

EDUCATIONAL TRIPS POLICY

Introduction

A risk assessment is needed **any** time that children leave the school grounds or for any trip organised by the school after school hours or at weekends.

This document is designed to help to organise and run a trip away from school. If you think any information is missing or incorrect please inform the EVC (Educational Visits Co-ordinator).

Why?

We have a legal and moral duty in charge of children. Under Common Law we have a 'higher duty of care', and are expected to ***prevent foreseeable significant hazards as reasonably as possible.***

We need to be able to refute charges of negligence in case of accidents. (Negligence- If you have a duty of care and a breach of this leads to harm)

Risk assessment and thorough planning is done so

- a) **Minimise risk to ourselves, staff and children, parents etc**
- b) **Fulfil legal objectives**

Definitions

Hazard- Anything which has the potential to cause harm

Risk- Likelihood that someone will be harmed by the hazard and the severity of that harm

Risk assessment- Conscious process applied to the identification of hazards and the subsequent evaluation of the associated risks and the implementation of a series of control measures to minimise risks highlighted

When?

- a) Before
- b) During- Review as you go along

'It's what you do on the day that matters'

Who needs to be involved?

Everyone especially children. Parents- Educate them to the risks. Don't just tell them how safe it will be!

Trips

The following guidelines are issued for the protection of staff and children involved in any trips outside school. Any queries can be addressed to the member of staff responsible for trips. (currently Ian Stazicker) .

A copy of the DfEE 'Health and Safety of Pupils on Educational Visits' is also available to read. It is a good practice guide.

The following points need to be considered when taking a school trip:

Before trip

- The Headmaster should be informed of any visit organised. The trip should then be diarised.
- Staff must request written permission beforehand in a letter sent out to parents ahead of the trip. The letter must include details of the visit, departure, and arrival times, kit required as well as cost. A tear off permission slip must be signed and returned. All letters must be checked by the Headmaster prior to distribution
- A detailed risk assessment and 'Out of School' form must be presented to the Head for approval prior to any trip- however short the visit (see **Risk Assessment**)
- If unfamiliar with the area a preliminary visit is advised
- Transport should be booked through the office (for Minibus guidelines see Mini bus/Transport policy)
- Staff may drive minibuses after completing the appropriate minibus driving course
- When driving school or personal transport be scrupulous in observing the highway code especially speed limits, seatbelts and carrying arrangements. It is the responsibility of the driver of the minibus to ensure all passengers are belted before departure
- If travelling by coach it is still essential to check seatbelts are worn
- There must be an adequate staffing ratio (see DfEE guide or staff responsible for trips). Inform Ian Stazicker of staffing requirements so cover can be assigned

Nursery– 1:3

Reception – 1:4

Year 1-3 – 1:6

Year 4-6 – 1:10-15

Year 7-8 – 1:15-20

The above figures are for guidance only. Please discuss ratios with IS if unsure. For example, ratios for a theatre visit may be different for a walk along the coast.

- Children will be briefed in a meeting before the trip. Make certain that general and particular safety and behaviour requirements have been made explicitly clear to children before the visit starts. Meeting points, times, emergency procedures must be understood by all.
- For residential trips arrange a meeting for parents to discuss the trip will be arranged

- Medical needs of children/staff should be known (allergies, inhalers etc). For non hazardous trips such as theatre it is sufficient to check the medical needs list and check individual children have medicines if needed. (epi-pens, inhalers etc). For Outdoor Education activities such as kayaking it is necessary to have a **medical form** completed for each child
- Ensure that staff have the necessary training for children that have specific medical needs such as diabetes or make suitable arrangements such as a parent accompany the trip
- A First Aid kit is to be carried by group leader at all times
- All children & staff should be aware of who is the Group leader with overall responsibility, regardless of position in school hierarchy
- Any none-staff/adults accompanying the party must be briefed and made aware of the role they should play in supervision etc. When non-teaching adults are assisting the overall responsibility must lie with the teacher
- All staff/accompanying adults should have a list of children. If more than one vehicle is used a separate list and contact number is required for each vehicle
- A roll call and head count must be taken at regular intervals during the trip, particularly when embarking and disembarking from transport. Buddy system for children should be in place
- If specific kit/clothing is required it is the staff's responsibility to provide a written list and check this list against kit/clothing
- Sun protection- It is important that children are protected from the sun. See **Sun Protection Policy** (Also in appendix)
- Arrange packed lunch or alternative lunchtimes
- Hazardous pursuits should be run only by suitably qualified and experienced instructors. Check with EVC if unclear
- A check should be made concerning child protection and CRB checks of instructors etc if working without direct supervision of a Sunninghill member of staff
- A mobile phone must be taken and left switched on at all times
- High visibility vests should be worn where appropriate
- If the return time is going to be significantly different from the advertised time the school office must be informed unless other arrangements have been made. Parents can be contacted with the Clarion Call system.

Risk Assessment

A few points about Risk Assessment forms.

- The following forms need to be completed:
 - a) Out of school form
 - b) Risk assessment
 - c) Outdoor Activities form if relevant
 - d) For residential trips see appendix and governors approval form.
- Need to be done in advance
- The member of staff responsible for the trip is responsible for risk assessment
- The Headmaster must sign the form
- The member of staff responsible for risk assessment (currently IS) must sign the form
- A list of children should be attached to the form
- A copy of the form should be available in the office on the day of the trip
- A copy must be taken by the member of staff responsible for the trip. It is a working document and can be changed as conditions dictate
- Return form at the end of the day with changes/suggestions to the member of staff responsible for Risk Assessment
- Games/Sports fixtures have a different format. A risk assessment is produced to cover all sporting fixtures for the term and parents are informed of the fixtures that their child is taking part in
- Example risk assessment in appendix
- A check list for day trips is available (see appendix)

Residential Trips Home & Abroad & using a provider

Residential trips

In addition to the above requirements, for residential trips the following should also be taken into account. To help staff forms are available to use as a check (see appendix).

- Arrangements must be made for handling emergencies, making sure all concerned are in possession of the necessary information to be able to contact parents, guardians, this includes the school: that adequate first aid facilities will be available. Should an operation be necessary it requires parental permission (see medical form)
- Staff must request written permission beforehand in a letter sent out to parents ahead of the trip. The letter must include details of the visit, departure, and arrival times, kit required as well as cost. All letters must be checked by the Headmaster prior to distribution.
- A medical/emergency contact/permission form must be completed by parents and returned (For example see appendix)
- Those who accept responsibility for supervision of children and visits are effectively on duty continuously. At no time should there be no adult available.
- Children should not be left to their own devices for long periods in the evenings.
- Irrespective of other adults present, the onus of responsibility is on the staff accompanying the children.
- There should always be a duty member of staff in the evenings responsible for checking that all members of the party are in their rooms/tents at bedtime.
- Members of staff must appreciate that school rules still apply.
- Governor responsible for Health and Safety should sign off any residential trip.

The following are the main considerations when carrying out any risk assessment for trips.

The Activity

- Choosing an operator/provider the leader should look for the following:
 - Reliability-choose a reputable company (Rock and Rapid Adventures)
 - Acceptable booking conditions
 - Suitable safety procedures
 - The right price
 - An interesting and relevant programme
 - Appropriate supporting literature and liaison
 - Parents' evenings support. A meeting will be arranged to give parents the opportunity to discuss the trip.
 - Inspection visit- An inspection visit should be carried out wherever possible.

- Who is responsible for supervising/teaching/leading the activity – School staff or a Provider – If a Provider, they should carry out and provide the risk assessment or, if too extensive, give assurance that the assessment has been carried out. The Group Leader will need to ask the Provider for this information.
NB: The Group Leader remains responsible for children at all times and should stop any activity being led by a provider if they are unsure of the children's safety
- Is there written agreement between School and any Provider as to who will be responsible for what?
- What arrangements are in place for transfer of responsibility for children from one activity to the next?
- What hazards are associated with the activity?
- The actual process – what physical, mental, emotional requirements are involved?
- Equipment being used – who is responsible for its provision and ensuring it is in good condition?
- Is equipment used appropriately?
- Is it necessary for a member of staff to speak the appropriate foreign language so that adequate communication is possible?

Travelling

- Transport (**please see Minibus and Transport Policy**)
 - Road safety
 - Embarking / Disembarking / Parking
 - Requirements of the school minibus -procedures - including driving times, vehicle breakdown
 - Reputable companies used eg: Seatbelts fitted
 - What procedure will be adopted if running behind schedule ie: to notify parents etc
 - Have the route and stopovers been planned
 - What arrangements will be in place for stops / breaks in journey
 - Travel sickness bags and buckets
- Accident
 - What procedures will be followed in case of road traffic accident or breakdown?
- Boats
 - What will arrangements be on boats?
- Planes
 - What will arrangements be at airports and on the plane?

Sleeping Accommodation

- Security
 - What security arrangements are there?
- Emergency
 - What emergency procedures are in place at the venues?
- Supervision
 - What are the arrangements for supervision by/access to staff at night?
 - Will all children be located close to each other so effective supervision can take place?
- Child Protection
 - Is accommodation for children separated from that used by groups/ individuals from other organisations?

- Safety
 - Are all electrical systems, electrical equipment and portable electrical equipment subject to regular inspection, testing and maintenance?
 - Are effective fire detection, fire warning and fire fighting devices provided? Are fire escape routes provided and do they lead to places of safety outside the building?
- Welfare
 - Will an adequate number of toilets be provided and will they be readily located near to sleeping, eating and other often used areas? Will the toilets be an acceptable standard?
 - Will an adequate number of washing facilities be provided and be of an acceptable standard?

The Person carrying out the activity

- Are people leading activities competent to do so and how is this competence demonstrated/evidenced?
- Are CRB checks in place?
- Will children and supervising staff be well prepared and understand what is required of them? This may include agreeing a Code of Conduct. Are pupils and supervising staff competent/able to do what is being asked of them?
- Do children have any additional needs which need to be addressed to enable them to take part fully? Are all children able to access all areas where activities (including sleeping and off site) will be taking place?
- What level of supervision has been identified – 1:1, 1:10, remote for some of the time?
- What level of first aid cover is required?
- Who will provide the first aid cover?
- Does this cover take into account arrangements for any medical conditions, known to be suffered, by participating children or staff?

The Environment in which the activity is to be undertaken

NB It is not possible to include a thorough assessment of this unless the venue/area has been visited or details well known.

- On site activity
 - Are there any environmental conditions that need to be taken into account eg adverse weather, deep water, mud, steep slopes, humidity, heat, cold, intense sun, slippery surfaces, unguarded steps etc?
- Off site - Free Time
 - Are there any environmental conditions that need to be taken into account eg deep water, mud, steep slopes, humidity, heat, cold, intense sun, slippery surfaces, unguarded steps etc?
 - Will there be access to alcohol, drugs, strangers etc?
- Adverse weather
 - Under what conditions will the activity be cancelled?
 - Are there requirements for special clothing?

- Health risks
- Will the areas that children eat and sleep be non-smoking?
- Are there any known risks to health eg in water supply, food (eg contaminated with *e- coli*), infection eg by insect bite or parasite
- Are any vaccinations required/recommended?

This list is not definitive as all visits have their own characteristics.

Supervision

- Responsibility
 - Group leader responsible at all times and delegation of responsibilities within the group
 - Establish clear lines of communication
 - Aware of children's needs
- Head counts
 - Regular checks with lists
 - Make children identifiable
- Buddy system
 - Have a buddy!
- Remote supervision
 - Close or remote but always 24 hours
 - Everybody understands supervision arrangements and expectations
- Re-arranging groups
 - Don't! – unless necessary

Everyone knows what they are doing and when

- Downtime
 - Occupy the children.
 - Structured but not academic
 - As little opportunity as possible to misbehave
 - Teachers responsible for supervision
 - Downtime to talk to children
- Night time
 - Check security and emergency procedures
 - Make sure children can get help
 - Staff can get to children
- Travel
 - Count children regularly
 - Seat belts
 - Emergency procedures
 - Roadside supervision

Ongoing risk assessment

- Risk assessment is a continuous process influenced by changes in weather, itinerary, incidents (minor and major), staff/child illness
- Briefings each night allow staff to implement contingency plans for next day. For example, check local weather, hazards of next day's itinerary
- Need Plan B. However not always implementable eg. Coach drivers can be inflexible
- Plan B should be pre-assessed before activity takes place if possible

Behaviour

- Contracts- child/carer
- Standards of behaviour should be maintained or be higher
- Be able to delegate responsibilities in an emergency
- Never be afraid to trust your own personal judgement

Emergency

If an emergency or other unforeseen event does take place, despite all the risk control measures put in place, staff, particularly the Group Leader, should be prepared and know what action to take.

- Are effective evacuation procedures in place and are trained members of staff appointed to take charge of evacuation?
- Will competent persons provide adequate first aid facilities?
- Will medical facilities be readily available if required?
- Will you be able to contact relatives/next of kin of anyone participating in the visit if the need arises? – Access to telephone and relevant emergency contact numbers
- Will you be able to contact Consulates or other help abroad?
- Will you be able to contact the School/or a senior member of staff at any time during the visit to help you, to deal with the press etc?
- Is it necessary for a member of staff to speak the appropriate foreign language in order to make arrangements eg medical treatment?
- Refer to **critical incident** policy

Requirements for every trip:

- Parents contact numbers and medical information are with group leader at all times
- At least 1 of a minimum of 2 backup staff at home are accessible throughout trip via telephone
- Use ClarionCall to contact parents of children on trip for any updates via school secretary
- First Aid kit with group leader at all times
- Mobile phone must be switched on and recharged regularly by group leader

Insurance

Suitable insurance should be in place to cover the activities on the trip. Check insurance cover needed and arrange insurance cover with the Bursar. Trip will not be signed off by the Head unless insurance is in place.

Educational Trips Policy: IS

Produced: August 2010

Reviewed: August 2013

Review date: Aug 2014

Specific Issues to Consider When Going Abroad

- Use a reputable Tour Operator and check their licences and guarantees
- Take an exploratory visit if at all possible
- Minimum staffing ratios 1:10 pupils, with 2 staff minimum
- Mixed gender groups need male and female staff
- Prepare pupils by lessons in language, culture, food & drink, money and emergency procedures
- Briefing meeting with parents essential with discussion of the Behaviour Contract and consequences eg repatriation at parents cost
- Vaccinations needed must be checked with Dept. of Health
- Travel insurance must be checked to ensure cover sufficient
- Foreign legislation checked eg fire regs.
- Recommended that 1 adult ought to speak language of country to be visited
- Check validity of passports, visas and EHIC cards and take photocopies of everything
- For foreign nationals in the school, check status for passports and visas well in advance
- Care orders/wards of court check with social services and/or court for permissions
- Group leaders should have checked all paperwork is check-listed to ensure travel documents are valid and if lost can be replaced
- Duplicate all documents and leave at school with a person contactable during the trip
- Headteacher and Bursar should also hold duplicate information
- Details of where staying and contact numbers of staff on the trip cards and change for a phone call should be given to all pupils
- All members of the group should be briefed on what to do in an emergency
- Group leader should carry details of nearest British consulate
- Group leaders should be fully briefed in local prevalent diseases and illnesses, the issues of dehydration and sun stroke etc
- Contact at home with a valid passport to come out to help if necessary
- Travelling by air needs special consideration and rules for keeping the group together
- Currently Sunninghill does not get involved with exchange visits

Good practice

Group leader preparation

- Emergency action plan –Communication lines
 - Drills
 - First aid/Medical needs
- Communication –Home/School/Media
 - Records (Medical)
 - Daily briefings
 - Meetings with both children and parents before the trip are essential
 - Technology
- Local risks –Climate/food/water
 - Diseases
 - Emergency assistance

During the visit

- Daily briefing (action not reaction)
- Assess the situation –Nature and extent
 - Others?
 - Need for medical assistance
- Communication –Parents/School/Embassy
 - Insurers/Police/Media(NO!)
- Record keeping –Accident report
 - Details

Re-evaluate....

Plan for your next trip....

And expect the unexpected.

Appendix

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1. Day Trip check list
2. Out of School Day Form
3. Day Risk Assessment example
4. Residential Check list –Organiser
5. Residential Check list –Accompanying adult
6. Residential Form
7. Medical Form example
8. Accommodation Form example
9. Travel Firm Selection Form
10. Governors Approval Form
11. Governors Approval Pack Check List
12. Outdoor Activity Form example
13. Sun Protection Policy
14. Minibus Policy

TRIP CHECK LIST

BEFORE TRIP

	CHECKED
Initial permission from Headmaster	
Preliminary/exploratory visit	
Letter sent to parents (after being checked by Headmaster) informing them of details of visit, such as activities and cost and gaining written permission	
Staffing covered with SMT responsible to appropriate ratios	
Transport arranged through office	
Mobile phone booked in office if needed and/or charging checked	
Lunch arranged	
Risk assessment completed and signed	
Medical needs known	
List of children to office	

TRIP

	CHECKED
Responsibility for trip clarified with accompanying adults and children	
Accompanying staff and other adults aware of roles	
High visibility jackets worn if appropriate	
All staff and accompanying adults to have a list of children and aware of medical needs of children	
Clothing/equipment checked	
First aid kit carried plus sick buckets etc	
Individual children's needs checked e.g. inhalers, epi-pens	
General/Specific safety requirements made clear to children	
Roll call/headcount made	
Mobile phone switched on and emergency numbers carried	
Emergency aide-memoir carried	
Lunch collected	
Risk Assessment carried and updated if necessary	

Example of Out of School Day Form

SUNNINGHILL SCHOOL OUT OF SCHOOL FORM (DAY)

Visit organised by: IS		Group leader: IS	
Signature:	Position: Head of Geography	Signature:	Position:
Approval by EVC:			Date:
Approval by Headmaster:			Date:
Pupils on visit <i>(Ratios Yr Starters=1:4, Yr 1-3=1:6, Yr 4-6=1:10/15, Yr 7=1:15/20)</i>			
Year Group: 4		Number of pupils: 15 (See attached list for names)	
Accompanying staff/parents /others			
Name: S. Russell	Position: LA	Name:	Position:
Name:	Position:	Name:	Position:
Name:	Position:	Name:	Position:
Name:	Position:	Name:	Position:
Objective of visit			
Settlement field trip			
Places to be visited			
Dorchester (morning) & Litton Cheney (afternoon)			
Departure & Return			
Departure date: 04/12/09		Departure & return time: 1145-1300 1345-1515	
Transport			
School minibus? yes	Driver: IS		
Own vehicle? NO	Driver:		
Hire vehicle? NO	Name of company:		
Outdoor activities			
Will outdoor activities take place? YES /NO		If YES complete <i>OUTDOOR ACTIVITY FORM</i>	
Finance			
Costs:			
Risk assessment			
Has a risk assessment been completed? YES /NO		<i>PLEASE COMPLETE FORM ATTACHED</i>	
Contact numbers <small>(A contact needed for each mode of transport if applicable)</small>			
Name: IS		School Mobile:	
		Personal Mobile:	
Name:		School Mobile:	
		Personal Mobile:	
Name:		Mobile number:	

Example of Risk Assessment for Day trip

RISK ASSESSMENT COMPLETED FOR YEAR 4 SETTLEMENT TRIP

HAZARD	WHO/WHAT AFFECTED	ACTION TO MINIMISE OR REACT
Medical emergency	Pupils	-Check all pupils have inhalers etc/phone carried -First aid kit available -First aider on trip -Call school for extra staff for help
Various	Pupils	-Information provided to parents with appropriate information -Permission forms signed -Pupils briefed before leaving
Lack of appropriate Adult supervision	Safety of pupils	-Staff to ratio 1:8 -Pupils aware of location of adult-staff whereabouts known – children know staff & school phone number
Toilet	Safety of pupils	-Buddy system if necessary & staff supervision
Pupils lost/separated from group	Pupils	-Buddy system -Meeting places made explicit -Staff location explicit
Weather	Pupils get too cold/wet	-Appropriate clothing -Appropriate shoes
Walking from school	Pupils & staff	-Use zebra/pelican crossing only -Children in buddy pairs
Travel on minibus	pupils	-Instructed to wear seat belts -First aid kit carried -Mobile phone carried -Driver to follow all correct procedures -Adult supervision whilst boarding, in transit and on leaving
Activities in Litton Cheney		-Wellies & coats etc Follow instructions at all -Staff with fluoro jackets -Emerg phone to use at IS house in Litton – Lack of mobile reception in parts of village -Advised on leaving sheep & ponies alone

RESIDENTIAL TRIP CHECK LIST GROUP ORGANISER

Residential Trip to:

BEFORE TRIP

	CHECKED
Initial permission from Headmaster	
Governor approval	
Preliminary/exploratory visit	
Planning forms completed – accommodation form etc	
Letter sent to parents (after being checked by Headmaster) informing them of details of visit, such as activities and cost and gaining written permission. Meeting opportunity provided.	
Staffing covered with SM responsible to appropriate ratios	
Staff briefed and supplied with documentation	
Children briefed, prepared	
Transport arranged and confirmed	
Insurance arranged	
Mobile phone(s) booked in office if needed and/or charging checked	
Lunch arranged	
Complete risk assessment completed and signed	
Medical needs known of children and adults	
List of children and adults to office	
Check list handed in with Risk Assessment and child list etc to Bursar	

TRIP

	CHECKED
Responsibility for trip clarified with accompanying adults and children	
Accompanying staff and other adults aware of roles	
High visibility jackets worn if appropriate	
All staff and accompanying adults to have a list of children and aware of medical needs of children	
Clothing/equipment checked	
First aid kit carried plus sick buckets etc	
Individual children's needs checked e.g. inhalers, epi-pens	
General/Specific safety requirements made clear to children	
Roll call/headcount made	
Mobile phone switched on and emergency numbers carried	
Communication with school	
Lunch collected	
Risk Assessment carried and updated if necessary	

I have read and completed the above checklist:

Name: _____

Signature: _____ Date: _____

RESIDENTIAL TRIP CHECK LIST ACCOMPANYING ADULT

Please check the following list and sign and hand in to Bursar before departure.

Residential trip to:

BEFORE TRIP

	CHECKED
Have read letter sent to parents informing them of details of visit, such as activities and cost and gaining written permission	
Briefed by trip leader and supplied with documentation	
Children briefed, prepared	
Aware of transport arrangements	
Mobile phone(s) booked in office if needed and/or charging checked	
Lunch arranged	
Read complete risk assessment completed	
Medical needs known of children and adults	
Has list of children and adults	
Check list handed in to Bursar	

TRIP

	CHECKED
Responsibility within trip clarified with accompanying adults and children	
Accompanying staff and other adults aware of roles	
High visibility jacket worn if appropriate	
To have a list of children and aware of medical needs of children	
Clothing/equipment checked	
Aware of First aid requirements plus sick buckets etc	
Individual children's needs checked e.g. inhalers, epi-pens	
General/Specific safety requirements made clear to children	
Roll call/headcount made	
Mobile phone switched on and emergency numbers carried	
Lunch collected	
Risk Assessment carried and updated if necessary	

I have read and completed the above checklist:

Name: _____

Signature: _____ Date: _____

SUNNINGHILL SCHOOL OUT OF SCHOOL FORM (RESIDENTIAL)

Visit organised by:ian stazicker		Group leader: O Herbert	
Signature:	Position:	Signature:	Position:
Approval by EVC:			Date:
Approval by Headmaster:			Date:
Pupils on visit			
Year Group:6		Number of pupils: 18	
Accompanying staff/parents /others			
<i>Ratios: Yr 1-3=1:6, Yr 4-6=1:10/15, Yr 7-8=1:15/20</i>			
Name: SSaines	Position: Head Art	Name:	Position:
Name:	Position:	Name:	Position:
Name:	Position:	Name:	Position:
Name:	Position:	Name:	Position:
Objective of visit			
YR 6 EXPEDITION			
Places to be visited			
Departure & Return			
Departure date:		Departure time:	
Return date:		Return time:	
Transport			
School minibus	Driver:		
Own vehicle?	Driver		
Air travel?	Travel Risk Assessment completed?		
Camping see provider RAs			
Outside agencies			
Complete <i>FIRM SELECTION FORM- attached</i>			
Insurance			
Is relevant insurance in place?	Has it been checked?	Copy attached?	
Outdoor activities			
Will outdoor activities take place?	If YES complete		
Excursions/Trips			
Has a Risk Assessment been completed?	If NO complete form		
School contact person for duration of visit			
Name: see attached list	Home Tel:	Mob:	Other:
Name:	Home Tel:	Mob:	Other:
Parental/Guardian Consent & Medical Forms			
Has medical, emergency & consent form been signed & returned?			
Are passports required?		Are passports checked & up to date?	
Parental/Guardian information/booklet			
Has information been supplied to parents?			

**SUNNINGHILL SCHOOL: EMERGENCY, MEDICAL, DIETARY & CONSENT
RESIDENTIAL**

Name:	Date of Birth:
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Address:

Home telephone number:	Other 24 hr EMERGENCY contact numbers for whole duration of trip:
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Doctor's name:	Address:	Telephone number:
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Has the pupil ever had any of the following: (If yes please give details)

	Yes	No		Yes	No
Asthma			Fits/blackouts		
Heart condition			Fainting		
Diabetes			Severe headaches		
			Migraine		

Tetanus Vaccination

Up to date: YES / NO	Date of injection /booster if known:
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Has the pupil any known allergies e.g. aspirin/antibiotics or any particular food or drug:

If the pupil is receiving medical or surgical treatment from a family doctor or local hospital please state below and any emergency procedures that must be followed:

I agree that medical and dental treatment may be given to my son or daughter if necessary, including the administration of a general anaesthetic and to surgical operations in the case of an emergency, in accordance with the recommendation of a qualified medical practitioner.

Does the pupil have any physical reason why they may not take part in any of the activities proposed?

**Is your child confident in the water? If so, how far can he or she swim?
Please tick the appropriate box.**

- Still at the beginner stage _____
- Able to swim 25 metres _____
- Able to swim longer distances (greater than 25 m) with ease _____

Does the pupil have special dietary requirements? (Vegetarian, Diabetic etc)

Please provide any other information about your child that you feel may be useful in the box below:

I give permission for the above pupil to journey in a member of staffs car: YES

I give permission for the above pupil to take part in the residential trip to:

And agree that he/she will abide by the rules of the school.

Signed _____ Parent/Guardian

SUNNINGHILL SCHOOL ACCOMMODATION FORM

ASSESSMENT CARRIED OUT BY:	NAME & ADDRESS OF ACCOMMODATION
Name: IStazicker	Firm Name:
Signature:	Address:
Position: Head of Outdoor Education	Contact number:

	Satisfactory		Defect	Action required		Follow-Up action		Comments
	YES	NO		Immediate	Follow-up	Carried out by	Date completed	
Sleeping accommodation								
Beds or bunks								
Night time security								
Can the pupils get help in the night?								
Can staff get to the children at night?								
Toilets								
Wash basins								
Showers or baths								
Classroom								
Recreation area								
Drying room								
Cleanliness, warmth & comfort								
Dining room								
Quality of food								
Quantity of food								
Provision of special diets								
Health & hygiene cert								
Cook qualified								
Fire safety certificate								
Fire exits marked & unlocked								
Emergency lighting								
Fire alarm OK								

Educational Trips Policy: IS

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Evacuation drill								
Electrical systems checked?								
Staff accommodation								
Staff toilets								
Staff /pupil accommodation adjacent								
Division of sexes								
Other information:								

SUNNINGHILL SCHOOL TRAVEL FIRM SELECTION FORM

ASSESSMENT CARRIED OUT BY:	TRAVEL FIRM:
Name: ISTAZICKER	Firm Name:
Signature:	Address:
Position: HEAD OF OUTDOOR EDUCATION	Contact number:

	Satisfactory		Defect	Action required		Follow-Up action		Comments
	YES	NO		Immediate	Follow-up	Carried out by	Date completed	
ABTA approved								
Brochure details								
Recommendation by another school								
Recommended by staff								
Used by school before								
Inspection visit								
Instructors qualifications								
CRB check								
Accommodation								
Willing to visit school								
Other Information:								

Sunninghill School Residential Trips

Governor's Approval

Residential Trip to: _ _ Purpose: _Expedition Week_____

Date of trip: _____ Year Group: _____

	Notes
Initial permission from Headmaster	
Letter sent to parents informing them of details of visit, such as activities and cost and gaining written permission	
Travel risk assessment	
Activities risk assessment	
Preliminary/exploratory visit carried out?	
Out of school form	
Firm selection form	
Outdoor Activity form	
Accommodation form	
Staffing	
Supervision arrangements	
Staff briefed and supplied with documentation	
Children briefed, prepared	
Transport arranged and confirmed	
Communication arrangements with school	
Medical needs known of children and adults	
List of children and adults on trip	
Emergency contacts and arrangements	
Any other notes:	

I have approved the above trip:

Name of Governor: _____ Signature: _____ Date: _____

Educational Trips Policy: IS

Produced: August 2010

Reviewed: August 2013

Review date: Aug 2014

Governors Approval Pack

The following in order:

1. Governors Approval form
2. Outdoor activity form
3. Emergency contacts
4. Out of school form 5, 6, 7, 8
5. List of pupils & adults
6. Medical form
7. Proposals from years 5, 6, 7, 8
8. Maps of areas visited
9. Risk assessment Activities
10. Risk Assessment Activities
11. Risk Assessment Activities
12. Exped briefing notes
13. Kit list
14. Letters 5, 6, 7, 8

SUNNINGHILL SCHOOL OUTDOOR ACTIVITY FORM

ASSESSMENT CARRIED OUT BY:	ACTIVITY FIRM:
Name: ISTAZICKER	Firm Name:
Signature:	Address:
Position: Head of Outdoor Education	Contact number:

	Satisfactory		Defect	Action required		Follow-Up action		Comments
	YES	NO		Immediate	Follow-up	Carried out by	Date completed	
AAALA approved								
Brochure details								
Recommendation by another school								
Recommended by staff								
Used by school before								
Inspection visit								
Instructors qualifications								
Equipment								
Other Information:								

SUN PROTECTION POLICY

Introduction

Sunninghill Preparatory School wishes pupils to enjoy the sun safely. The school has a duty of care to ensure that sun protection is used whilst pupils are on school premises during school hours or when undertaking school activities. There is a shared responsibility between the school and parents/carers that the latter must acknowledge and accept.

This policy refers specifically to pupils. However, for their own protection, staff are also encouraged to follow this policy and guidelines developed by the school.

Protection

This policy aims to protect pupils, as far as reasonably practicable, from the dangers of exposure to the sun. Exposure to ultraviolet radiation is a major factor in the development of skin cancer. High levels of radiation are received in wide open spaces, such as school playing fields, even on a cloudy day. During the summer term pupils are at high risk of sunburn when the sun is at its most fierce from 10am to 2pm which is within the time that pupils are in the care of staff at school.

Education

This policy aims to:

- Educate pupils appropriately through the curriculum about the cause of skin cancer and how to protect their skin
- Educate pupils appropriately to wear clothes and hat that provide good sun protection, and use sunscreen where appropriate
- Talk about sun protection in assemblies during the summer term
- Ensure that parents are aware of this policy and are involved in providing sun protection for their children
- Ensure that all lunchtime staff are aware of, and follow the school's policy and guidelines with regards to sun protection

Protective Clothing

- When pupils are outside they may wear sunhats provide by parents
- Sun hats should be wide brimmed to cover face, ears, and neck
- Sun hat cords can become a strangulation risk and should be removed
- The school supports the wearing of sun protective clothing

Sunscreen

- School staff are not permitted to rub sunscreen into the skin of a child
- Parents are encouraged by letter to apply sunscreen to their child before coming to school
- If a pupil is allergic to sunscreen, parents must notify the school in writing immediately. Parents have the option of providing a hypo allergic sunscreen for their child
- Any pupil who does not have a sunscreen applied by parents will be required to stay in the shade or may not be allowed to go on outdoor visits
- For those children taking part in games or sport the school will provide spray on sunscreen which the pupil will rub into themselves – *this does not apply to nursery pupils*

Shade

- The school will hold outdoor activities in areas of shade whenever possible, and encourage pupils to use shaded areas during breaks, trips etc
- Sunbathing is discouraged
- Whenever possible, outside activities will be timetabled outside the peak hours of 12 to 2pm

MINIBUS AND TRANSPORT POLICY

MINIBUSES

Sunninghill Preparatory School owns and operates a fleet of minibuses to transport pupils and staff to and from school, visits, sports fixtures etc. Qualified members of the school staff drive the minibuses; booking of the minibuses is the responsibility of the school office staff.

Sunninghill Preparatory School minibuses are operated under Department of Transport Section 19 Small Bus Permits

It is the intention of Sunninghill Preparatory School that eventually all minibus drivers will hold a PSV licence.

Duties of the Bursar

- To confirm that drivers have appropriate licence entitlement to drive a minibus, that they undertake a minibus driving assessment, and to maintain a record of approved drivers.
- To ensure that minibuses are insured under a fully comprehensive policy
- To ensure that minibuses are properly maintained. Weekly maintenance checks are carried out by the Transport co-ordinator. Minibus regular maintenance is carried out under a contract agreement by Dorset County Council and specified garages.

Duties of Drivers

- To take all reasonable precautions to ensure that the minibus is operated safely
- To comply with relevant legal requirements
- To take reasonable measures to protect him/herself, the passengers, and other road users from all foreseeable accident injury risks

Drivers should always

- Carry out a pre-journey walk around check of the minibus
- Carry suitable identification
- Carry a mobile telephone and numbers to contact in case of emergency
- Have appropriate licence entitlement to drive a minibus.
- Undergo appropriate initial training in minibus driving
- Receive periodic re-assessments of ability to drive a minibus
- Fully understand their responsibilities as a driver
- Ensure that all passengers wear a seatbelt at all times
- Be accompanied by a second person if the risk assessment has found this to be appropriate
- Complete the vehicle journeys end record sheet

USE OF PRIVATE TRANSPORT

Sunninghill Preparatory School accepts that there may be times when it is necessary for pupils to travel in staff/parents vehicles.

On each occasion the head must give his/her personal approval for the arrangement having satisfied him/herself that the vehicle is properly taxed, is comprehensively insured for carrying passengers on school business, and that the driver holds an appropriate full and clean driving licence.

The Head must ensure that:

- A trip risk assessment is completed and approved
- The owner of the car has given consent to it being used for the purpose and with the named driver
- The car is taxed, MOT'd, and insured appropriately
- The parents of any passenger know the details of the arrangement and have given consent for their son/daughter being a passenger

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- The parents have supplied the driver with car seat/booster seat if required by their child. The driver is responsible for ensuring that the seat is properly secured in the vehicle.