



*This policy applies to all pupils at Town Close House including those in the EYFS.*

## EDUCATIONAL VISITS POLICY

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# GENERAL INFORMATION AND PROCEDURES FOR CHILDREN IN OUR EYFS (RECEPTION AND NURSERY) CLASSES and in Years 1-2

## 1. INTRODUCTION

Town Close House School places value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of our youngest pupils. All of our visits for this age group are local – most last only half a day.

## 2. SUPERVISION AND STAFFING REQUIREMENTS

Generous staffing levels, close supervisions and proper protective clothing are essential for even the shortest of excursions. For all walks within the enclosed school grounds, the children are supervised by their teacher and a teaching assistant who holds a level 3 qualification in childcare (as defined by the Children's Workforce Development Council).

The School recommends a staffing ratio of 1:6 as a minimum for all off-site visits involving young children. This ratio may be adjusted according to the risk assessments undertaken. There is always at least one teacher, one of whom will have been designated responsible for the organisation and safety of the visit. Our normal class size is 18, so the teacher is accompanied by at least 2 qualified teaching assistants. At least one of these teaching assistants is qualified in Paediatric First Aid. Parents are sometimes invited to volunteer to help with off-site visits particularly in the case of Nursery aged children. Volunteers are never allowed to supervise children alone and are thoroughly briefed about their role beforehand. Wherever possible, an extra adult will accompany a group so that there is cover in case of an emergency. This means that our usual ratio of adults to children will be 1:4 or 5 and on some occasions will be 1:2 for all outings involving EYFS children.

## 3. KEEPING PARENTS INFORMED

All parents of children in our Key Stage 1 and EYFS classes are invited to an annual curriculum meeting at the start of the autumn term, when the aims of the year's curriculum and the methods of delivering the curriculum are explained. Should a special visit off the school site be planned, staff will send parents a letter, telling them about the proposed visit.

After visits and trips off site your children will be returned to School. The only exception to this is when the Pre-Prep children attend the annual carol service. Parents may, on this occasion, take their child home from the Church at the end of the Service.

#### **4. CONSENT**

Written consent is required every time that a child in our EYFS classes is taken off-site. The School is not authorised to take a child under 5 years of age on a trip without a completed and signed consent form, which includes details of where parents may be contacted in an emergency. A copy of this form is contained in this policy. A signed consent form should be returned to the School at least 5 working days before the visit, so that the necessary safety checks and arrangements can be properly made by those responsible for the trip.

#### **5. SAFETY: ADVANCE PLANNING**

##### **5.1 Risk Assessments**

Safety is the School's top priority. Even the shortest of visits needs to be thoroughly planned and requires a risk assessment. This must be reviewed thoroughly before a repeat visit is made.

##### **5.2 Head Counts**

The teacher in charge conducts, or arranges for another teacher or teaching assistant to conduct a head count of the children (recording the fact that it has been done):

- Before leaving school
- On arrival at the destination
- During the visit
- Leaving the destination
- On arrival back at school

A checklist for use when conducting counts of children present can be found as an appendix to this policy.

When walking anywhere off site, the children usually walk in pairs with one adult at the front, one in the middle and one at the back. Children are reminded about basic road safety and of the expected standards of behaviour. When travelling by coach, a member of staff checks that all the pupils are sitting properly and wearing their seat belts. Staff spread out throughout the bus in order to maintain a good level of supervision.

##### **5.3 Missing Child Policy**

Procedures are structured to ensure that no child goes missing, but in the event that a child is missing – then staff should follow the procedures set out in the Missing Child Policy. This can be viewed on the School's website and intranet.

##### **5.4 First Aid Kit and other information**

The Trip Leader takes a first aid kit, list of emergency contact numbers and at least two mobile phones on every outing. The phones are checked to ensure that the batteries are adequately charged. Bottled water is carried on all longer visits. Epipens, inhalers, travel sickness tablets and any other relevant medicines are collected before departure.

### **5.5 Delay in returning to the School**

The Trip Leader rings the School if there is any delay, for example, because of heavy traffic. The School Office has copies of all permission slips and will phone the parents to warn them of a delay.

## **6. ROLE OF THE TEACHER IN CHARGE OF AN EYFS VISIT**

Every visit, however local, or short, must be planned in advance by the member of staff who is in charge of it. S/he will have had previous experience of accompanying Key Stage 1 or EYFS children's visits before organising one. S/he consults with the Head of the Pre-Prep who hold the appointment of Education Visits Coordinators (EVCs). The Trip Leader either holds a valid Paediatric First Aid Certificate themselves, or ensures that another member of staff accompanying the visit holds one. The Trip Leader is responsible for ensuring that appropriate risk assessments are undertaken and shared with the EVC, before detailed plans for the trip are finalised. After the trip returns to school then the Trip Leader should write a report on the trip using the appropriate form in this policy.

## **7. ROLE OF THE EDUCATION VISITS COORDINATORS (EVC)**

The Head/Deputy Head of the Pre-Prep are EVCs for the Pre-Prep and are responsible for approving all requests for visits. They work closely with the teacher responsible for organising the trip, giving guidance on carrying out risk assessments, ensuring that information for parents is provided correctly and collating reports on previous visits so that potential difficulties can be minimised. (Risk Assessments tab on the Home page of the Intranet). File and hard copies of all records relating to trips off site are kept in the Pre-Prep office.

## **8. PERSONAL LIABILITY AND INSURANCE**

Members of staff in charge of pupils on a trip off site have a duty to act as any reasonably prudent parent would do in the same circumstances. The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)) is required reading for all Trip Leaders of EYFS and Key stage 1 visits/trips off site. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances."

Staff taking responsibility for visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Town Close House School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

Town Close House School has £5m of Employers Liability Insurance and £2m of public liability insurance, as well as a group policy that covers any visit made by the Department. Cover includes cancellation or delay, medical expenses and replacement of personal possessions and money.

## **9. USE OF PRIVATE CARS**

At Town Close House School, we expect every member of staff to complete a "Drivers' Declaration Form" before s/he drives pupils in a school minibus or privately

owned vehicle. The completed forms are held by the Bursar. Staff are not normally allowed to use their own vehicles to transport children as the School cannot take responsibility for the maintenance and insurance of their vehicle. In exceptional circumstances, where a member of staff transports pupils in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. This ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer. Children aged 3-7years can only be transported in private cars that are fitted with special child seats. The School can provide a limited number of booster seats for use in cars.

## **10. SCHOOL MINIBUSES**

No one is allowed to drive the School minibus unless s/he undertakes special training provided by the School. For any minibus journey that involves young children, there must always be a second member of staff on the bus. The school arranges and funds First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits. At Town Close every member of staff must complete a "Driver's Declaration Form" before s/he drives pupils in a school minibus or privately owned vehicle. The completed forms are held by the Bursar.

## **11. USE OF HIRED TRANSPORT**

It is sometimes necessary to hire coaches for trips. A condition of booking for all EYFS trips is that the coach driver's name, the number of his/her mobile phone, together with the vehicle's registration number and a copy of the vehicle's insurance policy are passed to the Trip Leader at the time that the hire arrangements are confirmed. Because of these requirements, the coach and driver details are recorded. (Use and complete form about transport details contained in this policy.)

## **12. PREPARATORY ARRANGEMENTS**

Visits made by the Pre-Prep children are usually local, but nevertheless, their outline is planned at least two weeks in advance so that dates are agreed with the EVCs. Parents are told about the visits planned through a letter sent home and made available to them.

### **Actions for the Teacher in Charge:**

Dates need to be fixed at least 2-3 weeks in advance.

A visit should be organised **one term** in advance if it:

- Involves additional costs for parents
- Needs transport to be arranged with a coach hire company, and in accordance with the School's conditions for using hired transport with EYFS children.

**Every teacher in charge of a trip is required to use and complete the checklist for outings/trips found in this policy.** By working through this checklist, the trip leader should ensure that no procedures are forgotten. Once completed it should be passed to the EVC. At this point in the proceedings it is essential that the teacher responsible for the trip meets with the EVC to go through arrangements, as recorded on this checklist.

### **13. THE DAY OF DEPARTURE**

- Hold a short meeting with all staff and volunteer helpers with the EVC present. At this meeting the arrangements for the day and emergency procedures must be fully explained
- Remind the children of the aim of the visit and of the expected standards of behaviour
- Collect school mobile phone/s, ensuring that they are switched on and fully charged
- Collect bottled water and packed lunches/snacks
- Check that driver and coach match the details notified by the company on the booking form
- Ensure first aiders have necessary first aid kits available
- Ensure all information and checklists for the trip are left with the EVC (RW)
- Ensure that individual needs of all children can be properly met.

### **14. DURING THE VISIT**

Primary responsibility for the safe conduct of the visit rests with the Trip Leader. S/He has sole responsibility for amending the itinerary or cancelling the visit in the event of unforeseen delay or sudden deterioration in weather conditions. S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out (and recording) head counts of the children in accordance with the Out of School Trips/Visits Register/Head Count Form.
- Enforcing expected standards of behaviour
- Keeping account of all expenditure
- Recording any incidents or near misses for the post trip report
- Ensuring all the children are secured in the bus/coach with a safety belt.

### **15. ILLNESSES OR MINOR ACCIDENTS**

If a pupil has a minor accident or becomes ill, the teacher in charge, or another member of staff will, if considered appropriate, phone for assistance and arrange for the child to be collected from the trip. If necessary staff will make arrangements to take the child to the local hospital or, if the illness is more minor, back to school. A member of staff will remain with the child at the hospital or at school until a parent or carer arrives. If the ratio of adults to children now falls below the legal number, an extra member of staff will travel from school to meet up with the group.

### **16. EMERGENCY PROCEDURES**

**Guidelines to follow in the event of an emergency MUST accompany ALL adults leading or helping with a trip/visit. ( see Emergency Procedure form/checklist in this policy)**

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Trip Leader's first priority would be to ensure that the rest of the group were safe and then to summon the emergency services and arrange for medical attention of the injured. One of the accompanying members of staff should

accompany the injured pupil/s to hospital and should remain with the child/ren until their parents arrive. The School and a member of the SMT should then be informed of the accident. The Trip Leader would give a full and factual account of the incident and the surrounding circumstances. Where the full facts had not yet emerged, s/he should say so and ensure that follow-up communications with the Head takes place. S/He would also need to arrange for the parents of the uninjured children to be contacted on their emergency contact numbers so that parents/carers could collect their children from either the scene of the emergency or the school, depending on the circumstances. The School Office would notify the insurers as quickly as possible. A full record will be kept of the incident, the injuries and of the actions taken. Written details of the incident will be made as soon as possible, along with details of any witnesses.

Depending on the nature of the incident, Town Close House School may implement its own model communications plan for informing both the families of the injured, and the families of those who are unhurt as swiftly as possible. In an era of instant communications, it may not be possible to be the first to break the news. Nevertheless, the School firmly believes that it has an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. Mass communication methods (SMS, email, messages on our website, local radio and Parentmail) will be used for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Headmaster and the SMT. The Trip Leader should refer the media to the School and make no comment.

## **17. ON RETURN TO SCHOOL**

Each Trip Leader is asked to provide EVCs with a report on the visit together with reports of accidents and near misses on his/her return using the Out of School Trips/Visits Post Trip Report Form included in this policy. Personal observations and lessons learned are always valuable. The Trip Leader should return all school property, together with a report of any lost or damaged property.

### **Report for Governors:**

The Governors receive a report about all the school trips and visits that have over the course of a term.

## **18. GUIDANCE FOR STAFF ON CONDUCTING RISK ASSESSMENTS FOR EYFS OUTINGS**

Children must be kept safe on outings.

For each type of outing, providers must carry out a full risk assessment, which includes an assessment of required adult: child ratios. This assessment must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal ratio requirements in accordance with providers' procedures for supervision of children on outings. The assessment must be reviewed before embarking on each specific outing.

## What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the **likelihood** (or the **probability**) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (E.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits and insurance).

## The Starting Point

The starting point for conducting a risk assessment on an outing is to consider the following in turn:

- A pre-trip visit to the venue if the School has not been before or has not been for two years.
- Identify all of the potential hazards, such as a child getting lost, or run over, a traffic accident, a child falling over, sun burn, getting cold or wet on an outing.
- Who might be affected by the hazards? The children, staff, volunteers, school property, school reputation. Children with SENs will need to be considered separately.
- What safety measures will reduce the potential impact of the hazard? Examples include: using a higher staff ratio on all outings than are used inside the School, ensuring that one member of the party is qualified in Paediatric First Aid, making frequent head counts, having a clear **Missing/Lost Child policy** that is known to all, taking a first aid kit and water, asking parents to send appropriate protective clothing to mitigate impact of weather, making sound preparations in advance, and briefing all of the parents (staff and volunteers) on their respective roles. Emergency procedures should be rehearsed in advance with the accompanying staff.

Our policy at Town Close House is **not** to carry out any activity with EYFS or Key stage 1 children which is rated as **High (12-16) even after the risk reduction measures have been put into effect**. Activities will only be carried out if they can be awarded a Low (1-4) score or Moderate (5-11) score.

**Here are some examples of hazards/events that can occur on trips:**

### 1. Waiting outside or in a coach on a hot sunny day - with young children

- **This is a hazard that is highly likely but is of low severity rating.**  
For example:

The severity of leaving teachers, teaching assistants, and children waiting outside in hot sun/wet weather for an unknown period of time would be rated as 4.

The initial risk rating would be 4 (Moderate risk).

But putting all of the following measures in place reduces its severity to Low ( $1 \times 4 = 4$ ).

- Teacher in charge and driver are in mobile contact
- Staffing ratio is 1:4 (instead of the normal 1:6) and supplemented further by parent volunteers
- Teacher in charge has made a reconnaissance visit, and discovered where the party can wait out of the rain/sun.
- Bottled water is carried – and made available to children.
- All staff carry visit packs, and can phone the school to advise that there will be a delayed return
- All parents' emergency contact details are available to the Pre-Prep Office so that parents can be contacted and advised that the coach has been stuck in traffic
- All members of staff had held a meeting to discuss the outing and the risk assessments beforehand.

• **2. An child on a trip, falling over and cutting their knee.**

The probability of a child falling over and grazing a knee on a walk in the countryside would be rated as 2

The initial severity would be 1 or 2

The initial risk rating would be 2-4 (moderate)

By putting the following measures into place the severity of the risk is lowered to 2.

- Teacher in charge has First Aid kit
- One member of staff is qualified in Paediatric First Aid
- Teacher in charge has mobile phone
- All members of staff had held a meeting to discuss the outing and the risk assessment beforehand

Severity would now be judged as 1 (not likely to be severe) and likelihood as 4 (highly likely).

• **3. A child on a trip goes missing/is lost**

The likelihood of a child going missing on an organised school outing headed by a qualified teacher, who has been trained in leading visits, and was appropriately staffed would initially be rated as 1-2 (low).

The severity would be 4 (high).

The risk assessment would therefore be 4-8 (high)

Putting the following measures into place reduces the likelihood/probability to 1 (Extremely Remote) and the severity of the hazard to 2, making a total of 2 (Low).

- Children have been briefed about the purpose of the visit and the expectations of behaviour

- All children understand where they should go if they accidentally become separated from the rest of the group
- Teacher in charge and other staff carry mobile phones
- Normal staffing ratio of 1:6 is supplemented further by additional staff or volunteers.
- Teacher in charge has made a reconnaissance visit, and planned the route inside the location (e.g. museum) in advance
- Children are divided into groups supervised by one member of staff, assisted by a volunteer
- All members of staff had held a meeting to discuss the outing and the risk assessment and the Missing/Lost Child Policy beforehand.
- All members of staff know what to do in an emergency
- All volunteers have been briefed thoroughly on their respective roles
- All children are wearing school uniform or fluorescent jackets and are readily identifiable
- Head counts are taken on leaving the classroom, on sitting in the coach, on leaving the activity and on returning to the coach. The coach does not leave until everyone is accounted for. Regular head counts should be taken at the destination if there for any length of time, or if the party is split up for any reason.

The three examples quoted above are intended to illustrate that everyday risk assessment for school outings are no more than practical tools that are designed to assist teachers who are in charge of an outing.

Issues such as

- What if the coach is delayed?
- What if a child falls over and injures him/herself
- What if a child goes missing?

do sometimes arise, and therefore need to be anticipated in advance. However, conducting risk assessments for young children on outings does not require specialist knowledge. It merely requires good planning and a proper understanding of this policy.



## PROPOSED OUT OF SCHOOL TRIP / VISIT FORM

To be completed and passed to the Educational Visits Co-ordinator for approval  
before any letter is sent home or the booking is confirmed

1. **Date of proposed trip:**
2. **Nature of visit** (inc. destination and telephone numbers):
3. **Time of departure:** **return time to school:**
4. **Transport** - type and number:  
Minibus(es):  
Hired Coach(es):  
Private car:
5. **Trip / Visit Leader:**  
  
**Deputy Trip / Visit Leader:**  
  
**Names of other Staff accompanying the trip:**
6. **Class(es) out of school**  
  
**Number of pupils involved:** **EYFS children? Yes/No** **How many?**
7. **Anticipated ratio of Adults to Children:**
8. **Risk Assessments to be considered / conducted:**
9. **Names of children with "Health Issues" (see medical list in staff room) who will be on the trip / visit:**

10. **Nominated Holder of any medication:**

11. **Nominated Trip / Visit First Aider:**

12. **Financial implications**  
**Charges made to Parents:**

**Cost to School:**

13. **Impact on School Catering:**

14. **I agree to lead this trip in accordance with the school's policy for Educational trips / visits.**

**Signature:** (Trip / Visit Leader):..... **Date:** .....



## OUT OF SCHOOL TRIP / VISIT PARENTS CONSENT FORM **(FOR EYFS CHILDREN ONLY)**

**Please complete BOTH SIDES of this form and return to the school by:  
Please note that your child will not be allowed to participate in this visit unless this form is returned to the school by this date.**

I give consent for my child \_\_\_\_\_ Class \_\_\_\_\_ to attend the trip detailed overleaf.

### Consent to Emergency Treatment

I / We authorise the teacher in charge, or an authorised deputy acting on his/her behalf to consent, on the advice of an appropriately qualified medical specialist, to my/our child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure under the NHS if s/he is unable to contact me/us.

Signature of parent(s) or guardian(s): \_\_\_\_\_  
\_\_\_\_\_

### Emergency Contact Details – to be completed by parent/carer

Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_ Mobile: \_\_\_\_\_

Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_ Mobile: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Tel No: \_\_\_\_\_  
\_\_\_\_\_

### Behaviour Code

I understand that my child will be subject to the normal school rules of behaviour throughout the visit. I agree to him/her following the guidance on health and safety given by a member of staff (or by an Instructor at a centre) at all times.

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

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

## **Visit Information – provided by School**

Visit to:

Date:

Teacher in Charge:

Departure time:

Return time:

Nature of Activity:

### **Maximum number of pupils:**

Number of adults accompanying the trip:

(Any parent who is interested in volunteering to help on this visit should contact. S/he will normally be asked to consent to the school obtaining a CRB disclosure.)

Transport:

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## **Medical Information – to be completed by Parent/Carer**

Any allergies or sensitivities to food, pets or to insect stings (epipen):

Any chronic or recurring medical conditions needing regular or occasional medication or treatment:

Does s/he require any special arrangements to be made? If so, please describe them briefly below:

Does s/he suffer from travel sickness? If so, may we have your permission to give him/her a travel sickness tablet that is suitable for children aged 3 and over (the medicine will be in the original packaging and will state the advised dosage)?

Does s/he suffer from any phobia which might make it unsafe for him/her to participate in any of the planned activities?

Date of last tetanus injection:



## OUT OF SCHOOL TRIP/VISIT CHECKLIST FOR TEACHERS

Proposed Out of School Trip/Visit Form completed and signed by Trip Leader and counter-signed by EVC	
Initial visit to destination completed for Risk Assessment purposes	
Letters sent out to parents informing them about the trip and advising suitable clothing	
Parents Consent Forms sent out to parents and passed to Office on completion <b>(EYFS CHILDREN ONLY)</b>	
Risk Assessments completed and approved by EVC	
Details of Transport and drivers (if necessary) agreed and booked	
Transport Form completed, signed and passed to EVC	
Packed lunches ordered	
Bottled water ordered	
Staff and Volunteer helpers approached and confirmed. Emergency contact details forms completed and passed to Office	
First aider nominated and confirmed as responsible for all aspects of first aid on trip. First aid boxes / bag should be fully resourced	
Name of Deputy Trip Leader:  Deputy Trip Leader confirmed to carry out regular head counts	
Meeting with all adults held to go through Code of Conduct, risk assessments, emergency procedures and safety measures.	
Itinerary and groups finalised and copy passed to EVC	
Emergency Procedures/Guidelines forms passed to all staff and helpers	
Report on an Educational Trip/Visit	Date:
Completed Registration / Head Count Form signed and returned to EVC	Date:

Signed ..... Trip Leader      Date .....

Signed ..... EVC      Date .....

## LETTER A – TO PARENTS OF EYFS CHILDREN

### DRAFT LETTER FORMAT – TO BE WRITTEN ON HEADED PAPER AND SIGNED BY THE EDUCATIONAL VISITS CO-ORDINATOR

Dear Parents and Carers,

Visit to:

Class:

Visit to:

Date of Visit:

Your child's class will be taking a trip, as detailed above.

A snack will be provided and we shall return to school at .....

The children should come to school as normal on their visit day, wearing .....

It is most important that every parent returns and signs the attached form giving permission for their child to go on this trip and providing us with emergency contact details for the day. Please would you therefore return these forms to the School by 9.00 a.m. on

.....

I thank you all in anticipation of your help and support.

Yours sincerely,

Head of the Pre-Prep Department

## LETTER B – TO PARENTS OF CHILDREN IN YEARS 1 - 2

**DRAFT LETTER FORMAT – TO BE WRITTEN ON HEADED PAPER AND SIGNED BY THE EDUCATIONAL VISITS CO-ORDINATOR**

Dear Parents and Carers,

Visit to:

Class:

Visit to:

Date of Visit:

Your child's class will be taking a trip, as detailed above.

A snack will be provided and we shall return to school at .....

The children should come to school as normal on their visit day, wearing .....

I thank you all in anticipation of your help and support.

Yours sincerely,

Head of the Pre-Prep Department



## OUT OF SCHOOL TRIPS / VISITS EMERGENCY PROCEDURES/GUIDELINES FOR ADULTS / STAFF

- Please follow instructions from the nominated group leader or his / her deputy.
- In the event of staff members being unavailable, please use the following “Emergency Procedures”

# Ensure safety of remainder of group and yourself

# Contact emergency services who will need to know:

Your name  
Your phone number  
Exact location  
Nature of incident  
Number in group

# Administer First Aid

# Contact TCH - be ready to repeat above details

Pre-Prep Office - 01603 599071  
Prep Office - 01603 620180  
Mrs Walwyn - 07979 766 64  
Mrs Pritchard - 07543 653709

- All communications with children’s parents will be co-ordinated by the school where emergency procedures are in place.
- All communications with your own next-of-kin will be co-ordinated through the school.
- All communications with the media will be co-ordinated through the Headmaster. Please do NOT give media interviews.
- Please do NOT discuss legal liabilities with other parties.
- Keep written notes of times and events after the incident including witness detail.



**EMERGENCY CONTACT DETAILS FOR STAFF/ADULTS WHEN ON A SCHOOL TRIP / VISIT**

Name:.....

Home Address:.....

.....

.....

Your mobile number .....

Emergency contact name:.....

Relationship to staff member / volunteer .....

Emergency contact telephone number.....

Emergency contact mobile number: .....

If this contact cannot be raised who should be contacted? Please give name, relationship to you, landline number, mobile number and address below:-

.....

.....

.....

.....

.....

Important Medical Information to be made available .....

.....





**OUT OF SCHOOL TRIP / VISIT  
DETAILS OF TRANSPORT**

**(This information must be collected and recorded  
for all EYFS trips)**

Date:	
Trip:	
Class:	
Transport:	Coach / Minibus (delete as required)
Vehicle Reg. No:	
Vehicle Insurance Policy:	
Driver:	
Mobile No:	

Signed..... Trip Leader

Signed..... EVC (RW)



**REPORT ON AN EDUCATIONAL TRIP / VISIT**  
**(This information must be recorded for all EYFS trips)**

Date of visit:	
Place of visit:	
Was the planning prior to the visit adequate?	
Transport?	
Lunch arrangements?	
First Aid?	
Parent helpers?	
Clothing / resources?	
Were the Risk Assessments adequate?	
Are there any modifications you would make to the Risk Assessments following the visit?	
Were there any near misses / accidents during the visit?	
Do you have any personal observations / lessons learnt that would be valuable to others planning the trip?	

<p>Would you recommend the visit to other year groups?</p>	

Signed.....Trip Leader

Date .....

Signed.....EVC (RW)

Date.....

# FOR CHILDREN IN YEARS 3 – 8

## GENERAL INFORMATION AND PROCEDURES

### 1. INTRODUCTION

At Town Close House School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to a child's development and education in the broadest sense of the word.

### 2. OUR TRIPS AND VISITS

We regularly take pupils on day trips to different places such as historic sites, museums, galleries, natural features, farms and Roman remains to support the curriculum in History, Art History, Geography, English Biology and Classics. There are regular theatre trips for pupils of all levels.

We run several residential trips throughout the school year:

- Year 4 visit Kingswood Residential Adventure Activity Centre on the North Norfolk coast
- Year 6 visit Belgium on the annual Humanities Trip
- Year 7 visit Normandy, France for the annual French Trip
- Year 8 visit Holt Hall on the North Norfolk coast for a Geography field trip
- Year 8 visit the National YMCA centre on Lake Windermere in the Lake District for the annual post Common Entrance trip

We have sent rugby, hockey, netball, cricket and rounders teams on tours to Australia, France and Ireland.

We have taken various parties of school children on ski trips to France, Austria and Switzerland

We run an activity called Adventure Service Challenge and the children in Years 5, 6 and 7 go on camping trips to Surlingham, North Norfolk and Thetford respectively.

### 3. INFORMATION ON PLANNED TRIPS AND ACTIVITIES

The School Calendar usually lists the trips and visits that are due to take place over the coming term, together with a list of planned home and away sports fixtures.

You will always be notified in advance:

- If your child has been selected for a sports team. (We very much welcome family and friends at all our matches, both home and away).
- If your child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site. (We will always seek your permission if the visit involves an extra charge or late return to school).

We send details of planned trips and activities well in advance to all parents of pupils of the relevant year group or cohort.

#### **4. CONSENT**

We require your specific, individual written consent if we are to take your son or daughter on a trip or visit that extends beyond the normal school day, involves an overnight stay, collection from a different venue, an overseas visit or extra cost to you. Parents should note that we are unable to take children without a completed and signed consent form, which includes details of where they may be contacted in an emergency. This form will be sent to parents well in advance and must reach the school at least 3 working days before the start of the trip.

#### **5. SAFETY**

Safety is top priority for us. We expect parents to support the School in ensuring that children follow the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. We reserve the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the School's behaviour code.

#### **6. GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS**

##### **6.1 Introduction**

We have a large number of trips, out of school activities and visits at Town Close House School, which are an important part of our educational ethos. We expect that every member our staff endorses the educational value of activities outside the classroom. We encourage everyone possible to participate in them, and to help with the arrangements. To make this possible, we set reasonable timetables, with plenty of non-contact time, as we do not want this important function to become burdensome. We always welcome suggestions from staff for new trips.

##### **6.2 Role of the Education Visits Coordinator**

Mr Keith Ruffell (and Mrs Rosamund Walwyn) are our Education Visits Coordinators (EVC). They support the Head in the process of approving visits, ensuring that they are spread through the different age groups, and the school year, (although there is inevitably a concentration during the last part of the summer term, when exams have finished and the weather is at its best). They help staff involved with organising tours, with checking parental consent forms and keep records of all previous visits (which can be borrowed). They also keep reports of any accidents or near misses and a report on the whole trip. (Forms are available in this policy for this purpose). All new staff have a advice on planning school visits as part of their induction training.

##### **6.3 Role of the group leader**

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is charge of organizing and running it. He or she will always have had experience of accompanying school visits before taking on the role of Trip/Group Leader. At Town Close House School we arrange for the EVCs to hold a short training session with all potential Group Leaders, which covers practical guidance on conducting risk assessments, emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather or sea conditions suddenly deteriorated. With the exception of the very shortest visits, such as to our local

library or museum, we expect all Group Leaders either to hold a valid First Aid certificate themselves, or ensure that one of the other teachers accompanying the visit holds one. A Deputy Leader is nominated for all trips. S/He may not hold the qualifications of the Group Leader, but is nevertheless capable of taking over that role, if necessary.

#### **6.4 Minibus Procedure**

No one should drive the school minibus unless s/he has qualified as a minibus driver. For any minibus journey that lasts for longer than 1 hour, there should be a second member of staff who is also a qualified minibus driver. The School will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits. At Town Close House School, we expect every member of staff to complete a "Drivers' Declaration Form" before s/he drives pupils in a school minibus or privately owned vehicle. Also if staff are using a privately owned vehicle the School must have a copy of their driving licence, insurance certificate and MOT if appropriate.

#### **6.5 Use of private cars**

At Town Close House School, we expect every member of staff to complete a "Drivers' Declaration Form" before s/he drives pupils in a school minibus or privately owned vehicle. The completed forms are held by the Bursar. We do not normally allow staff to use their own vehicles to transport children as the School cannot take responsibility for the maintenance and insurance of their vehicle. Where a member of staff in exceptional circumstances transports pupils in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer. The School can provide a limited number of booster seats for use in cars.

### **7. PERSONAL LIABILITY AND INSURANCE**

The law places the Group Leader "in loco parentis". The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)), should be read by all Group Leaders. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances." Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Town Close House School, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

Town Close School has £5m of Employers' Liability Insurance and £2m of public liability insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays; but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organizing an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the school's policy. An extension usually can be

arranged. The Group Leader should ensure that s/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits.

## **8. PREPARATORY ARRANGEMENTS**

The amount of advance preparatory work needed will obviously vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to a local museum, spending an hour there and walking back in time for school lunch. By contrast, a visit lasting a week or more to a country outside the EU, requires considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for school holidays and half-terms. (Group Leaders may draw upon the EVC's stock of existing background material when planning regular repeat visits to familiar destinations, such as language exchanges).

The list that follows is designed to cover all the planning that a group leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible.

### **8.1 At Least two Months in Advance**

- Obtain advice from the EVC, (Mr K Ruffell or Mrs R Walwyn) on suitable dates, precedents etc
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number & age of participants with EVC
- Calculate the staff to pupil ratio, (see below)
- Prepare a draft itinerary and complete form seeking permission to go on the trip (pass this to the Head/EVC's).
- Decide mode of transport for all legs of the journey.
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included).
- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognized qualification from a national body, such as the Adventure Activities Licensing Authority.
- Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments and obtain copies of CRB checks
- Prepare the risk assessment(s).
- Check the School's insurance cover, (see above) if the visit involves hazardous activities.
- Find other members of staff who are willing to participate in the trip, bearing in mind the need to have both male and female teaching staff when both sexes participate in a visit. (For trips abroad, it is desirable to have at least one member of staff who speaks the language of the country to be visited).
- If parent volunteers participate: Arrange for any volunteers participating in the trip to be interviewed and to obtain an enhanced CRB disclosure. The Bursar's office will make the necessary arrangements.
- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.

- Carry out a reconnaissance visit if the location is not one that the School has visited before. On arrival the Party Leader should become familiar with the location before the children disembark
- If appropriate, establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants).
- Ascertain the medical and visa requirements if appropriate.
- Establish when the deposits are required by tour operators/airlines/activity centre etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs - including the costs of deposits for accompanying staff.
- Prepare a written case, to be counter-signed by the EVC, seeking the Headmaster's approval.
- If necessary, attend a First Aid and/or minibus driving course beforehand.

## 8.2 Staff/Pupil Ratios

The DCSF recommended staff to pupil ratios for visits and off-site activities is:

Ratio	Pupils' Year Group
1:6	1- 3 inclusive
1:10	Years 4 – 6
1:15/20	Years 7 upwards (with a larger ration permitted for over 16s)
1:10	All visits abroad

## 8.3 The Risk Assessment

All Group Leaders at Town Close House School are trained in conducting risk assessments on the potential hazards involved in a visit, trip or activity that they are planning. The Risk Assessment should do the following:

- Identify the potential hazards of the place being visited.
- List the groups of people that are especially at risk from the significant hazards.
- List existing controls or notifying where the information may be found.
- Consider how he/she would cope with the hazards which are not currently identified or fully controlled.
- Carry out continual monitoring of hazards throughout the visit.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that he/she is satisfied, it will meet the requirements of Town Close House School, for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances.

## 8.4 After Permission is Granted- (At Least two Months in Advance)

- Write a *preliminary* letter to send to parents and guardians of the target age group, outlining the purpose of the trip, the programme and the expected

maximum cost. Ask for a deposit by a specific date along with final payment dates. Mention that parents will be invited to a briefing meeting about the trip. Explain any restrictions on numbers. At Town Close House School, we expect that these letters should always be cleared in advance with the EVC.

- Brief the pupils about the visit, its dates and purpose.
- Check names of all pupils wishing to participate with the office and check medical details. Discuss with EVC concerns about special arrangements that may be required for handling any specific medical or SEN issues.
- Collect payments as necessary.
- Arrange for the Bursary to pay deposits on hotels, flights, activity centre etc/the costs of tickets.
- Seek written permission from parents if the children are to stay in overnight accommodation.

### **8.5 At least one Month in Advance**

- Finalise the costs with the travel company or Coach Company.
- Insist that all coaches are fitted with seat belts.
- Work out the cost for parents (including contingency to cover delays etc).
- Inform parents of any medical and visa requirements.
- If appropriate, arrange for the Bursary to bill parents for the balance of the cost of the trip/collect the balance directly from the pupils and hand to Bursary for crediting to the trip account.
- Arrange for the Bursary to pay the balance to the airline, hotel, travel company etc.
- Arrange for a school credit card to be issued for the duration of the visit.
- Arrange with School Network Manager for loan of school mobile with pre-paid SIM card valid for the country to be visited to be available on a specific date.
- Brief and prepare the pupils in advance.
- Ensure that they are given plenty of advance notice if they need special equipment (e.g. for skiing).
- Ensure that parents with children who have specific medical or dietary requirements can be catered for.
- Arrange meeting with parents to brief them on all aspects of the trip, including:
  - The itinerary, including the meeting and collection points.
  - Contact details for the hotels/hostels/ names and addresses of the host families.
  - The number of the School mobile phone issued to the Group Leader.
  - The money, kit and equipment that the pupils need. The dress code of the country.
  - The medical and visa requirements.
  - The expected standards of behaviour, and the potential risks of irresponsible behaviour, and the ground rules for behaviour in host families' houses.
  - The ground rules on consumption of alcohol, tobacco and illegal substances.
  - Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.
  - Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.
  - Arrangements for communicating with parents in the event that the return is delayed.

- The need to notify the School in the event of contact with an infectious disease within four weeks of traveling.
- The reasons why a completed consent form is essential.
- The need for a copy of each pupil's passport.
- Send all parents a copy of the consent form (Section C) with specified return date.
- If appropriate,) book packed lunch from Catering Department.
- Brief pupils on expectations of standards of behaviour and cultural differences.
- Book traveling first aid kit from the First Aider.
- Have a Plan B which will normally be to return to school.

### **8.6 One Week in Advance**

- Chase parents who have not returned their consent forms. Remind them that their child cannot participate unless the form is received within 3 working days of departure.
- Obtain photocopies of each pupil's passport.
- Check all tickets for accuracy. Store them in the school safe until collection.
- Collect travellers' cheques from bank (if not collecting from airport terminal). Note their serial numbers before storing in safe until collection, with the foreign currency ordered by the Bursary/ in safe. Give copy to Bursary.
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.
- Prepare packs for the School Office, and for each member of staff, that contain the following information:
  - The itinerary (including address, phone numbers etc of all locations where the party is staying).
  - The Group Leader's mobile school mobile number.
  - Mobile numbers of all participating staff.
  - A list of pupils, together with copies of their parental contact forms (which includes details of each pupil's medical conditions).
  - Copies of all passports and travel documents.
  - Emergency contact numbers for the Headmaster, Member of the SMT designated to be on-call, the EVC.
  - Out of hours contact details for the SMT.
  - The address and contact details of the nearest British Consul.
  - A copy of the tickets, travel insurance document (including emergency contact details).
  - A copy of the risk assessment.
  - Location of local hospital.
  - A checklist of the School's emergency procedures.

### **8.7 The Day Prior to Departure**

- Collect tickets and foreign currency from the safe.
- Give trip information packs to designated school recipients and to other staff participants.
- Give each pupil the names, addresses and phone numbers of their accommodation.
- Remind pupils about the rendezvous, dress code, standards of behaviour etc.
- Remind pupils of the potential risks of irresponsible behavior.

- Remind pupils to bring passports. Ask to see each passport.
- Collect traveling first aid kit(s). Check contents.
- Collect packed lunch – food, water and drinks.
- Collect School Mobile and charger.

## **9. DURING THE VISIT OR ACTIVITY**

**The Primary responsibility for the safe conduct of the visit rests with Group Leader.**

He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Ensure that all mobile phones are charged and switched on
- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the School's mobile if they are going to be allowed out in small, unsupervised groups.
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Looking after – or reminding pupils to look after – passports and valuables
- Storing cash, travellers' cheques and tickets in the hotel safe.
- Keeping an account of all expenditure.
- Recording all accidents and near misses.

## **10. ILLNESS OR MINOR ACCIDENTS**

If a pupil has a minor accident or becomes ill, the Group Leader, or another member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. At Town Close House School we expect the Group Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

## **11. EMERGENCY**

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Trip Leader's first priority would be to ensure that the rest of the group were safe and then to summon the emergency services and arrange for medical attention of the injured. One of the accompanying members of staff should accompany the injured pupil/s to hospital and would remain with the child/ren until their parents arrived. The School and a member of the SMT should then be informed of the accident. The Trip Leader would give a full and factual account of the incident and the surrounding circumstances. Where the full facts had not yet emerged, s/he should say so and ensure that follow-up communications with the Head takes place. S/He would also need to arrange (perhaps using one of the other members of staff, or the Prep/Pre-Prep Office) for the parents of the uninjured children to be contacted on their emergency contact numbers and asked to collect their children from either the venue or the school, depending on the circumstances. The School Office would notify the insurers as quickly as possible. A full record should be kept of the incident, the injuries and of the actions taken. Written details of the incident should be made as soon as possible, along with details of any witnesses.

Depending on the nature of the incident, Town Close House School may implement its own model communications plan for informing both the families of the injured, and the families of those who are unhurt as swiftly as possible. In an era of instant communications, it may not be possible to be the first to break the news. Nevertheless, the School firmly believes that it has an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. Mass communication methods (SMS, email, messages on our website, local radio) will be used for communicating with those whose children are not affected.

Where possible, communication with the media should be left to the Headmaster and the SMT. the Trip Leader should refer the media to the School and make no comment.

## **12. DELAYED RETURN**

If a visit is delayed, the Group Leader should phone a member of the SMT, who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

## **13. ON RETURN**

Each Group Leader is asked to provide the EVC with a report on the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group leader should return all school property, together with a report of any lost or damaged property. He or she should also:

- Instruct all pupils to delete their records of the school mobile and of any staff mobiles.
- Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit.

#### **14. GUIDANCE FOR STAFF TAKING A SCHOOL TEAM ON A SPORTS FIXTURE**

(This information can also be found in the Physical Education Policy Document)

Teachers taking a school team off-site are responsible for:

- Making sure all players/parents know the arrangements for the fixture by publishing two team sheets (one to be displayed on the ground floor of the Dearnaley Building and one in the Sports Hall Entrance foyer. A copy of the team sheet must be given to the School Secretary. At least 24 hours notice must be given.
- Team sheet to include the following information
  1. Players involved in the match
  2. Date of the match
  3. Start time
  4. Departure time
  5. Expected arrival back at Town Close
  6. Venue
  7. Method of transport
  8. Players' code of conduct
  9. Information to tell the parents how to find the venue
- Registering the players before departing from Town Close and informing the School Secretary, who should also be informed as to which bus each pupil is on when the mode of transport is minibus
- Collecting keys, mobile phone, first aid kit and pupils' contact details (if possibility of returning after 6pm) if a minibus is the mode of transport. If travelling by coach then keys are obviously not required.
- Supervising the children on the journey. If travelling by minibus, then a second adult should be present, (in addition to the driver), whenever possible.
- Supervising the children at the venue, ensuring that their behaviour is such that it conforms to the School behaviour policy and is a credit to the School.
- Ensuring that the children are excellent hosts for visiting teams and parents.
- Informing the children and School Secretary if the match has been cancelled. Children may then be allowed to contact their parents by phone to inform them of the cancellation.
- Ensuring that the catering staff at the venue are informed of any additional dietary requirements.
- Ensuring that all the players have all relevant medication for the match.
- Ensuring that all the players have the correct kit required for the match (children must have mouth guards and shin pads for hockey and mouth guards for rugby)
- Ensuring that excellent standards of sportsmanship and self-discipline are evident and that the players treat fellow members and opponents with respect.
- Informing school/parents if the arrival time is later than expected.
- Supervising the children until they are collected by a parent/helper. Two members of staff should be present until the last child has departed.

## 15. EXPENDITURE

The Group Leader is responsible for returning any unused cash or travellers' cheques to the Bursary. The Group Leader is also responsible for producing a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.

## 16. REPORT FOR GOVERNORS

The Headmaster's termly report to the Governors always contains a synopsis of all the school trips and visits that have taken place since the last report. The EVC, who prepares this report, will invite the Group Leader to draft a short report.

*Last Reviewed February 2011  
Next Review September 2012*

References:

### **A Legal Requirement & an ISI Reporting Standard**

References:

- a) The Revised Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, March 2009 version. ([www.isi.net](http://www.isi.net)).
- b) "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," DCSF guidance, 2004 ([www.teachernet.gov.uk](http://www.teachernet.gov.uk))
- c) "Good Practice in Adventure Activities within the Education Sector," An Adventure Licensing Authority guidance document ([www.aals.org.uk](http://www.aals.org.uk))
- d) "School Trips" and "Minibus Safety", ROSPA guidance documents ([www.rospa.com](http://www.rospa.com))
- e) "Health & Safety on Educational Excursions" Scottish Government guidance document ([www.scotland.gov.uk](http://www.scotland.gov.uk))
- f) School Trips: Glenridding Beck," and "Five Steps to Risk Assessment," Health & Safety Executive guidance documents ([www.hse.gov.uk](http://www.hse.gov.uk))
- g) Child Safety Education Coalition ([www.csec.org.uk](http://www.csec.org.uk))
- h) "Taking Students Offsite" ATL guidance document ([www.atl.org.uk](http://www.atl.org.uk))
- i) "What is Outdoor Learning?" and "Why does Outdoor Learning Matter?" Institute for Outdoor Learning guidance documents, ([www.outdoor-learning.org](http://www.outdoor-learning.org))
- j) "The Drivers' Declaration Form," an ISBA model document by D E Ford Insurance Brokers, 2009 ([www.deford.co.uk](http://www.deford.co.uk))