

## **SAFETY GUIDELINES FOR STAFF ORGANISING VISITS AND ACTIVITIES OUT OF COLLEGE**

### **INTRODUCTION**

The College's policy on visits and activities out of College is available to parents, students and prospective parents on demand and is also published on the College's website and is available through the College office.

The utmost care will be taken by the College to ensure the safety of students and staff involved in visits and activities out of College and that they are fully protected. Members of staff in charge of and assisting with educational visits must be conversant with this policy and all local requirements. The College has a nominated Educational Visits Co-ordinator (EVC), Rachel Sherman. When planning any trip the member of staff in charge should ensure that the EVC is fully briefed during the organisation of the trip and has access to all the relevant paperwork.

The types of activity that fall within the scope of an out of college activity are numerous but include:

- Visits to outdoor activity centres
- Overseas visits and exchange programmes
- Visits to museums, theatres, etc.
- Visits to national parks and zoos
- Visits to rivers and coastal regions
- Visits to farms, factories or other places of work
- Visits to swimming pools, leisure centres or other colleges for sport etc.

The same guidelines apply for recreational visits as for those forming part of the curriculum.

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. If time permits, a reconnaissance is usually advisable to enable the Party Leader to identify any potential hazards.

It is expected that staff involved with the initial planning of a visit will continue to be responsible for the visit until its conclusion and be available to deal with the follow up work afterwards.

Staff planning a visit must consult the DfE Good Practice Guide "Health and Safety on Educational Visits", which is kept in the College Office. In addition, staff should

liaise with the EVC when planning their trip in order to ensure all areas of planning are covered.

### **Educational Visits Co-ordinator (EVC)**

The College's EVC is Rachel Sherman, who is responsible to the Principal for the safe running of all trips. Approval from the Principal is needed for all residential and overseas visits.

The EVC is responsible for ensuring that:

- Visits comply with the College policy and the DfE Good Practice guide "Health and Safety on Educational Visits". She should ensure that she is conversant with any changes in government regulations as they occur;
- The group leader is competent to monitor the risks throughout a visit;
- A pre-visit is made for a new destination or activity;
- Risk assessments are completed and the necessary checks are in place;
- Application for the Approval of Educational Visits form is completed;
- The ratio of students to supervisors is appropriate;
- Information about the visit is communicated to the parents;
- Parents sign consent forms including medical information updates as necessary;
- Arrangements are made for medical and special educational needs;
- Adequate first aid provision is made;
- There is a contingency plan for any delays;
- The evaluation and report is completed on return;
- All accidents are reported and recorded including any requiring notification to the Health and Safety Executive or under RIDDOR;
- CRB disclosures are in place and any child protection issues are catered for;
- A copy of all documentation is given to the Principal and the College office before the trip leaves;
- Documentation for educational visits is held for 7 years.

### **THE LAW**

At common law, teachers accompanying students on a visit will have the ultimate responsibility for their safety and are said to be acting "in loco parentis". In those circumstances, they are held to the same standard of care as would apply to a "reasonable parent". Therefore, a teacher's response to any given incident must be within the "range of reasonable responses" that would apply to a parent. Where liability is established on the part of a teacher, the College will be held vicariously liable for the negligence of that teacher, providing the teacher was acting in the course of his or her employment at the time. The situations in which an employee is said to be acting in the course of his or her employment are very widely defined, and it is only if the employee is acting on "a frolic of their own" that the College will not

be held vicariously liable for the teacher's acts. Under the criminal law, personal liability on the part of those teachers involved in the event of an accident can arise if they have failed to exercise reasonable care for the health and safety of others affected by their acts or omissions.

### **The role of the Group Leader**

The Group Leader should:

- Check the availability of the proposed dates with the EVC;
- Submit the Permission for an Educational Trip form to the Principal;
- Liaise with the EVC to ensure that the appropriate risk assessments are carried out. For a new site arrangements should be made to visit before the trip takes place;
- Ensure all accompanying staff have a copy of the risk assessment and all necessary information and contact details for the trip;
- Arrange adequate supervision ratios. This should include the use of outside instructors as necessary;
- Ensure all instructors of hazardous activities have the appropriate qualifications;
- Book the appropriate transport;
- Accurately cost the trip to include a contingency fund;
- Appoint a deputy;
- Assign tasks and responsibilities to adults accompanying the trip;
- Write to parents informing them of the proposed trip and including the detailed consent form;
- Arrange a formal briefing for the adults participating in the trip;
- Ensure all information is given to the Principal and the College Office before the trip leaves;
- If the trip is out during College hours, check with the EVC and ensure that where necessary, lessons have been rearranged;
- Brief the students on all aspects of the trip and reinforce codes of conduct with regard to behaviour, as agreed in the Code of Conduct for Trips agreement associated with the trip and signed by students and parents;
- Hold a meeting to brief parents or write to inform them of the arrangements for any residential trips;
- Collect a First Aid kit from the College office;
- Ensure any last minute changes are given to the Principal or his deputies and to the Office;
- Ensure the safety of all during the trip;
- Complete an evaluation report on return.

## **PLANNING**

Successful planning of all these events will require consideration of the following.

### **Approval**

Before any detailed planning is undertaken by the teacher (or department) that proposes to take students on a trip of any sort, outline approval should be obtained from the Principal. Clearly, this may take the form of a standing instruction where a routine trip is organised (e.g. a sports match at another College) but in other cases it may require consideration of the objectives of the visit as well as dates and times, details of the venue and staffing. If appropriate, the Principal may require that the funding procedure and the business plan should be checked with the Finance Officer. In any event, final approval should be obtained before the trip goes ahead, after careful consideration of the risk assessment. Staff should check with the College Office to ensure the proposed dates do not clash with other College commitments.

### **Staff Student Ratio**

There should be a minimum of two members of staff accompanying any visit in the ratio of not less than one to 15 students. One teacher appointed by the Principal should have overall responsibility for supervision and conduct of the visit.

An exception to the ratio may be made, at the Principal's discretion, in the case of small groups and depending on the circumstances and the number of students involved, to permit only one member of staff to accompany the group.

Wherever possible, all members of staff accompanying the visit should be qualified teachers employed by the College, but the Principal may allow an ancillary helper or a member of the administrative staff to accompany the visit provided a qualified teacher employed by the College is always in charge.

It must be emphasised that the above ratios are minimum recommendations. The Principal will be responsible for ensuring that a group is adequately staffed and in considering whether a higher ratio of staff to students will be necessary for any particular visit the following points will be taken into account:

- The ages of the students involved;
- The length and purposes of the visit;
- The method of travel;
- The nature of the locality and the activities to be undertaken;
- Whether any hazardous activities are involved;
- Any special needs of any students taking part.

If a joint visit is arranged with another College so that staff will share supervision, members of staff of the other College may be included in calculating the appropriate staff student ratio.

Ideally, a male member of staff should be accompanied by a female colleague, however, the Principal has discretion in this matter if compliance would result in difficulties in staffing small groups of students and in the light of the nature and duration of the proposed visit and the ages of the students concerned. The requirement is primarily for the protection of male members of staff who should be advised that a female member of staff will always accompany them on a College visit

if they so wish. All staff must have a current CRB check. In addition there must be a qualified first aider and in the event of hazardous activities taking place e.g. water based activities, a qualified lifesaver should also be in attendance.

### **Parent and Other Adult Helpers**

Whilst it is accepted that parents often play a useful role in accompanying College visits, they should be used as a supplement to the staff and should not be taken into account in calculating the minimum number of staff required to supervise the group as set out above. The Principal may, however, make exceptions to this general rule for:

- Groups of 20 or more students where there are at least two members of staff accompanying the group;
- Trips where all students are above Compulsory School Age (CSA), provided that a qualified teacher is always in charge of the party and at least half the supervisors are staff.

Parents or other responsible adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Principal. The Principal should reserve the right to refuse any offer of help. Staff may be accompanied by their spouse but may not be counted in the ratio unless they are employees.
- They have been informed of the nature of the visit, and made aware of their duties and responsibilities.

All parent and adult helpers must be CRB checked.

### **Risk Assessment**

This aspect of College trips is perhaps the most important. It is crucial to the discharge by the College of the civil and criminal law duties outlined earlier.

Activities out of College will vary in the degree of physical and psychological risk posed to members of staff and students depending on the nature of the activity and the numbers involved. Before embarking on any visit, however, it is important to undertake a risk assessment. Essentially a risk assessment has three objectives: first, it will ensure that potential safety problems are understood. Second, it is a means of checking that existing control measures (including emergency plans) are adequate, and if they are not, the third objective is to identify what additional measures can be implemented to reduce risks to acceptable levels. The process is a fluid one and should continue up to and for the duration of the visit. Guidance on carrying out this risk assessment is attached on page 11.

Generic risk assessments are available for all modes of transport and for a number of detailed activities. These can be obtained from the EVA. The member of staff in charge should complete each risk assessment, inserting the nature of the trip, the numbers of staff and students involved and the name of the qualified first aider.

### **INFORMATION CONCERNING VISITS OF MORE THAN 18 HOURS' DURATION**

Parents must be fully informed in writing about the visit well in advance.

Written information should include safety items such as the following:

- Accommodation type and meal arrangements;
- Transport and road safety arrangements;
- Activities and visits in which students will be allowed to participate;
- Insurance cover and name and address of insurers;
- Health formalities (i.e. inoculations);
- Names of party leaders and members of staff accompanying party (and address and telephone number of party leader at destination);
- In case of students under 16 on day of commencement of visit, contact number of student must be given;
- Advice on clothing and equipment and spending money;
- Code of conduct and details relating to standard of behaviour expected from students during visit, including rules about smoking and use of alcohol.

Parents should also be advised that the Principal reserves the right to exclude a student from a visit on behavioural or medical grounds.

## **CONSENT FORMS**

A student may not be allowed to participate in a College visit of more than 18 hours' duration unless an appropriate consent form has been signed by the parents/guardian and returned to College.

In view of the increasing emphasis on practical work, it has been decided that it will be helpful if in certain circumstances parents are asked to sign a blanket form of consent at the start of each year. This may be used to cover local visits that will not last longer than 18 hours and which take place under the supervision of College staff. Parents will be asked to provide details of any medical conditions or relevant medical information and also give permission for emergency treatment to be administered if necessary.

The blanket consent form can be used to provide medical information as long as parents are asked to notify the College of any changes to the information contained in the blanket form.

Only in exceptional circumstances should the blanket consent form be used without asking parents for an update on the information it contains. In this instance, staff should be satisfied that there is no possibility of parents providing up to date medical information. If the blanket consent form is used, the member of staff responsible for each visit **MUST** ensure that he/she is aware of any medical condition affecting the students at the time of the visit. Procedures **MUST BE** drawn up to ensure these are noted by the member of staff concerned.

## **USE OF PRIVATE CARS FOR CONVEYING STUDENTS**

Where possible, students should be transported in a coach, minibus or by public transport and the use of private cars is discouraged. Before allowing a member of staff to use his/her own car to transport students, the Principal (or in his absence, a Vice Principal) will check that the member of staff:

- Has an appropriate driving licence, free of endorsements;
- Has fully comprehensive insurance, which covers use for the purposes of his/her employer's business.

## **HAZARDOUS OR UNUSUAL ACTIVITIES**

Where unusual or hazardous activities are involved it is important to ensure that members of staff accompanying the visit are appropriately qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained. Where possible, these activities should be undertaken at a specialist centre where appropriate and properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of any hazardous activities involved, and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water sports, pony trekking.

The member of staff arranging the activity will always obtain written evidence that all instructors and supervisors are formally qualified and experienced. If an activity centre or similar is used he/she will obtain a copy of the centre's licence or if no licensable activities are offered, a copy of the centre's Health and Safety Policy, and assess its suitability.

## **FIRST AID**

A first aid kit must be carried, and the required qualification for the leader **MUST** include first aid knowledge. There must be a qualified first aider in every group involving travel.

## **REGULAR ROUTINE CURRICULAR ACTIVITIES OFF THE COLLEGE PREMISES UNDER THE SUPERVISION OF COLLEGE STAFF**

These include activities such as games and recreational activities that do not take place on the College premises and which involve walking and/or bus or tube transport. It is not necessary for parents to sign a consent form for these activities and the Principal may take parent and other adult helpers into account when deciding on the number of supervisors required for the journey.

It must, however, be borne in mind that the ratio of students to teachers for the actual teaching of the games and other activities should be appropriate to the activity being taught. Students whom the Principal considers to be sufficiently responsible may be allowed to walk unaccompanied to the activity.

## **RESIDENTIAL VISITS**

All visits involving a period of residence away from home need to be planned well ahead.

Residential visits, whether in the UK or abroad, will include periods of time which are not taken up with organised activity. Students may want to leave the group accommodation in order to shop for souvenirs, to take a walk or to have a cup of coffee at a nearby cafe. After careful risk assessment guidelines must be laid down by the Party Leader and clearly understood by all members of the party. The following points may be helpful:

- The geographical area in which students are allowed to wander should be clearly defined;
- A time limit should be set in proportion to the age of the students. Before dispersal, everyone should know where a member of staff can be found and exactly where the group is to reassemble;
- If in the UK, students should be reminded that it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. Persons over 16 may drink beer, wine or cider with a meal in a hotel or restaurant, and where students over 16 are involved in a visit, parents and students should be clearly informed of the College's policy in connection with consumption of alcohol. Even when abroad, where regulations may differ, UK regulations for the consumption of alcohol are to be observed;
- Students away from home may well strike up acquaintance with boys/girls from other College parties or from the locality. This is only a problem if it leads to further assignations at times when the group is supposed to be engaged on organised activities or safely in their accommodation;

The group register should be checked at meal times and whenever the party is about to move from one venue to another, e.g. by coach or on foot. It should never be the responsibility of a student to check attendance.

- The Party Leader should check the fire exits in any group accommodation and ensure that students are aware of them. If possible, (for example if staying at a hostel) a fire drill should be held one evening.
- If students are staying in private homes, appropriate guidelines in connection with their safety and conduct (based on those set out above as appropriate) should be given to host families.

## **TRIPS ABROAD**

### **Parents' meeting**

Before any residential trip abroad the parents of those participating in the trip should be invited to attend a briefing meeting. The meeting gives the Party Leader the opportunity to explain the details of the visit. It will also give the parents the

opportunity to meet the staff accompanying the trip and ask any questions. Parents unable to attend should be sent minutes of the meeting.

### **Insurance Cover**

The College has its own insurance and this may be used for the purpose of the trip. Details of the cover should be obtained from the Vice-Principal, John Dalton. If this does not cover the content of the trip additional insurance must be purchased for all participants.

### **Visas**

The member of staff in charge of the trip should ensure he/she has knowledge of any visas required for the participants. This may apply to all members of the party or just to those who do not hold a British passport. The EVA will be able to advise on this. In some circumstances the Party Leader may be able to obtain a visa waiver from the British Council. The EVA will assist with this process.

### **Health**

A check should be made to see whether inoculations are required either for the country to be visited or for countries to be passed through *in transit*. Parents and students should be carefully briefed on any health and hygiene precautions which are necessary in the regions where the student will be travelling.

### **Items to keep in mind:**

- Tap water is not always safe to drink;
- Salads should be avoided in remote areas and fruit always carefully washed in purified water, or preferably, peeled;
- The strength of the sun should never be underestimated, especially at high altitudes or in the Mediterranean area and students should bring sun protection cream and a hat. Rabies is becoming widespread in Europe and occurs in most parts of the world and it can be transmitted by bites or scratches from cats, dogs, foxes and farm beasts.

### **Emergency Action:**

Every group should have a contact in the UK, e.g. with the Principal or a Vice Principal and a reserve with whom they have exchanged telephone numbers. The College office and the Principal must know where the party can be reached abroad. In all cases the staff should carry with them a copy of the crisis management information sheet.

- In the case of serious injury or illness, the family concerned in the UK should be informed, and also the official College contact, to anticipate the possibility of inaccurate rumours spreading. All group leaders should have with them the telephone number of the nearest British Consul.
- In the event of a death, the British Consul should be contacted immediately.

- All dealings with the Press will be handled by the Principal or, in his absence, one of the Vice Principals.

### **Funds**

The group leader should take at least £300.00 “emergency money” to provide for any unanticipated needs and cover immediate medical costs. If further funds are required, the group leader should telephone the contact member of staff and/or the College office for assistance.

### **Foreign customs**

Students should be advised beforehand of any local customs they may meet which might surprise them, and be warned of the possibility of giving offence.

## **EXCHANGE VISITS**

These usually involve groups of students travelling to a foreign country and staying with a host family on a reciprocal basis and may be organised by a specialist company or in conjunction with a College in that country. The following points should be borne in mind:

- Members of staff should accompany students on both journeys. Where travel is by air, it is acceptable for there to be a lower ratio of staff to students on the flight provided that the appropriate number of staff accompanies the students to the departure gate, and additional supervisors are available when the party is met by the host College or tour company representative at the point of arrival. However the group must be accompanied by at least two members of staff.
- Parents should be fully informed of the arrangements and given all necessary details in connection with the host families. In all cases, evidence of equivalent CRB checks should be made. A signed statement from the partner College to this effect is the minimum required.
- The Principal must be satisfied that appropriate procedures exist for contacting College and parents in case of emergency and will consider whether a member of staff should be resident in the country during the stay.
- Host families should be aware of the procedures to be followed and the persons to contact in the event of any problems or difficulties such as bad behaviour.

## **TRAVEL GUIDELINES**

In advance of the trip, students should be given clear safety instructions based upon the risks associated with the particular type of travel. In addition they should be briefed on the expected behaviour during the trip.

## **CONTACTS**

Before leaving staff must ensure that the Principal has all the necessary contact names, numbers and addresses. In addition a copy of the trip information should be given to the Principal and a copy given to the Office. This should include:

- The Approval of Educational Visits Form;
- Details of the Company insurance and Safety Management policies where available;
- The risk assessment;
- The consent forms for each of the participants;
- Copies of passport details for each of the participants (overseas trips);
- Detailed itinerary.

Staff must also ensure that they have the Principal's numbers in case of emergency.

## **RISK ASSESSMENT**

### **Guidance Notes**

It will be the responsibility of the teacher in charge to demonstrate that all the risks associated with the activity/outing have been identified, considered and documented. Hazards will broadly fall into the following categories:

1. Transport and travel
2. Destination environment
3. Destination activity

### **Conducting a Risk Assessment**

#### **Step 1: Look for the hazards**

Look only for the hazards which you could reasonably expect to result in serious harm or affect several people.

#### **Step 2: Decide who might be harmed and how.**

There is no need to list individuals by name — just think about groups of students who may be affected. You should also record how they may be harmed.

#### **Step 3: Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done.**

- Decide the probability of an accident happening
- Decide the severity of the harm
- Decide if more needs to be done to minimise the risk

- Decide who is responsible
- Ensure action has been taken to minimise the risk
- Decide what action should be taken if harm occurs
- Decide on the worst case scenario and what action should be taken

#### **Step 4: Record your findings**

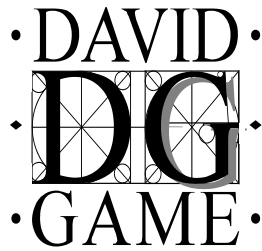
Using the attached form, you should record your findings. This should then be given to Rachel Sherman. You must also inform others who may be affected by your findings.

#### **Step 5: Review and revise**

Although many activities are repeated, from time to time circumstances or procedures change which can lead to new hazards. The assessment does not need to be amended for every trivial change but if there is a significant change, the teacher in charge should update the risk assessment to take account of the new hazard. All risk assessments should be reviewed regularly. Any changes should be given to the EVC.

It may be that the same risk assessment could be applied to more than one visit e.g. a sports outing to another College or a visit to a museum. In these cases, it may be possible to produce a generic risk assessment for the type of visit in question out of which comes a checklist to be ticked off before each individual visit takes place. On other occasions, it will be necessary to produce a full risk assessment specific to the visit when it is infrequent, one-off or high risk.

The risks will normally be considered by first identifying the hazard then the persons or groups likely to be affected, the potential consequences, the degree of risk and measures taken to control the risk.



**APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS BY  
THE PRINCIPAL**

**Part 2**

*Not all sections will be relevant to every proposed visit:*

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

The group leader should complete this form as soon as possible once the preparations are complete. The group leader should have already received outline approval of the proposed visit and should have regularly updated the Principal on the progress of the preparations. The group leader should obtain parental consent.

When approval is given, one copy should be retained by the Principal and another by the group leader. The Principal should be informed of any subsequent changes in planning, organisation and staffing.

1. Purpose of visit and specific educational objectives:

\_\_\_\_\_  
\_\_\_\_\_

2. Places to be visited:

\_\_\_\_\_  
\_\_\_\_\_

3. Dates and times:

Date of Departure: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Time: \_\_\_\_\_

4. Transport arrangements: Include the name of the transport company and vehicle registration number(s).

\_\_\_\_\_  
\_\_\_\_\_

5. Organising company/agency (if any): include licence reference number if the body is registered with the Adventure Activities Licensing Authority.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Licence No if registered: \_\_\_\_\_

6. Proposed cost and financial arrangements:

\_\_\_\_\_

7. Insurance arrangements for all members of the proposed party, including voluntary helpers: include the name of the insurance company.

Insurance Cover: \_\_\_\_\_ Policy No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

8. Accommodation to be used:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of head of centre (if available): \_\_\_\_\_

9. Details of the programme of activities:

\_\_\_\_\_

\_\_\_\_\_

10. Details of any hazardous activity and the associated planning, organisation and staffing:

\_\_\_\_\_

\_\_\_\_\_

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

\_\_\_\_\_

\_\_\_\_\_

12. Names, relevant qualifications and specific responsibilities of other adults accompanying the party:

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13. Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency:

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14. Existing knowledge of places to be visited and whether an exploratory visit is intended:

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15. Size and composition of the group:

Age range: \_\_\_\_\_ Number of students: \_\_\_\_\_

Adult to student ratio: \_\_\_\_\_ Leader/participant ratio: \_\_\_\_\_

16. Information on parental consent:

Information on whether the group leader has received all consent forms duly completed and signed (parental consent may precede or follow approval):

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17. Names of students with special educational or medical needs:

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### PART 3

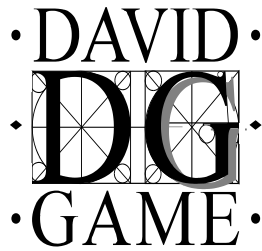
#### Checklist

I have read the College policy on educational visits	YES/NO
I have read the DfE good practice guide on <i>Health and Safety on Educational Visits</i>	YES/NO
I have completed the expedition slip	YES/NO
I have given a copy of the expedition slip to the College office	YES/NO
I have given Rachel Sherman a copy of the expedition slip	YES/NO
I have checked child protection procedures with Rachel Sherman	YES/NO
I have given a completed risk assessment form to Rachel Sherman	YES/NO
The staff/student ratio is appropriate	YES/NO
Staff accompanying are appropriately trained	YES/NO
Arrangements have been made for the medical needs of the students	YES/NO
First-aid provision has been made if appropriate	YES/NO
All Parental Consent Forms have been received	YES/NO
There is adequate and relevant insurance cover	YES/NO
The mode of travel has been approved by the Principal	YES/NO
I have the address and phone number of the venue	YES/NO
I have given the Principal the address and phone number of the venue	YES/NO
I shall be taking a mobile phone and have the card which gives the College's emergency phone numbers	YES/NO
I have given the Principal my contact number	YES/NO

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

Group leader full name: \_\_\_\_\_

August 2011



## CHECKLIST FOR EDUCATIONAL TRIPS

1. Seek outline approval of the proposed visit from the Principal.
2. Discuss details of visit with Rachel Sherman.
3. Read College policy on educational visits.
4. Read DfE good practice guide on *Health and Safety on Educational Visits*.
5. Submit Permission for an Educational Trip – Part 1 completed – to Principal.
6. Submit request for staffing to Rachel Sherman and check staff/student ratio.
7. Send Parental Consent forms to parents – this may be done by email. In exceptional circumstances the Guardian can sign *in loco parentis*.
8. Submit Risk Assessment form to Rachel Sherman for checking.
9. Complete Expedition Slip with copies to the College Office, and the Finance Officer.
10. Complete Contact Details form.
11. Educational Visit Pack to be submitted for final approval to the Principal **NO LATER THAN 7 DAYS BEFORE THE COMMENCEMENT OF THE TRIP** unless there are exceptional circumstances.

Educational Visit Pack to include:

- Application for the Approval of Educational Visits by Principal
- Permission for an Educational Trip – Parts 1 & 2 completed
- Risk Assessment/site safety management policies if available
- Parental Consent Forms with medical information
- Expedition Slip
- Contact Details
- Any other relevant information

Once the Principal has approved the trip, a copy of the Educational Visit Pack should be left in the College Office, a copy given to the Principal or his deputy and a copy taken on the trip with the Group Leader.

Group Leaders should also ensure they have a First Aid kit and an Emergency Contact card.

On completion of the trip, an Evaluation of the Visit form should be completed and returned to the Principal within 14 days. A report should be submitted to Charles Lacey within 48 hours for the website.



**CONTACT DETAILS FOR EDUCATIONAL TRIP**

VISIT TO \_\_\_\_\_

DATE (s) \_\_\_\_\_

Contact details of venue:

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

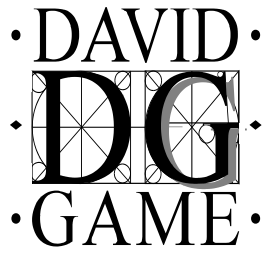
Contact number of Group Leader: \_\_\_\_\_

Additional staff contact numbers:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



**MANAGEMENT OF CRISES OR DISASTERS DURING  
OFF SITE ACTIVITIES**

In case of disaster or crisis, it cannot be sufficiently emphasised that the correct lines of communication must be observed.

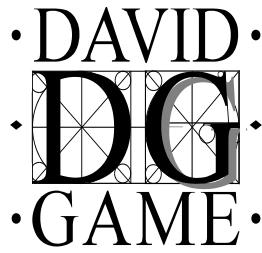
In the first instance, contact:

**The Principal, David Game**

Head Office 0207 584 9097	David Game College 0207 221 6665	Mobile
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If the Principal is not available contact the appropriate person from the **crisis management team**:

<b>John Dalton</b>	<b>Rachel Sherman</b>	<b>Charles Lacey</b>
College 0207 221 6665	College 0207 221 6665	College 0207 221 6665
Mobile	Mobile	Mobile



## CONDUCT

### TO BE COMPLETED BY ALL STUDENTS PARTICIPATING IN THE COLLEGE TRIP TO \_\_\_\_\_ DATE \_\_\_\_\_

Since this is a College trip, held under the auspices of David Game College, all usual College rules apply. The following should be especially noted:

1. The smoking or possession of tobacco is not permitted at any time.
2. The purchase, possession or use of illegal substances is forbidden.
3. The College bullying policy will apply.
4. Alcohol may not be purchased or consumed by those under 18 years old.
5. Alcohol (beer, wine or cider only) may only be consumed at mealtimes by those over 18 years old in the presence of and with permission of a staff member.
6. Students must go about in groups of at least four, and stay within the area defined by the staff member. Students must return by the agreed time. Younger students will be required to go in larger groups with a member of staff.
7. Students must stay in their rooms once settled by staff at night.
8. Students must not give the address of their accommodation to anyone they meet.
9. Students must not give their telephone number to anyone they meet, unless authorised to do so by staff.
10. Seat belts must be worn on all coach journeys.
11. Students may only ski if accompanied by a member of staff or ski College instructor.

I understand that this trip is organised by the College. Normal College rules and sanctions will apply on the trip.

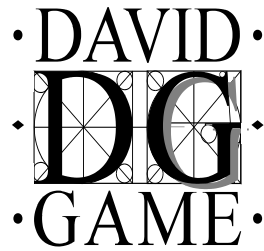
I accept these conditions and will abide by all rules set by the member of staff responsible for taking the trip.

Signature of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

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

**Please return this form to \_\_\_\_\_ no later than \_\_\_\_\_. This may be emailed and a typed signature will be deemed as acceptance of the code of conduct.**



## CONDUCT

### TO BE COMPLETED BY ALL STUDENTS PARTICIPATING IN THE COLLEGE SKI TRIP TO KLOSTERS IN MARCH/APRIL 2011.

Since this is a College trip, held under the auspices of David Game College, all usual College rules apply. The following should be especially noted:

1. The smoking or possession of tobacco is not permitted at any time.
2. The purchase, possession or use of illegal substances is forbidden.
3. The College bullying policy will apply.
4. Alcohol may not be purchased or consumed by those under 18 years old.
5. Alcohol (beer, wine or cider only) may only be consumed at mealtimes by those over 18 years old in the presence of and with permission of a staff member.
6. Students must go about in groups of at least four, and stay within the area defined by the staff member. Students must return by the agreed time. Younger students will be required to go in larger groups with a member of staff.
7. Students must stay in their rooms once settled by staff at night.
8. Students must not give the address of their accommodation to anyone they meet.
9. Students must not give their telephone number to anyone they meet, unless authorised to do so by staff.
10. Seat belts must be worn on all coach journeys.
11. Students may only ski if accompanied by a member of staff or ski College instructor.

I understand that this trip is organised by the College. Normal College rules and sanctions will apply on the trip.

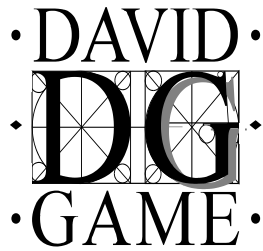
I accept these conditions and will abide by all rules set by the member of staff responsible for taking the trip.

Signature of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

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

**Please keep this form for your records.**



## CONFIRMATION FROM PRINCIPAL FOR VISIT TO GO AHEAD

### To be completed by the Principal

To the group leader:

- I. I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.
  - a. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least **seven days** before the party is due to leave.
  - b. Your report for the website should be given to Charles Lacey within **48 hours of return**, or sooner if possible.
  - c. Your report and evaluation of the visit, including details of any incidents, should be with me as soon as possible, but no later than **14 days** after the party returns.

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

Principal (print name): \_\_\_\_\_