below if you are accompanying a group out of school. The teacher in charge may require this in the event of a serious accident or emergency. Please ensure this goes to the person i/c the visit.

Name .....

Visit to .....

Date(s) away .....

Existing medical condition requiring treatment

Medication/treatment required on a daily basis

Doctor/Hospital to be referred to if circumstances permit

Name of next of kin or persons to be contacted in an emergency

Address of next of kin/emergency contact

Daytime telephone number of next of kin/emergency contact

King Edward's School, Birmingham

**SCHOOL VISIT REQUEST**

Request made by	Date of request
Proposed visit to	Approx. cost to parents
Purpose of visit	
Date(s) of visit	
Departure time	Departure place
Return time	Return place
Classes/ages of boys on visit	Number of boys on visit
Names of Staff/ adult supervisors i/c / Deputy in charge /	

<b>Mode of Transport</b>	
Air/Coach/Train/Minibus/Car - staff or parents? (Please indicate applicable)	
Name of Company/Travel Agent (if known)	
If Minibus - number of drivers per vehicle	

<b>Activities</b> (if Adventurous Activities see overleaf e.g. canoeing flat water)		
Activity Ratio staff : pupils (e.g. 1 : 8)	Ratio required	Actual Ratio
Qualifications of supervising staff e.g. hired qualified instructor		

Additional insurance provided by (if relevant)	Signed by teacher in charge
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**AUTHORISATION**

**Please check in the Common Room Handbook the necessary procedures for your trip, e.g. Consent Forms, Risk Assessments, Information Sheet etc.**

1	Preliminary Authorisation by CO (CCF only)
2	Preliminary Authorisation by KDP <span style="float: right;">Date</span>
3	Once preliminary authorisation has been obtained, it is essential that the final details are submitted to the Chief Master, together with a copy of the letter to parents with the full details of the trip, and any Code of Conduct required of the boys, etc. This should be done in good time, <b>before</b> the information is distributed to the boys. <b>If you have a copy of the letter ready, please attach it with this form.</b>
4	Confirmation by Chief Master <span style="float: right;">Date</span>