

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 have a three-day Shells Camp and Removes attend a five-day Activity Week. Field trips form an essential part of the Geography, History, Biology, Art and Design departments.

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.

FURTHER GUIDANCE

Colleagues can find lots of helpful documents on Firefly under Staff-Trips. In addition, colleagues can seek assistance from the Safety Co-ordinator, who approves the plan for all trips in advance. **Guidance regarding the running of trips during the coronavirus pandemic appears on the Trips Firefly pages and is regularly updated.**

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 and is required to take **reasonable 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

An explanation of the school trips programme is provided to parents when their sons join the school. Parents sign a document at that stage confirming the following.

Trips requiring no additional consent

We operate the following trips regularly (and more so for boys in school teams). These trips are provided free of charge. For these trips we do not ask for specific consent each time – rather, parents give consent in writing when their sons join the school. Details about these relatively local activities are provided directly to pupils.

- Local trips as part of the Friday Afternoons programme
- Sports fixtures at any time (other than fixtures with overnight stays)

Trips requiring specific consent

For these trips we will send information to parents, usually via e-mail and occasionally in writing.

- For UK-based trips other than those described above, parents are asked to give consent via a tick-box on our parents' gateway, www.schoolgateway.com. Occasionally a reply slip or e-mail may be used in place of the gateway.
- For trips abroad we use a printed consent form.

PROCEDURES and SUGGESTED SUPERVISION

Vetting of adult participants

Adults (aged 18+ other than KES pupils who are 18) may need to be vetted. The vetting process is led by the Chief Master's Secretary in consultation the HR Department. Vetting is a legal requirement if any of the following apply:

- an adult will have unsupervised access to pupils
- the trip involves an overnight stay
- an adult works or volunteers on a regular basis, ie three or more times per month

Vetting takes several weeks, so if it is likely to be needed, trip leaders must speak to the Chief Master's Secretary early in the planning process.

Vetting – foreign exchange hosting

If KES families are hosting foreign exchange students and this has been organised through the school, it is the school's policy to carry out vetting on all adults (those aged 18+ other than KES pupils) living in the house.

GAMES FIXTURES

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** and submit it to the Deputy Chief Master

- **Make a budget** for the trip. A spreadsheet is available on Firefly-Staff-Trips which helps in this process. Note: for trips abroad only, the budget must be agreed by the finance office before the trip is advertised.
- **Advertise** the trip to boys and parents
- **Complete a Risk Assessment** and submit it to the Safety Co-ordinator. See appendix for samples of Risk Assessments.
- **Consult the 2-page checklist** on page 14 to help plan your visit.
There are exemplar risk assessments and further helpful documents at Firefly-Staff-Trips. There is also a lot of detailed advice from the Outdoor Education Advisers Panel at <http://www.outdooreducationadvisers.co.uk/>
For trips abroad, look at the advice for travellers to that specific country available from the Foreign Office at <https://www.gov.uk/foreign-travel-advice>
- **If you are providing meals**, check pupil and staff dietary requirements at any early stage in the planning and contact the provider to tell them. Pay special attention to pupils with food allergies. See the Accommodation Checklist on page 30 for more information.
- **Check the rules for any hazardous activities** such as climbing, hill walking or canoeing, which are dealt with on page 8.
- **Request a list of all boys and adults participating in the trip** from firefly-staff-trips-request trip SIMS sheets.
- **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, but make it clear that this is subject to change due to events outside your control such as extreme weather
 - 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 – make reference to the Terms and Conditions for school trips at kes.org.uk/conditions
 - Insurance cover – summary of what cover is provided
 - 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, address and phone number of accommodation, school mobile number for trip leader
 - Whether alcohol is to be drunk by senior pupils, and if so under what circumstances (this requires written consent from parents in advance)
 - Any documentation required (passport, visa, EHC 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.
- For trips abroad, arrange a parents' briefing meeting

MEETING WITH THE SAFETY CO-ORDINATOR

A few days before the trip, the trip leader must have a meeting with the Safety Co-ordinator to discuss the arrangements for the trip including the risk assessment.

The following documents must be given to the Safety Co-ordinator:

- The initial letter together with any detailed information pack and final correspondence sent to parents
- The risk assessment
- The Trip Information Sheet, including
 - Addresses and phone numbers of your accommodation (including how to dial abroad, where appropriate)
 - Contact numbers for your tour company, if appropriate
 - Mobile numbers and next-of-kin numbers for staff
 - A list of boys including their contact details
- Detailed medical and dietary print-out of pupils

The Trip Information Sheet and Detailed Medical List should be requested via Firefly-Trips-Request Trips SIMS Sheets. These documents are prepared by the Receptionists and colleagues should allow at least three working days for the lists to be produced.

The Safety Co-ordinator and Trip Leader sign a cover sheet confirming that the trip has approval to proceed. All the above documents are scanned and sent to all members of the Senior Leadership Team together with the receptionists.

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 Deputy Chief Master.

TRANSPORT

Coaches and minibuses which we use in the UK are required to have seat belts; colleagues should ensure that boys are wearing them. Abroad, seatbelts are provided in most European coaches, but not necessarily in other destinations. Trip leaders should attempt to source coaches / minibuses which do have seatbelts, and ensure that pupils are using 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 Safety Co-ordinator

If **hiring a vehicle** 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?
- Do headlights need adjusting?

FINANCIAL MANAGEMENT

- At the start of the planning for your trip, make a budget. Take into account factors such as:
 - Transport
 - Accommodation
 - Any special group equipment required
 - Contingency money in case of emergencies or unexpected extras.
 - Hire of instructors
 - Food and drink

There is a spreadsheet template on Firefly at staff-trips which provides headings to help you include everything you need in your budget.

- For trips abroad, your budget must be agreed by the finance office before being advertised to pupils.
- 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 finance office.
- 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 refers to the terms and conditions for trips on the website kes.org.uk/conditions, which explain the rules with regard to refunds.
- 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

There is no need to arrange separate insurance cover. In fact, it is important if you are using a travel agent or school travel company, to ask them not to provide insurance cover, since otherwise if there is a claim then two claim forms are required and the two insurers have to

debate who will pay for what. The school's insurance covers all trips in the UK and abroad and includes:

- Legal liability
- Travel insurance, including personal possessions, medical treatment abroad and refund if a pupil or parent is unable to travel due to illness or injury.

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](https://www.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

- Parents should be encouraged to obtain EHIC cards at <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-ehic-european-health-insurance-card/> which provide for NHS-equivalent 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.
- Note that 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. There are words about this in the school's consent form for trips abroad, stating that we assume the child's parent has requested the court's permission if required.

PASSPORTS AND VISAS

- Everyone travelling abroad requires a passport. This will need to have validity for at least six months after the date of travel. Children's passports are only valid for five years so it is common for parents to have to replace their son's passport in the lead-up to a trip.
- Check whether the country(ies) visited require an entry visa.
- Note that some pupils may be a foreign national without British nationality. If you are travelling within the Schengen Zone (broadly, the EU) you need to obtain a (free) Visa Waiver from the British Council. A form for these pupils is available at Firefly-Staff-Trips and the trip leader will need to register these pupils on <http://listoftravellers.britishcouncil.org/Default.aspx>
- EHIC cards will not be valid for these pupils.
- Any adults who are not British Nationals will require a visa to enter the country(ies) you are visiting. It can be very helpful if the trip leader provides a short letter on school letterhead stating the dates of travel and confirming that the adult is taking part in a school trip.
- It may be wise to obtain a photocopy of all group members' passports and carry this with you.
- 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.

FOREIGN CURRENCY AND CURRENCY CARDS

Be sure to plan in your budget for in-country expenditure – for example, meals, buses and taxis etc. A few weeks before your trip, request some cash from the finance office. However, the bulk of your in country expenditure is safer done via one of the school's currency cards. These are pre-loaded with a given amount of the correct currency and operate with a PIN card. They can be used to get cash from cash machines and to pay bills in most venues.

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. The Senior Leader and Trip Leader will take a decision together about what to do.
- Trip leader or Chief Master contacts parents of pupil to explain their decision and arrange for transport home.
- 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 as an unaccompanied minor 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. Note: you will need to check each airline's rules and age limits for unaccompanied young people since these vary considerably.
 - 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.

For residential trips, the school requires that at least one member of staff has a current first aid qualification.

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 Safety Co-ordinator 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.

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 emergency contact details

Other adults assisting with supervision

Parents of pupils or partners of staff may well be able to provide valuable additional supervision during a trip. See page 2 for vetting requirements.

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.

- For trips taking place and returning in school time, pupils may wait at school for their parents without staff needing to wait with them
- 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 **Deputy Chief Master must give 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.

Caving

1. **Caving within the limits of the Local Cave Leader Level One Award**, ie principally horizontal caves with occasional use of safety ropes but no abseiling: 1 qualified instructor plus one assisting adult to 10 pupils.

2. **Caving within the limits of the Local Cave Leader Level Two Award**, ie climbing and abseiling on pitches less than 18m: 1 qualified instructor to 8 pupils, plus an additional adult with the group.

3. **Caving within the limits of the Cave Instructor Award**, ie pitches of variable height depending on student experience/ability:
1 qualified instructor to 6 pupils, plus an additional adult with the group, or 1 qualified instructor to 3 pupils and another KES party caving nearby

Canoeing

FULLY QUALIFIED STAFF ESSENTIAL -

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

Ratio: **1:8** for flat water
1:6 on rivers
1:4 on the sea

Climbing

FULLY QUALIFIED STAFF ESSENTIAL for climbing out of school.

Single Pitch climbing – ratio **1:6**, instructor to hold the Single Pitch Award for climbers leading or supervising groups.

Multi Pitch climbing – ratio **1:2**, instructor to hold the Mountain Instructor Award.

Winter climbing – ratio **1:2**, instructor to hold the Mountain Instructor Certificate

Cycling

1:6 ratio, one adult should be experienced in cycling the type of route envisaged.

**Horse Riding/
Pony Trekking**

1:10 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

1:12 Pupils will have morning and afternoon ski lessons with qualified ski instructors. Outside of ski lessons, it may be necessary, or desirable, for

boys to ski with a member of KES staff who is an experienced skier. Staff and pupils must wear appropriate safety helmets when skiing.

Swimming

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.

Pupils from Fourths and older may visit lifeguarded swimming pools without accompanying staff provided parental consent is given.

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 **Winter Mountain-Walking 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.

'KES EXPEDITIONS'

This is an activity for Upper Middle pupils which KES runs to its own design instead of opting in to the Bronze Duke of Edinburgh Award.

Practice Expedition (at Andrew's Coppice)

Boys are in form groups for this. They travel by public bus from school to Cofton Hackett and then walk in groups of 4-7 to Andrew's Coppice under remote supervision or with more teaching input as appropriate. At Andrew's Coppice they camp and cook dinner. Some boys return home after dinner or first thing in the morning if they have a school sports fixture.

There will be one member of staff with each walking group of 4 - 7 on day one. They are supervised remotely by at least two members of staff with the use of vehicles on day two.

Summer Expedition (Llangollen)

This expedition is optional. Boys in teams of 4 - 7. They walk to the campsite under remote(ish) supervision or with more teaching input as necessary. At the campsite they pitch tents and cooks dinner.

There will be one member of staff with each walking group of 4 - 7 on day one. They are supervised remotely by at least four members of staff with the use of vehicles on day two.

Overnight Supervision

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

DUKE OF EDINBURGH AWARD

Initial 1-day non-residential training

1 experienced staff member to 10 pupils

Training and practice expeditions (One 4-day plus optional 2-day)

Groups of between 4 and 8 pupils. Initially this is directly supervised and then pupils progress to walking in independent groups with remote supervision. There will be a member of staff on the campsite overnight.

5-day assessed expedition

Remote supervision. Groups will be checked during their walk and also in the evening. However staff are not required to stay onsite overnight

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.

THE ADVENTURE ACTIVITIES LICENCING SERVICE (AALS)

Any outdoor centre or individual which provides activities for school children in the UK is legally obliged to register with the Adventure Activities Licencing Service (AALS). 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 Service is 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. Two-page summary of how to run a trip
2. Risk Assessment example for an Expedition Overseas: Jordan
3. Risk Assessment example for a UK residential trip: Shells camp
4. Risk Assessment examples for minibus, coach, taxi and car and journeys
5. Accommodation checklist

6. Parental Consent Form for trips abroad
7. Adult questionnaire – providing the trip leader with medical & dietary information for staff participants
8. Proforma to complete during the Trips Review Meeting, prior to the trip taking place
9. Visit Out Of School Information Sheet – for leaving at school
10. Trip request form

The full policy regarding Trips and Visits can be found on the Intranet (or at home, via firefly.kes.org.uk) under Staff-Handbook by sections-School trips.

Initial steps

- It is a good idea to discuss your trip in advance with KDP so that an appropriate date can be agreed. You need to have a clear idea of the purpose of the trip, dates, cost, and age group taking part.
- Complete a trips request form – available from the bottom of the Staff Handbook page on the intranet. Give this to KDP for signature before advertising to boys.
- The school has some terms and conditions for parents regarding trips. These are short and cover things such as insurance and what happens if a boy withdraws from a trip. These apply to all trips and it's recommended that you read them: kes.org.uk/conditions
- Figure out what transport will be involved and who will drive it. If you require minibuses, vans or coaches, ask Martine O'Neill (mlo@kes.org.uk) to book these for you. Don't forget to include the cost of coaches and vans in your budget. Ensure that you have sufficient drivers considering the distance involved and length of day. Don't forget airport transfers – how will pupils get to/from airports in the UK and when abroad?
- Contact accommodation providers, and the travel agent and/or airline for the trip (if you are using one), to get an idea of costs.
- Figure out which adults will assist with your trip. As a rule of thumb in the UK you will need a minimum of one adult for every ten pupils, but this ratio depends on the activities and age of pupils – for some trips a higher ratio of staff will be required. For trips abroad a ratio of 1:8 should be the norm.
- Vetting – any adults travelling with you who are not school employees will need to complete vetting, which comprises two referees, a short health declaration and a DBS check. Ask the HR department to send these out to your adults. The adults will need to arrange a face-to-face meeting with them to hand in the DBS form and supporting documentation. We are NOT usually able to accept copies of DBS certificates obtained elsewhere – check with HR department instead.
- Consider whether your staff should include a first-aid qualified person. Many school staff are already qualified. **For residential trips and those with adventure activities, having a first aid qualified adult is required.** Provided that you think about this early on, it would be easy to include one of your staff on a school first aid course – ask Jocelyn D'Arcy (jkd@kes.org.uk) for details.
- Work out a budget for the trip. An excel spreadsheet to help financial planning is in RM Staff-Trips. For further help, consult Sophie Clements in the Finance Office (shc@kes.org.uk). It is easy to miss out items, causing an overspend – the spreadsheet will help avoid this.
- Draft the initial letter to parents about the trip. Show this to KDP for approval. There are standard words to include in your letter in the staff handbook on Firefly.
- If this trip has not been run for KES before, show CDB a rough itinerary and risk assessment early on in the planning.
- See Sophie Clements in finance, who will set your trip up on the School Gateway so that parents can book and pay online.
- Give your parental letter to the marketing assistant, who will put it on the letters page of the website.
- Only after the above steps are complete should you hand out printed letters to boys/parents.
- For UK trips there is no need for a reply slip or consent form to be sent back to school since parents will give consent online. Written consent is still required for trips abroad, and for the few parents paying by cash, cheque or bank transfer.

More detailed planning

Once the finance office confirms that you have enough boys to make the trip viable:

- Send a letter to parents confirming that their child has a place. For simple trips, this letter can provide all the further information that parents require.
- Send payment or deposits to the agency which is providing the trip – print out and sign the invoice, and give to the Catherine in the Finance Office.
- If adventure activities are planned, see the trips policy in the staff handbook for ratios and qualifications of instructors, and verify with activity providers that they comply with these. If the activity is not in the handbook, see CDB for advice. Have a viable 'plan B' prepared so you can curtail or cancel your activity due to bad weather.
- Write a detailed letter or booklet for parents providing full information about the trip. For simple day trips, the initial letter may be sufficient. For other trips you will need to provide specifics including the following (a full list of contents is on page 3 of the school's trips policy)
 - Start and finish of the trip: time, date, location
 - Itinerary including activities and accommodation
 - Clothing/equipment list
 - Information about insurance (kes.org.uk/insurance), and terms and conditions including what happens if a pupil withdraws from the trip (kes.org.uk/conditions)
 - Payment – schedule and amounts if instalments are involved
 - Supervision – if pupils might have any time not directly supervised by staff, say so.
 - Behaviour guidelines
 - How parents can contact you
 - Whether pupils are allowed to bring phones – for younger pupils you might choose not to allow this.
- If you are travelling on a school day, boys who have school dinners are entitled to a school packed lunch. You need to contact the dining hall two weeks before the trip to get an order form for each boy and teacher. The completed order forms must be with the dining hall at least one full week before your trip. However, if a whole year group is taking part, we don't provide a packed lunch – they get a slight reduction in fees instead.
- If you need to issue a mobile phone number to parents or boys, then this MUST be a school mobile. These may be booked via Carolyn While, cwhile@kes.org.uk. It is possible for several phones to be provided if more than one adult's number will have to be published to boys/parents.
- If you plan to take photos or video, you may use your own device, but must transfer the photos to a school device promptly after the trip and delete them from your own device.
- Write a risk assessment – examples are in RM Staff – Risk Assessments. There are exemplar risk assessments for coach, minibus, taxi and car travel; also for accommodation.

- Go to firefly.kes.org.uk/trips/request-trips-sims-sheets to request the SIMS trips printouts. These comprise
 - A short form with all boys' contact details. You will need to add details at the top of this form, including accommodation
 - A longer form giving medical and dietary information of all boys
 - A set of photos of the boys taking part
- If any boys have allergies, take great care. You must notify the caterers (hotels etc) and airline, and during the trip you must confirm with those serving that the food is appropriate for that child. In addition, if the child has an epipen, make sure they have brought it, and you will need to collect a spare from CDB's office.
- See Chris Boardman with your list of pupils/staff, detailed letter to parents, and risk assessment, for final approval for your trip.
- Obtain a first aid kit from Magda in the first aid room (mkw@kes.org.uk)
- If boys are going to miss lessons (and KDP has agreed), then put a note on the common room noticeboard to notify staff. An e-mail to staff is also a good idea.
- For all trips, put a copy of your list of boys/staff, and the trip itinerary, on the common room noticeboard.
- Provide all your staff with the itinerary, list of pupils/staff and risk assessment. Consider having a staff meeting in advance of the trip.
- On the trip, carry: list of boys and staff, itinerary, confirmation of accommodation and activity bookings, plus phone numbers all the above. You will also need the risk assessment, and a copy of the school procedures for emergencies on trips (available in the staff handbook and from CDB)
- The school DOES NOT offer refunds for trips, since we have travel insurance that parents can claim under. If a parent contacts you to say their child is withdrawing for a medical reason, ask them to download the insurance claim form from kes.org.uk/insurance and get their doctor to sign the relevant section. They should return the form to you. You must add a copy of the initial letter about the trip. A 'cancellation invoice' is needed – ask your agent or CDB for help with this. A letter from their GP is also needed stating they were fit to travel when booking the trip. If a flight was part of the trip, you MUST contact the airline/agent to request a refund of the tax for the flight – the insurers will not pay out until this has been done. Then send the form and supporting documents to Beth Lavender in the Foundation Office.
- Personal possessions are covered by the school's travel insurance policy, provided that they were properly looked after – for example, possessions are not covered if they are left in a café unsupervised.

If travelling abroad

- The trip budget must be approved by the Finance Office prior to the letter being sent to parents. Allow for a ratio of 1 teacher to 8 pupils in your budgeting.
- Always check the [Foreign Office website](#) for advice about the country(ies) you are visiting. The site is pithy, up-to-date and essential reading.
- Be sure to ask the travel agent NOT to include travel insurance for the trip, since the school provides travel insurance and if there are two policies in operation, the claims process is very much more complicated.
- Ask staff to complete a form for staff taking part (see the trips policy), unless you already have this information on file for your staff team.
- Ask parents to supply a photocopy of their son's passport. This is because many boys use a different first or surname for day-to-day use than appears in their passport.
- Ask the secretaries to print consent forms from SIMS, and give these to parents. The pre-printed SIMS forms contain all relevant information about pupils, saving parents a lot of time. Once the forms have been handed back to you, give them to the secretaries so they can enter any changes on the forms into SIMS. Take the consent forms with you on the trip.
- For trips within the EU, ask parents to obtain a free European Health Insurance Card at ehic.org.uk and send it with their son.
- If travelling to an EU country, check whether any boys are taking part who are non-EU citizens. In that event, you will need to get a VISA waiver form from the British Council. This form is easy to get and free of charge and makes it a lot easier for those boys to travel. Parents should complete a short form (from kes.org.uk/conditions) and you need to go online 8 weeks before the trip at listoftravellers.britishcouncil.org to apply.
- A briefing meeting for parents and boys is a good idea.
- Flights: some airlines have groups departments and allow a small holding deposit with the balance due much later. You will have to provide names of passengers (For low cost airlines, at time of booking. For better airlines with groups departments, two months before travel, allowing pupils to be swapped at no cost). In addition you may well have to provide passport information for all passengers. Don't forget to tell airlines if any passengers have specific dietary requirements.
- If any passengers have to carry epipens or other medication on board, get their parents to obtain a letter from their GP listing the medication and stating that it must be carried in carry-on luggage. Bring this letter with you. Note: injectable medication such as epipens, or insulin for diabetics, must be kept cool (ie, in a fridge) when staying overnight, but must NOT be frozen.
- To carry your trip money abroad, the finance office can provide you with a CaxtonFX card, which doubles as a card for cash machines, and a credit-card style payment card for hotels, restaurants etc. She can also provide cash for you to take – make sure you order this several weeks before your trip. Avoid carrying large amounts of cash – use the card instead.
- Do not operate a trip bank where staff hold boys' money – our insurance does not cover loss of such a large sum. Instead you could, with parental permission, loan some spending money to a boy if he has lost it.
- Consider providing all pupils and staff with a credit-card sized laminated card with staff and accommodation contact details. CDB can help with the layout and Magda will laminate for you.

Following your trip

- If any incidents occurred, or anyone was injured, make a written report and give copies to KDP and CDB
- If you have (good quality) photos or video from your trip, CDB can put these on the website
- Review your trip documentation: letter to parents, risk assessment, itinerary, and make any changes now for future trips – before you forget any good ideas you had!

Example Risk Assessment – trip to Jordan

Risk Assessment - Jordan

General precautions

Terrorism	Monitor Foreign Office advice in advance of trip. See www.fco.gov.uk and click on 'Travel Advice by Country'. If they advise against going, then don't. If they have specific advice then read this very carefully, brief boys and staff accordingly and consider amending the itinerary.
Learning support / medical / diet / competency issues	Ensure all staff including hired instructors are familiar with any learning support, medical or diet issues which could affect the pupil during their visit. Equally, if information develops about a pupil during the course of the visit, ensure that this is shared amongst the staff team.
Sensitivity / cultural issues / conservation	Have regard to cultural sensitivity during the visit. Caution pupils that they are visiting world famous historical artifacts – their behaviour should be sensible and respectful. No-one should cause damage by scraping their name on rocks for example.
Lost property	Wherever you have sat down, eg for a meal, rest stop, coach, airport, a member of staff needs to check for left property: pupils are forever leaving their kit behind.
Lost bags	When boarding transport make sure all the bags do get loaded! If possible get boys to put their own bag onto the transport.
Cleaning hands	Suggest pupils bring hands cleaning gel for when they eat away from the hotel
Road crossing	Warn boys to watch in all directions. Don't just follow person who's just crossed. In Amman, close ranks and cross as a tight group. If you have an accompanying tourist police officer enlist their help in stopping traffic in busy locations in Amman.
Footwear	Trainers are fine for most activities. If actually trekking in Wadi Rum then walking boots are needed, but if travelling in 4x4s trainers are fine. Don't wear flip-flops for any of the visits – they are just not robust or protective enough.
Photography	Don't photograph police, military checkpoints etc – this is illegal and could cause major trouble.
Mosaic workshops	If you do visit one, leave bags locked in the coach – if someone turns around and damages a mosaic with a bag it will be hugely costly. Mosaics in workshops are very expensive so warn boys in advance not to consider buying anything.
Getting lost	<ul style="list-style-type: none"> • Divide into groups each with a named member of staff to make counting easier. • Make sure boys know of name of hotel where they are staying. • Boys to carry contact cards with phone numbers • Staff to carry mobile phones switched on.
Domestic or wild animals	Don't pet animals, feed them or eat in their presence, due to risk of bites or rabies.
Alcohol / drugs	Monitor group and individuals. Warn boys not to accept offers of drugs.

Flights

Passports / tickets	Important: staff need to watch boys putting their passport away in a zipped place at every passport check point. On arrival, collect passports and tickets and retain them for the remainder of the trip, using a hotel safe where possible.
Loss/Theft of baggage	Label baggage. Remind group of need to supervise baggage. Keep crucial / expensive items in hand luggage.
Group Separation	Warn party to stick together at airport when moving between areas. Set up a meeting point and give a time for return.
Allergies	Notify UK agent of food requirements, especially allergies, and ask them to tell the airline. If a pupil has to carry an epipen, notify airline specifically of this to check whether a doctor's note is required.

Health

Sun, heat & humidity problems	<ul style="list-style-type: none"> • Check that hats are actually worn • Remind boys about sunblock, go through checklist: ears, nose, face, neck, arms, legs, ankles • Ensure pupils re-apply sun block two more times each day, ie 3 times in total. Do this together so that pupils don't forget. Don't accept comments like 'I've already done it'. If someone isn't re-applying, check if they have forgotten or lost their sun block and loan
-------------------------------	--

Example Risk Assessment – trip to Jordan

	<p>them some.</p> <ul style="list-style-type: none"> • Check that boys leave in the morning with full water bottles • When a stop permits water refilling, ensure that boys check whether their supplies have got low • Remind boys to drink more water than their thirst would indicate • Be aware that the heat is greater in the afternoon – have longer rest breaks and seek shelter for rest. • Treat heat exhaustion aggressively: supervise the pupil; ensure they have regular intake of fluids; take their temperature regularly; consider referral to hospital. If a pupil's temperature reaches 40 degrees, definitely refer to a hospital.
Drinking water	Don't share water bottles. Purify all water unless bottled or boiled. Make sure all boys are provided with a bottle of water on the first night of arrival in Jordan. Remind boys to use bottled water even for washing teeth. Recommend to pupils the use of Camelbak or Platypus drinking reservoirs as a possible item to bring. Take some permanent markers to mark bottles so boys don't mix them up by mistake.
Blisters	Treat sore spots early. Show boys how to dry boots & socks in evening.
General health	Check that boys are eating sufficiently. Make time to chat with all the boys each day to verify that they are happy, and address any concerns they may have.

Money

Loss of money - staff	Distribute any cash funds needed by the group amongst all the staff – don't delegate carrying of cash to the party leader! Don't offer a facility to store pupils' money for them, unless a hotel offers a safe. If hotel rooms have safes, use them.
Loss of money - boys	Keep money hidden. Main money in one ZIPPED pocket; smaller amount of spending money in another ZIPPED pocket. If hotel rooms have safes, use them.
Rip off	Caution boys not to accept initial price! Typically start bidding at ¼ of offer price. Consider walking away – the trader will usually follow and reduce the price further. Convert the transaction to pounds and decide if you feel the item is worth it. You don't have to buy!!

Dead Sea

Sun	Limit the length of time pupils are exposed to the sun – it can get very hot. Ensure they drink plenty.
In the Dead Sea	Caution pupils that they absolutely must not splash the water, deliberately or accidentally. Before entering the water point out the location of the beach shower so they can wash if water does get in their ears, eyes or noses. Warn boys to keep close to the shore. Swimming shorts are sufficient – footwear is not necessary. Observe the ground carefully for anything which could injure feet.

Petra - general

Sun	See list of precautions for sun. The Petra day can be particularly demanding since there are reasonable distances to walk, plus a climb to one of the two interesting high places, and you will be on your feet all day whereas on other days you have recovery time in the coach. Find shelter for rests, possibly using one of the cafes for this purpose. Opportunities for refilling water bottles are non-existent – your only option is to buy water bottles in one of the cafes.
High walks	Keep the group close together so that pupils don't become separated. Given the large size of the group, consider splitting into two groups for the high walk. Certainly count pupils on a regular basis. There are some places on the walks where you are close to a vertical drop of sufficient size to present a life-threatening risk: control pupils very carefully in these areas to keep them a sufficient distance away from the drop. Be aware of the impact of the heat. Donkeys can be hired – these are safer used on the way up rather than down when their hooves can skid on the rocks. Instruct pupils never to throw rocks since there may be people below and out of sight.

Example Risk Assessment – trip to Jordan

Horses	Don't use the horses to approach Petra – the distance they are allowed to go is small. For the journey back only consider horses if people are especially tired. A safer bet might be the small 2-man carts pulled by a horse.
--------	--

Petra – high walks

Getting lost	Keep the group close together so that pupils don't become separated. Given the large size of the group, consider splitting into two groups for the high walk. Certainly count pupils on a regular basis.
Vertical drops	There are some places on the walks where you are close to a vertical drop of sufficient size to present a life-threatening risk: control pupils very carefully in these areas to keep them a sufficient distance away from the drop.
Heat	Be aware of the impact of the heat.
Donkeys	Donkeys can be hired – these are safer used on the way up rather than down when their hooves can skid on the rocks. Note that helmets are not provided. Therefore, restrict use only for when you consider a pupil is particularly tired or suffering from the heat. Better to avoid the climb if a pupil is getting tired.
Throwing rocks	Instruct pupils never to throw rocks since there may be people below and out of sight.
Toilet visits	Boys must ask staff permission before going to the toilet during the high walk. Staff must agree with the boy a safe location. This is to prevent boys scrambling or going too close to a drop.

Wadi Rum

4x4 vehicle journeys	<p>An accident caused by thrill-seeking could be life-changing for passengers, so teachers MUST tell the driver to stop, pick a less steep slope, drive slower etc., if they have any concern that an accident could result.</p> <p>Most vehicles are open topped and have no seat belts. You could enquire in advance about closed-top vehicles.</p> <p>Cars can be driven rather fast, especially in the later stages of a journey as the drivers seek to give passengers a thrill. I suggest a teacher sits in the front of at least the lead vehicle, if not all vehicles, in order to control the driver's speed.</p> <p>Cars will go down very steep sand slopes, again for the thrill. Teachers need to exercise their judgement.</p> <p>Ensure that passengers do not stand up when the car is moving!</p>
Water	<p>The only place to get drinking water is the campsite so when going out for a visit, take plenty with you.</p> <p>However if you are staying only for one night, water may not be provided at all – check in advance and if so, take lots with you.</p>
Rock walks	Climbing up on some of the rocks much enhances the experience and the view. Ensure pupils are closely supervised to ensure they don't take dangerous risks.
Wadi Rum	Warn pupils to hold on tight with both hands when the camel stand up or sits down – don't have one hand on your camera at this point! The camel lurches dramatically when standing up / sitting down.
Meal	Ensure pupils wash their hands before eating
Torches	It gets very dark overnight so make sure pupils have access to a torch – preferably one each, or if not, they are close to someone else's torch.

Snakes and Scorpions

<ul style="list-style-type: none"> • There are poisonous snakes, spiders and scorpions in the desert. • The likelihood of seeing one is remote, and of being bitten even more remote. • Half of all bites are to the hand, suggesting that people (especially the young) try to interact with the animal. Warn pupils strictly to keep away from any such animals and to report them to the guide immediately. • Scorpions are more likely to be encountered at night time. Close all bags and rucksacks very carefully; block shoes with socks; check cautiously in the morning. • Treatment is to keep the patient still, wash the bite with soap and water, immobilise the limb (maybe with a splint) and keep the limb below the heart. Then immediate urgent referral to hospital. A specialised suction device can help if anyone has one and it is used very promptly.
--

Example Risk Assessment – trip to Jordan

- Don't cut snake bites or suck with your mouth. Don't use a tourniquet. Don't use alcohol to clean the bite. Don't use cold water or ice. Don't use aspirin since it increases bleeding, but other pain killers are OK.
- Try to get a description of the animal to help the hospital.

Coaches

Hazard	Control
Crash due to driver being tired	For coaches, driver hours are the responsibility of the driver and his employer, and minimum breaks for the driver are required by law. However, if the driver exhibits behaviour which suggests impaired judgment, request a stop and discuss the situation with the driver to decide whether an additional break is needed, or other action is warranted.
Drivers – mobile phones	When driving in the UK, using a mobile handset is illegal whilst driving – drivers may only use hands-free equipment. For a coach driver abroad – if using a mobile handset, ask them not to do so while driving.
Speed, distance	Keep an eye on the driver's behaviour in respect of road type and weather conditions, and if his speed or distance seem inappropriate, ask him to change his behaviour.
Pedestrian accidents	If possible, park with the pedestrian exit for pupils aligned to a pavement, rather than opening onto traffic. If this is impossible, position a member of staff whose sole responsibility is to control pupils' movement in a way to minimise the risk.
Pedestrian accidents	Be especially careful when loading and unloading bags from transport – if pupils need to be in the road, have a member of staff whose sole task is to supervise them and prevent them from stepping into traffic.
Pedestrian accidents	Consider the route taken by pupils from the transport to their activity, and determine what level of supervision or warnings are required. Be aware of the need for pupils occasionally to return to the transport (when bags have been forgotten for example) – decide whether this can be done without staff accompaniment, or whether direct supervision is needed.
Lost pupils / staff	Confirm all pupils and staff are present, every time the group re-boards the transport to set off. Do this either by counting passengers TWICE, or by having two staff each conducting a count.
Seat belts	In the UK, ensure that transport has working seatbelts for all passengers. Remind pupils about seatbelts when setting off. Observe passengers periodically for dangerous / inappropriate behaviour and deal accordingly. Abroad, make every effort to provide seat belts.
Escape routes	Verify that there is an alternate exit which is not locked.
Vehicle safety / maintenance	If any aspect of the coach appears unsafe when starting out, or becomes unsafe during the trip, raise the issue with the driver and if necessary halt the journey until the issue is resolved or alternative transport is arranged.
Icy surface / flooding	In adverse weather, seek a forecast and consider the advisability of setting out.
Breakdown – passenger safety	In the event of breakdown on a motorway, move passengers away from the carriageway and hard shoulder, on to the grass bank. Consider a similar measure on other carriageways if this seems to be called for. If possible, park off the carriageway. If not possible to park off the carriageway, use hazard lights and if available, a safety triangle.
Adverse situation develops	Above all else, if a situation develops with the driver, the maintenance or condition of the vehicle, or with extreme weather, or road surface (especially abroad) being too dangerous, then act upon it, or consider postponing the journey.

Accommodation

Fire escapes	Party leader needs to investigate the fire routes which would be appropriate for the different rooms occupied by our group, together with alternative routes. Note particularly if any escape routes are locked, and be aware that some hotels lock some fire escapes late at night. If this does happen, raise the issue with hotel management as a matter of priority.
Fire hazard	Investigate whether there are any undue fire hazards in the hotel, for example: Lighting using candles or lanterns Pupils hanging damp clothes over an electric heater If hazards do present themselves, take action to minimise the risk.
Catering – dietary	Determine whether any of your party has a dietary need such as vegetarian. If so,

Example Risk Assessment – trip to Jordan

requirements	<ul style="list-style-type: none"> • Notify the hotel well in advance, and check that they have received your message, understand it, and are acting upon it. • On arrival, check with reception or hotel management that they know about the dietary requirements of your group and are preparing meals accordingly.
Catering - allergies	<p>Determine whether any of your party has a food allergy. If so,</p> <ul style="list-style-type: none"> • Notify the hotel well in advance, and check that they have received your message, understand it, and are acting upon it. • Ask parents to send the pupil with their own epipen, if used, together with a spare for teachers to carry. • Ensure teachers are aware of the allergy • Ensure enough teachers are up-to-date with their training in the use of epipens. • On arrival, check with reception or hotel management that they know about the allergy and are preparing meals accordingly. • For the first meal, accompany the pupil to the serving area. Verify two things: <ul style="list-style-type: none"> ❖ Is the hotel providing a meal which is safe and appropriate for the pupil's needs ❖ Is the pupil able to make safe and effective decisions about their choices of food.
Catering - general	<p>Keep an eye on the overall quality of the catering:</p> <ul style="list-style-type: none"> • Is hot food sufficiently hot • Is chilled food sufficiently chilled • Is food protected from insects in hot climates • Is food appropriate for the needs of the party • Have boys with dietary needs, for example vegetarians etc, been catered for adequately <p>If problems arise, approach the catering team or hotel management to resolve them.</p>
Kitchens – burns / scalds	<p>Pupils are not to be allowed to use kettles or any (hot) kitchen facilities in their rooms unless a member of staff is supervising.</p>
Room keys and access	<p>Explain to boys how the room keys operate, for example</p> <ul style="list-style-type: none"> • whether doors lock automatically as you leave a room, so you need to remember to bring the key, or • if doors need to be locked on departure, if which case remember to do so. <p>Decide where keys should be kept during the day if the group is off-site – perhaps at reception, or in a teacher's room</p> <p>Find out if there is a code to enter the building(s) during the day, or after-hours. Communicate this to the staff team, and if necessary, pupils also.</p>
Rooms - visitors	<p>Explain that anyone not in the KES group must not enter any of our bedrooms.</p> <p>Decide on a rule regarding pupils visiting each others' rooms, for example this will not be allowed after 'lights out'.</p>
Supervision - rooms	<p>Allocate a named member of staff for each pupils' room. The staff member should visit the room in the evening and check:</p> <ul style="list-style-type: none"> • All pupils are present at bed-time • Any wet clothes are hanging to dry • Give the pupils a chance for a chat – how did their day go, are there any problems, is anyone unwell, has anything been lost <p>On departure, the staff member needs to check the room is tidy and nothing has been left behind.</p>
Supervision – leisure facilities	<p>Determine what the leisure facilities are, for example games rooms, common room, TV room, sports facilities indoor or outdoor, swimming pool.</p> <p>Explain clearly to pupils what the rules for use of these facilities are</p> <p>Decide which facilities need constant supervision when in use by pupils, such as swimming pools</p> <p>For facilities not needing constant supervision, decide how KES staff should arrange to keep an eye on pupil use of the facilities remaining safe and appropriate.</p>
Site limits	<p>Explain clearly what the limits of the site are. Decide whether pupils may leave the hotel complex, based upon their age, the location (quiet village, town, city), and perceived local risks, notably traffic. If pupils may go out, establish and explain clear rules: the number of pupils needed in a party, the need to seek a teacher's permission, the time allowed off site, the limits of where they may go.</p>

Example Risk Assessment – trip to Jordan

Alcohol	Consider the possibility of pupils obtaining or bringing alcohol, depending on local facilities and the age of the pupils. Depending on the level of risk, brief pupils that consumption of alcohol will have severe consequences upon our return to school.
Balconies	If rooms have balconies, warn pupils of the extreme danger of climbing on the balconies – UK citizens die every year on holiday as a result of this, and this has happened to UK school parties.
Animals	If any animals are kept within the hotel complex – deer, horses, chickens etc - explain appropriate rules, effectively telling pupils to keep clear of animals and to avoid petting, unless under staff supervision. Remind pupils to wash hands if they do pet animals.
Water features, eg ponds	If there is a pond / lake on or near the hotel complex, establish rules Either, no paddling or swimming or horseplay, Or, if paddling is allowed, that staff must be present. In this event, determine what footwear may be needed.
Swimming	If there is an on-site swimming pool: <ul style="list-style-type: none"> • Decide how many pupils will be allowed to swim at once. • A member of staff from our party must be pool-side. • If the pool is lifeguarded, one member of staff may be sufficient. Depending on the quality of the lifeguarding, active supervision may not be needed; rather, a staff member must be there in case of any problems. • If the pool is not lifeguarded, two or more members of staff will be needed, unless the number of pupils swimming is very few. Supervision must be active, and each member of staff must be confident that they would be able to effect a rescue should this be necessary.
Traffic on site	Determine what risks traffic within the hotel complex may present. Where necessary, establish appropriate controls / rules for pupils.
Site-specific	Encourage staff and pupils to take note of any un-anticipated hazards and share these.
Telephones	Warn pupils that phones are very expensive – if they use the phone in their room, the school will get the bill with the room number. So don't use any hotel room phones.
Mini bar	Warn pupils that if there is a mini-bar with snacks in their room, this is expensive. If they use the mini-bar in their room, the school will get the bill with the room number. So don't use any hotel room mini-bar.

Example Risk Assessment – Shells Camp

Shell Camps – Beaudesert Camp Site – Risk Assessment

Aspect of trip	Hazard	Controls
Travel	Crossings	Position a member of staff opposite the coaches or lorry at school, if boys are taking things to/from the boat store, to prevent boys being hit by passing cars
General	Site limits	Boys to remain with the site limits throughout the trip.
General	Sun / rain	Encourage boys to drink plenty throughout the trip, to apply sun block and to wear sun hats. When attending an activity they should take appropriate items depending on the weather – a water bottle, sun hat, waterproof top or fleece may be required.
General	Footwear	Tell boys that footwear must be worn at all times – bare feet are not allowed
General	Individual pupils	Ensure all staff including hired instructors are familiar with any learning support, medical or diet issues which could affect the pupil during their visit. Equally, if information develops about a pupil during the course of the visit, ensure that this is shared amongst the staff team.
General	Snakes	Cannock Chase has a healthy population of adders, which are poisonous, though fatalities are extremely rare from adder bites in the UK. The go-karts are close to the Chase, as is the Castle Ring if we do the walk. Warn boys that although adders are timid and don't generally cause any harm at all, <ul style="list-style-type: none"> • If they see a snake, they must not interact / play with it. • They must not attempt to touch it or use a stick to do anything with the snake or near the snake. • They should tell staff about seeing the snake.
General	Hay fever	It is common for boys to have hay-fever reactions whilst on camp, including boys who are not aware that they may get hay fever. These boys are treated using anti-histamine tablets provided from the first aid box.
Activities	Water fights	Boys to be told: <ul style="list-style-type: none"> • No physical contact between boys. • Boys not wishing to take part must be left untouched. • Use only bowls or water guns. No metal or glass containers. • Cold water only. • Footwear must be worn – no bare feet. • Keep away from tents / buildings.
Abseiling, Archery, Aerial runway, Rafting/coracles		Instructor to have appropriate training either to a national standard or site specific
Activities	Pedal karts	<ul style="list-style-type: none"> • KES staff to supervise and control any unsafe behaviour. The area is small and easily viewable in its entirety by the staff member. • Show staff how to fit helmets properly – right way round, straps under chin not on chin • Check elbow and knee pads and discard any which are not working properly, eg a strap is broken
Activities	Abseiling	<ul style="list-style-type: none"> • Follow appropriate supervision rules as guided by instructors. • Careful group management must be used at the top of the quarry so that the risk of pupils falling whilst unroped is minimised. • Pupils to wear helmets when abseiling or when at the bottom of the quarry. • There is a specific hazard at the quarry – pupils are not visible to the instructor once they are on the vertical part of the descent. Instructors need to have good awareness of the progress of the pupil. • PPE Equipment must undergo an annual inspection and be replaced/retired as necessary.
Activities provided by on-site instructors	Archery Zip Line Coracle boats	These activities are led solely by the on-site instructors and the risk assessment and safe management of the session is the responsibility of the instructor and centre. That said, if a KES staff member observes what they believe to be unsafe practice or faulty equipment, this must be reported straight away. If necessary the KES staff member may take a decision to terminate a session immediately if the risk is on-going and needs urgent attention.

Example Risk Assessment – Shells Camp

Activities	Orienteering	<ul style="list-style-type: none"> Stay within site limits Don't climb fences. Beware of a few steep drops on site: keep away from these. Give a final time by which all boys must have returned regardless of whether they have found all the control points.
Activities	Games, races, initiative exercises, shelter building	<ul style="list-style-type: none"> Supervising staff to ensure that boys do not take undue risks in completing the games, races and challenges. Be ready to jump back when the Jenga falls
Activities	Wide game / free time	<ul style="list-style-type: none"> Stay within the site limits (on the side of the site where we are camping). No climbing fences. Don't disturb other groups who are using the campsite – keep well away from their tents Avoid crawling flat-out in undergrowth (to reduce hayfever)
Cooking	Food poisoning	<ul style="list-style-type: none"> Boys to wash hands before cooking / eating. Staff check that boys are cooking meat separately from sauces – boys sometimes put raw meat in a sauce and attempt simply to heat it up. Be aware of the common mistake of singeing the outside of some meat whilst the centre remains insufficiently cooked.
Cooking	Use of cool boxes	<ul style="list-style-type: none"> Perishable goods to be kept in cool boxes or fridges. Have spare plastic bags available if boys are returning anything to the fridge. Label the fridges / cool boxes accordingly. Label freezers not to be used by mistake.
Cooking	Refilling stoves	<ul style="list-style-type: none"> Stoves to be re-filled by staff, not by shell boys (unless directly supervised & warned of hazards). Staff – when asked to refill, check with your hand that the stove is not lit.
Cooking	Allergies	<ul style="list-style-type: none"> Place a warning notice on the window explaining what foods are safe to eat at breakfast and at lunch. For some pupils it may be appropriate for them to use a separate stove. Parents are responsible for sending pupils with appropriate in-date allergy medication. The school will provide one spare Emerade or Epipen. The equipment list for boys and parents asks all pupils to bring no food which contains nuts, though 'may contain traces of nuts' is allowed. The same restriction applies to food that we order centrally from Sainsburys etc.
Cooking	Use of stoves	<p>Boys to be told:</p> <ul style="list-style-type: none"> Not to leave their stove unsupervised Always to use the pan handle – no bare hands on pans / stove parts Refilling of fuel to be done by staff only Draining of boiling water to be done by staff only Don't leave a pan on the heat with no food in it – take the pan off If the pan is too hot, smoke will come off it. If this happens, take the stove off the heat and put it to one side No running or ball games near the cooking area
Cooking	Kitchen	<ul style="list-style-type: none"> Boys not to be loaned any very sharp kitchen knives (KES brings sharp knives for staff use only in the kitchen) Where hot fluids or pans are in use, ensure suitable supervision to minimise risk to pupils
Cooking	Supervision	<ul style="list-style-type: none"> Cook all together in one place (unless using the outdoor classrooms) No cooking unless a member of staff is supervising. If raining heavily, find shelter – we have booked the two 'outdoor classrooms'. Lift the tables out and position stoves carefully to minimise the risk of stoves being kicked over accidentally. Each cooking location must have a fire blanket available.

Example Risk Assessment – Visit by car

Risk Assessment: Visits by car

Three key things to bear in mind when using cars:

1. Is the car insured for 'business use'? Hire cars are already covered, but staff using personal cars will need to check with their insurers.
2. Is the length of the driver's day reasonable when driving is added to the remainder of their tasks for the day?
3. When staff are driving as the sole adult, consideration needs to be given to the child protection issues raised.

Transport

Hazard	Control
Insurance	Verify in advance that the car is insured for business use
Child protection	Give consideration to the child protection issues raised, if the driver is the sole adult, and most particularly if a pupil is the sole passenger.
Crash due to driver being tired	Ensure driver has appropriate breaks, and that the total length of their working day is reasonable.
Drivers – mobile phones	If a mobile connection is essential for example due to driving solo, use hands-free equipment, or hand your phone to a colleague or pupil for them to deal with.
Speed, distance	Keep a safe distance from the vehicle in front, and adopt a speed appropriate to the road type and weather conditions.
Pedestrian accidents	Consider the route taken by pupils from the transport to their activity, and determine what level of supervision or warnings are required.
Lost pupils / staff	Confirm all pupils and staff are present, every time the group re-boards the transport to set off.
Seat belts	Ensure that transport has working seatbelts for all passengers. Remind pupils about seatbelts when setting off. Observe passengers periodically for dangerous / inappropriate behaviour and deal accordingly.
Escape routes	Verify that there is a working alternate exit – an unlocked rear door.
Vehicle safety / maintenance	Perform a visual check of tyre tread, apparent tyre pressure, oil and water levels before the trip commences.
Icy surface	In adverse weather, seek a forecast and consider the advisability of setting out.
Snow covered surface	Consider training drivers in fitting of snow socks and driving technique when using these. In adverse weather, seek a forecast and consider the advisability of setting out.
Breakdown – passenger safety	In the event of breakdown on a motorway, move passengers away from the carriageway and hard shoulder, on to the grass bank. Consider a similar measure on other carriageways if this seems to be called for. If possible, park off the carriageway. If not possible to park off the carriageway, use hazard lights and if available, a safety triangle.
Adverse situation develops	Above all else, if a situation develops with the driver, the maintenance or condition of the vehicle, or with extreme weather, or road surface (especially abroad) being too dangerous, then act upon it, or consider postponing the journey.

Catering

Severe allergies	Have regard to the fact that some pupils have very severe, life threatening allergies to some foods. This information is available in SIMS – ask the office to give you the DETAILED SIMS printout in addition to the phone numbers printout. If there are pupils with allergies in the group, either a) ensure that pupils bring and eat only their own food, or b) Remind the pupil to bring their epipen. Tell the caterers in advance of the allergy, and verify on arrival that they have indeed provided appropriate food. Staff should carry a spare epipen available from the Safety Co-ordinator.
------------------	--

Fire

Fire	Staff will carry a list of pupils and staff taking part. Staff will check whether everyone has arrived before the start of the performance. If the building is evacuated, staff will gather with pupils and take a head-count.
------	--

Child protection

Lone pupils	Avoid situations where pupils are on their own with adults.
Changing	Make every effort to give the group of pupils a separate area for changing, not shared with

Example Risk Assessment – Minibus journey

	adults. If this is not possible, discuss the situation with other staff to determine the safest course of action.
--	---

Example Risk Assessment – Minibus journey

Risk Assessment

Transport – Minibuses

Hazard	Control
Crash due to driver being tired	Ensure driver has appropriate breaks, and that the total length of their working day is reasonable.
Drivers – mobile phones	If a mobile connection is essential, for example due to driving solo, use hands-free equipment.
Speed, distance	Keep a safe distance from the vehicle in front, and adopt a speed appropriate to the road type and weather conditions.
Pedestrian accidents	If possible, park with the pedestrian exit for pupils aligned to a pavement, rather than opening onto traffic. If this is impossible, position a member of staff whose sole responsibility is to control pupils' movement in a way to minimise the risk.
Pedestrian accidents	Consider the route taken by pupils from the transport to their activity, and determine what level of supervision or warnings are required.
Lost pupils / staff	Confirm all pupils and staff are present, every time the group re-boards the transport to set off.
Seat belts	Ensure that transport has working seatbelts for all passengers. Remind pupils about seatbelts when setting off. Observe passengers periodically for dangerous / inappropriate behaviour and deal accordingly.
Escape routes	Verify that there is a working alternate exit – an unlocked rear door.
Vehicle safety / maintenance	Perform a visual check of tyre tread, apparent tyre pressure, oil and water levels before the trip commences.
Icy surface	In adverse weather, seek a forecast and consider the advisability of setting out.
Snow covered surface	Consider training drivers in fitting of snow chains and driving technique when using these. In adverse weather, seek a forecast and consider the advisability of setting out.
Breakdown – passenger safety	In the event of breakdown on a motorway, move passengers away from the carriageway and hard shoulder, on to the grass bank. Consider a similar measure on other carriageways if this seems to be called for. If possible, park off the carriageway. If not possible to park off the carriageway, use hazard lights and if available, a safety triangle.
Trailer	If using a trailer, ensure padlocks are fitted to the rear door/ramp when driving. Check lights are working before setting off. Connect red safety cord before driving. Have at least two people to manoeuvre the trailer when not attached to the minibus. When trailer is parked and not attached to minibus, use chocks and hand brake. Further advice is in the 'trailer checklist'.
Adverse situation develops	Above all else, if a situation develops with the driver, the maintenance or condition of the vehicle, or with extreme weather, or road surface (especially abroad) being too dangerous, then act upon it, or consider postponing the journey.

Example Risk Assessment – coach journey

Risk Assessment

Coaches

Hazard	Control
Crash due to driver being tired	For coaches, driver hours are the responsibility of the driver and his employer, and minimum breaks for the driver are required by law. However, if the driver exhibits behaviour which suggests impaired judgment, request a stop and discuss the situation with the driver to decide whether an additional break is needed, or other action is warranted.
Drivers – mobile phones	When driving in the UK, using a mobile handset is illegal whilst driving – drivers may only use hands-free equipment. For a coach driver abroad – if using a mobile handset, ask them not to do so while driving.
Speed, distance	Keep an eye on the driver's behaviour in respect of road type and weather conditions, and if his speed or distance seem inappropriate, ask him to change his behaviour.
Pedestrian accidents	If possible, park with the pedestrian exit for pupils aligned to a pavement, rather than opening onto traffic. If this is impossible, position a member of staff whose sole responsibility is to control pupils' movement in a way to minimise the risk.
Pedestrian accidents	Consider the route taken by pupils from the transport to their activity, and determine what level of supervision or warnings are required. Be aware of the need for pupils occasionally to return to the transport (when bags have been forgotten for example) – decide whether this can be done without staff accompaniment, or whether direct supervision is needed.
Lost pupils / staff	Confirm all pupils and staff are present, every time the group re-boards the transport to set off. Do this either by counting passengers TWICE, or by having two staff each conducting a count.
Seat belts	In the UK, ensure that transport has working seatbelts for all passengers. Remind pupils about seatbelts when setting off. Observe passengers periodically for dangerous / inappropriate behaviour and deal accordingly. Abroad, make every effort to provide seat belts.
Escape routes	Verify that there is a alternate exit which is not locked.
Vehicle safety / maintenance	If any aspect of the coach appears unsafe when starting out, or becomes unsafe during the trip, raise the issue with the driver and if necessary halt the journey until the issue is resolved or alternative transport is arranged.
Icy surface	In adverse weather, seek a forecast and consider the advisability of setting out.
Breakdown – passenger safety	In the event of breakdown on a motorway, move passengers away from the carriageway and hard shoulder, on to the grass bank. Consider a similar measure on other carriageways if this seems to be called for. If possible, park off the carriageway. If not possible to park off the carriageway, use hazard lights and if available, a safety triangle.
Adverse situation develops	Above all else, if a situation develops with the driver, the maintenance or condition of the vehicle, or with extreme weather, or road surface (especially abroad) being too dangerous, then act upon it, or consider postponing the journey.

Example Risk Assessment – visit by taxi

Risk Assessment: Visits by taxi

Transport

Hazard	Control
Child protection	Give consideration to the child protection issues raised, if the driver is the sole adult, and most particularly if a pupil is the sole passenger.
Crash due to driver being tired	For taxis, driver hours are the responsibility of the driver and his employer, and minimum breaks for the driver are required by law. However, if the driver exhibits behaviour which suggests impaired judgment, request a stop and discuss the situation with the driver to decide whether an additional break is needed, or other action is warranted.
Drivers – mobile phones	When driving in the UK, using a mobile handset is illegal whilst driving – drivers may only use hands-free equipment. For a driver abroad – if using a mobile handset, ask them not to do so while driving.
Speed, distance	Keep an eye on the driver's behaviour in respect of road type and weather conditions, and if his speed or distance seem inappropriate, ask him to change his behaviour.
Pedestrian accidents	When parking on a busy road ask the pupils to enter / exit from the pavement-facing doors and not to use the doors which open onto the road.
Pedestrian accidents	Consider the route taken by pupils from the transport to their activity, and determine what level of supervision or warnings are required.
Seat belts	In the UK, ensure that transport has working seatbelts for all passengers. Remind pupils about seatbelts when setting off. Abroad, make every effort to provide seat belts.
Escape routes	Verify that there is an alternate exit which is not locked.
Vehicle safety / maintenance	If any aspect of the vehicle appears unsafe when starting out, or becomes unsafe during the trip, raise the issue with the driver and if necessary halt the journey until the issue is resolved or alternative transport is arranged.
Icy surface	In adverse weather, seek a forecast and consider the advisability of setting out.
Breakdown – passenger safety	In the event of breakdown on a motorway, move passengers away from the carriageway and hard shoulder, on to the grass bank. Consider a similar measure on other carriageways if this seems to be called for. If possible, park off the carriageway. If not possible to park off the carriageway, use hazard lights and if available, a safety triangle.
Adverse situation develops	Above all else, if a situation develops with the driver, the maintenance or condition of the vehicle, or with extreme weather, or road surface (especially abroad) being too dangerous, then act upon it, or consider postponing the journey.

Catering

Severe allergies	Have regard to the fact that some pupils have very severe, life threatening allergies to some foods. This information is available in SIMS – ask the office to give you the DETAILED SIMS printout in addition to the phone numbers printout. If there are pupils with allergies in the group, either a) ensure that pupils bring and eat only their own food, or b) Remind the pupil to bring their epipen. If needed on the day, a spare can be obtained, named for the pupil, from the common room. Tell the caterers in advance of the allergy, and verify on arrival that they have indeed provided appropriate food.
------------------	--

Fire

Fire	Staff will carry a list of pupils and staff taking part. Staff will check whether everyone has arrived before the start of the performance. If the building is evacuated, staff will gather with pupils and take a head-count.
------	--

Child protection

Lone pupils	Avoid situations where pupils are on their own with adults.
Changing	Make every effort to give the group of pupils a separate area for changing, not shared with adults. If this is not possible, discuss the situation with other staff to determine the safest course of action.

Accommodation Checklist

Accommodation Checklist

Checklist when preparing a risk assessment for accommodation

If you have visited the hotel before, or can arrange a visit in advance of the trip, the assessment can be changed accordingly. If a site visit is not possible, go through this list as soon as possible after arrival in order to manage any risks, and inform your staff team.

Fire escapes	Party leader needs to investigate the fire routes which would be appropriate for the different rooms occupied by our group, together with alternative routes. Note particularly if any escape routes are locked, and be aware that some hotels lock some fire escapes late at night. If this does happen, raise the issue with hotel management as a matter of priority.
Fire hazard	Investigate whether there are any undue fire hazards in the hotel, for example: Lighting using candles or lanterns Pupils hanging damp clothes over an electric heater If hazards do present themselves, take action to minimise the risk.
Catering – dietary requirements	Determine whether any of your party has a dietary need such as vegetarian. If so, <ul style="list-style-type: none">• Notify the hotel well in advance, and check that they have received your message, understand it, and are acting upon it.• On arrival, check with reception or hotel management that they know about the dietary requirements of your group and are preparing meals accordingly.
Catering - allergies	Determine whether any of your party has a food allergy. If so, <ul style="list-style-type: none">• Notify the hotel well in advance, and check that they have received your message, understand it, and are acting upon it.• Ask parents to send the pupil with their own epipen, if used, together with a spare for teachers to carry.• Ensure teachers are aware of the allergy• Ensure enough teachers are up-to-date with their training in the use of epipens.• On arrival, check with reception or hotel management that they know about the allergy and are preparing meals accordingly.• For the first meal, accompany the pupil to the serving area. Verify two things:<ul style="list-style-type: none">❖ Is the hotel providing a meal which is safe and appropriate for the pupil's needs❖ Is the pupil able to make safe and effective decisions about their choices of food.
Catering - general	Keep an eye on the overall quality of the catering: <ul style="list-style-type: none">• Is hot food sufficiently hot• Is chilled food sufficiently chilled• Is food protected from insects in hot climates• Is food appropriate for the needs of the party• Have boys with dietary needs, for example vegetarians etc, been catered for adequately If problems arise, approach the catering team or hotel management to resolve them.
Kitchens – burns / scalds	Pupils are not to be allowed to use kettles or any (hot) kitchen facilities in their rooms unless a member of staff is supervising.
Room keys and access	Explain to boys how the room keys operate, for example <ul style="list-style-type: none">• whether doors lock automatically as you leave a room, so you need to remember to bring the key, or• if doors need to be locked on departure, if which case remember to do so. Decide where keys should be kept during the day if the group is off-site – perhaps at reception, or in a teacher's room Find out if there is a code to enter the building(s) during the day, or after-hours. Communicate this to the staff team, and if necessary, pupils also.
Rooms - visitors	Explain that anyone not in the KES group must not enter any of our bedrooms.

Accommodation Checklist

	Decide on a rule regarding pupils visiting each others' rooms, for example this will not be allowed after 'lights out'.
Supervision - rooms	<p>Allocate a named member of staff for each pupils' room. The staff member should visit the room in the evening and check:</p> <ul style="list-style-type: none"> • All pupils are present at bed-time • Any wet clothes are hanging to dry • Give the pupils a chance for a chat – how did their day go, are there any problems, is anyone unwell, has anything been lost <p>On departure, the staff member needs to check the room is tidy and nothing has been left behind.</p>
Supervision – leisure facilities	<p>Determine what the leisure facilities are, for example games rooms, common room, TV room, sports facilities indoor or outdoor, swimming pool.</p> <p>Explain clearly to pupils what the rules for use of these facilities are</p> <p>Decide which facilities need constant supervision when in use by pupils, such as swimming pools</p> <p>For facilities not needing constant supervision, decide how KES staff should arrange to keep an eye on pupil use of the facilities remaining safe and appropriate.</p>
Site limits	Explain clearly what the limits of the site are. Decide whether pupils may leave the hotel complex, based upon their age, the location (quiet village, town, city), and perceived local risks, notably traffic. If pupils may go out, establish and explain clear rules: the number of pupils needed in a party, the need to seek a teacher's permission, the time allowed off site, the limits of where they may go.
Alcohol	Consider the possibility of pupils obtaining or bringing alcohol, depending on local facilities and the age of the pupils. Depending on the level of risk, brief pupils that consumption of alcohol will have severe consequences upon our return to school.
Balconies	If rooms have balconies, warn pupils of the extreme danger of climbing on the balconies – UK citizens die every year on holiday as a result of this, and this has happened to UK school parties.
Animals	If any animals are kept within the hotel complex – deer, horses, chickens etc - explain appropriate rules, effectively telling pupils to keep clear of animals and to avoid petting, unless under staff supervision. Remind pupils to wash hands if they do pet animals.
Water features, eg ponds	<p>If there is a pond / lake on or near the hotel complex, establish rules</p> <p>Either, no paddling or swimming or horseplay,</p> <p>Or, if paddling is allowed, that staff must be present. In this event, determine what footwear may be needed.</p>
Swimming	<p>If there is an on-site swimming pool:</p> <ul style="list-style-type: none"> • Decide how many pupils will be allowed to swim at once. • A member of staff from our party must be pool-side. • If the pool is lifeguarded, one member of staff may be sufficient. Depending on the quality of the lifeguarding, active supervision may not be needed; rather, a staff member must be there in case of any problems. • If the pool is not lifeguarded, two or more members of staff will be needed, unless the number of pupils swimming is very few. Supervision must be active, and each member of staff must be confident that they would be able to effect a rescue should this be necessary.
Traffic on site	Determine what risks traffic within the hotel complex may present. Where necessary, establish appropriate controls / rules for pupils.
Site-specific	Encourage staff and pupils to take note of any un-anticipated hazards and share these.
Telephones	Warn pupils that phones are very expensive – if they use the phone in their room, the school will get the bill with the room number. So don't use any hotel room phones.
Mini bar	Warn pupils that if there is a mini-bar with snacks in their room, this is expensive. If

Accommodation Checklist

	they use the mini-bar in their room, the school will get the bill with the room number. So don't use any hotel room mini-bar.
--	--



KING EDWARD'S SCHOOL, BIRMINGHAM
OUTDOOR ACTIVITIES PROGRAMME

Parental consent for a school visit abroad

Name of child:

Destination of trip:

Dates:

I consent to my son travelling to and from the UK to participate in the school trip named above. I understand that, while the school staff in charge of the party will take all reasonable care, they cannot necessarily be held responsible for any loss, damage or injury suffered by my son arising during, or out of, the school journey. I understand that monies paid for school visits may not be refundable if a child withdraws from the trip, unless covered by insurance.

I understand that a high standard of behaviour is expected of pupils on school visits. As pupils gain more experience, and as they get older, they are expected to behave more responsibly. They may be included in taking a role in planning part of a visit, and for all pupils having an awareness of safety. I understand that as part of this philosophy pupils may not necessarily be under the direct control of a teacher throughout a trip.

I consent to any emergency medical treatment necessary during the course of the visit. I also give my consent for staff accompanying the party to offer appropriate medical assistance where this is within their training. Single parents will be assumed to have gained permission of the other parent, or of the court, if either is required by a custody order.

Parent's signature:

Date:

King Edward's School, Birmingham

SCHOOL VISITS ADULT QUESTIONNAIRE

Full name of adult:

Date of birth:

Please list below any conditions requiring regular treatment. It is essential for our insurance cover that you include details of any 'heart conditions, breathing problems, malignant disease, mental illness or depression', together with *all* conditions diagnosed or in existence during the last two years. If you take a prescription medicine for any condition, the condition should be detailed here.

.....
.....
.....
.....

Special dietary requirements:

.....

Contact phone number prior to trip

Mobile number:

If you wish to have a school mobile phone for this trip, please book a phone from Carolyn While, and write its number here:

Doctor	(name)
.....	(Surgery address)
.....	
.....	(Telephone number)

Next of kin	(name)
.....	(address)
.....	
.....	(phone number)

Signature of adult

Date

**This form can be requested by pasting in the names of participants via
Firefly – Staff – Trips – Request Trips SIMS Sheets**

VISIT OUT OF SCHOOL - INFORMATION SHEET

Location of visit	
Accommodation address and telephone number	
Member of staff in charge + mobile phone no. *	
Deputy Leader + mobile phone no. *	
Tour company phone number	
Itinerary:	
Date(s)	
Staff contact at school/home:	Telephone number:

<p><u>Insurance Details</u> +44 (0)20 7173 7797 Policy number 19-PAT-0000000259 AonProtect – ACE Europe</p>	<p>School Doctor: Mike Forrest is available for emergency medical advice on 07753 745 974</p>
--	---

Staff	Staff Mobile	Next of kin phone

PARTY MEMBER (STAFF FIRST)	NEXT OF KIN PHONE NO.

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	In charge	Deputy in charge	
Are any non KES or KEHS employees working overnight, or who will have unsupervised access to pupils? If so, see the Chief Master's PA to arrange KES vetting, at least 2 months in advance. Tick one box opposite		All staff are current KES or KEHS employees	One or more staff is not an employee and I will see Chief Master's PA to check vetting

Mode of transport Air/Coach/Train/Minibus/Car - staff or parents? Staff cars must have business use insurance			
For minibus only	Number of drivers per minibus	Maximum distance driven in a day	

Adventurous Activities if any (please list)			
Activity Ratio staff : pupils (e.g. 1 : 8)	Ratio required	Actual Ratio	
Are you using an external instructor or an activities centre? If so, name them here.			

Signed by teacher in charge

AUTHORISATION

Full details of the trips policy are on Firefly under Staff-Trips
To request the SIMS printouts, go to Staff-Trips-Request trips SIMS sheets

1	CCF ONLY: Preliminary Authorisation by CCF Contingent Commander		
2	Authorisation by Deputy Chief Master		Date
3	Authorisation by Finance Office This is a requirement for trips abroad only, BEFORE letters are sent to parents		Date
4	Documentation (the detailed itinerary including letters to parents and instructions to staff, risk assessment, and print-out from the secretaries with phone numbers and medical details of everyone taking part including pupils and staff) must be seen by CDB or DHR.		

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.

Ratio for overnight stays: minimum 1 adult to 10 pupils in the UK, 1 adult to 8 pupils abroad. 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 Deputy Chief Master must give 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 and the child is of a younger age than the boys in the party, the teacher shall not count in the supervisory staff unless the teacher's partner is also available to supervise their child.

Supervision Ratios For Adventurous Activities

For all activities in this category experienced and fully qualified supervision is essential.

The supervisor may have to hand over the leader's role to a fully qualified person who oversees the activity.

Caving

1. Caving within the limits of the Local Cave Leader Level One Award: 1 qualified instructor plus one assisting adult to 10 pupils.
2. Caving within the limits of the Local Cave Leader Level Two Award: 1 qualified instructor plus one assisting adult to 7 pupils.
3. Caving within the limits of the Cave Instructor Award: 1 qualified instructor to 6 pupils, plus an additional adult with the group or 1 qualified instructor to 3 pupils and another KES party caving nearby

Canoeing FULLY QUALIFIED STAFF ESSENTIAL -
BCU, SCA, or CANI instructors of the level appropriate for the type of water.
Ratio: 1:8 for flat water 1:6 on rivers 1:4 on the sea

Climbing Appropriately qualified staff essential for climbing out of school.

Abseiling (single pitch) - ratio 1:6, instructor to hold the Single Pitch Award for climbers leading or supervising groups. Instructor may supervise only one abseil rope.

Single Pitch climbing – ratio 1:6, instructor to hold the Single Pitch Award for climbers leading or supervising groups. Instructor may supervise one or two ropes. A session led by a qualified instructor may be supported by a competent adult assistant who has attended the Single Pitch Award training. The competent adult assistant may supervise only one rope – ratio 1:3.

Multi Pitch climbing – ratio 1:2, instructor to hold the Mountain Instructor Award.
Winter climbing – ratio 1:2, instructor to hold the Mountain Instructor Certificate

Cycling 1:6 ratio, one adult should be experienced in cycling the type of route envisaged.

Horse Riding 1:10 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.

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 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. Pupils from Fourths and older may visit lifeguarded swimming pools without accompanying staff provided parental consent is given.

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. 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 Winter Mountain Leadership Certificate is necessary.

At the planning stage the leader should ensure by discussion with the Deputy Chief Master or Safety Co-ordinator whether the trip is classified as high or low level, and is a summer or winter expedition.

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; eg a low level walk is re-routed over hill.