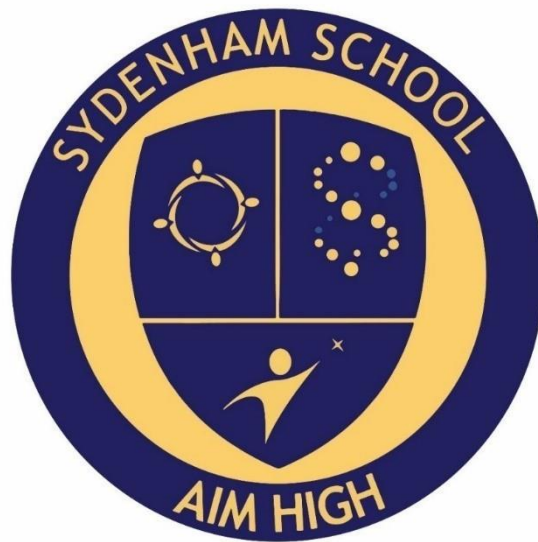


# Residential and Day Visit Policy and Procedure



**Approved by:** Gloria Lowe    **Date:** Feb 2022

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## Contents

1. INTRODUCTION.....	3
2. THE LEGAL FRAMEWORK.....	3
VICARIOUS LIABILITY.....	4
3. STUDENT ORGANISATION PROTOCOLS FOR ALL TRIPS.....	6
4. PROCEDURES AND INFORMATION FOR ALL SCHOOL VISITS.....	7
4.a.i RESIDENTIAL VISITS:.....	7
4.a.ii DAY VISITS:.....	7
4.b. COMPLETING THE RISK ASSESSMENT.....	7
FIVE POINTS TO REMEMBER WHEN COMPLETING THE RISK ASSESSMENT.....	8
ADVENTURE ACTIVITIES.....	8
REMOTE SUPERVISION.....	9
ONCE A RESIDENTIAL VISIT IS AGREED YOU NEED TO:.....	9
• RESIDENTIAL AND DAY TRIPS OUTSIDE THE UK.....	10
• MEDICAL QUALIFICATIONS FOR RESIDENTIAL VISITS.....	10
IF A DAY VISIT IS AGREED YOU NEED TO:.....	10
SWIMMING ON SCHOOL VISITS.....	11
STUDENTS WITH SPECIAL NEEDS.....	12
PLANNING TRANSPORT (COACHES AND MINIBUSES).....	12
REMOTE SUPERVISION.....	13
STAFFING RATIOS: GUIDELINES.....	13
RESIDENTIAL VISITS.....	13
UK DAY VISITS.....	14
STAFF SUPERVISION ON DAY AND RESIDENTIAL VISITS – ALCOHOL CONSUMPTION.....	14
DAY TRIPS.....	14
RESIDENTIAL TRIPS.....	14
PLANNING FOR AN EMERGENCY.....	15
SYDENHAM SCHOOL DAY AND RESIDENTIAL VISIT EMERGENCY PROCEDURES.....	16
TRIPS ABROAD.....	17
SYDENHAM SCHOOL RESIDENTIAL EARLY INFORMATION BOOKLET FOR VISIT IN THE ACADEMIC YEAR 2021/22.....	18
RESIDENTIAL VISIT EARLY INFORMATION BOOKLET.....	19
MEDICAL QUALIFICATIONS FOR RESIDENTIAL VISITS.....	20
6 REMOTE SUPERVISION FORM 5c.....	21
NAME                      DETAILS OF SPECIAL NEED.....	24
GENERIC RISK ASSESSMENT FOR SYDENHAM SCHOOL RESIDENTIAL TRIP    REVIEWED JANUARY 2016    COMMON RISKS.....	25
RESIDENTIAL GENERIC RISK ASSESSMENT : Cars, Minibuses and Coaches (T2)                      FORM 2b.....	29
RESIDENTIAL GENERIC RISK ASSESSMENT : Accommodation (E1)                      FORM 2c.....	31
RESIDENTIAL GENERIC RISK ASSESSMENT : HEALTH RISKS (E2)                      FORM 2d.....	33
RESIDENTIAL GENERIC RISK ASSESSMENT : HEALTH RISKS (E2)                      FORM 2e.....	35
VISIT SPECIFIC RISK ASSESSMENT FOR RESIDENTIAL VISIT.....	37
Checklist for Using Commercial, Private and Charitable Outdoor Centres.....	38
GENERIC RISK ASSESSMENT FOR SYDENHAM SCHOOL DAY TRIP (COMMON RISKS)                      FORM 4a.....	42
DAY VISIT: NON GENERIC VISIT SPECIFIC RISK ASSESSMENT                      FORM 4b.....	44
STUDENT ORGANISATION PROTOCOLS FOR ALL TRIPS.....	46
SYDENHAM SCHOOL DAY AND RESIDENTIAL VISITS EMERGENCY PROCEDURES.....	47
SYDENHAM SCHOOL PROPOSED RESIDENTIAL EDUCATIONAL VISIT.....	49
SYDENHAM SCHOOL DAY VISIT PARENTAL CONSENT FORM.....	50
FORM 5c.....	51
SYDENHAM SCHOOL REMOTE SUPERVISION CONSENT FORM.....	51
PARENTAL CONSENT AND MEDICAL FORM FOR A SCHOOL RESIDENTIAL VISIT                      FORM 6a.....	52
MEDICAL CONSENT DECLARATION.....	53
MEDICAL CONSENT DECLARATION.....	54
EMERGENCY CONTACT DETAILS.....	54
SYDENHAM SCHOOL SCHOOL JOURNEY INFORMATION REQUEST FORM.....	55
Code of Conduct for Students on Sydenham School Visits.....	58
SYDENHAM SCHOOL VISIT INCIDENT REPORT.....	59
VISITS CHECK LIST.....	58

## 1. INTRODUCTION

The school values the work done by teaching and non-teaching staff to enrich the timetabled curriculum through a full and varied programme of activities at lunch times, after school and through day and residential visits. Such activities benefit our students in all kinds of ways, and we value the approaches in which the curriculum is enriched through these educational visits.

It is however extremely important to be aware of potential risks in all such activities. The school has very clear guidelines to be followed. The first step is to complete the appropriate form (day or residential) and return it to the Educational Visits Coordinator (EVC).

**DAY VISITS** The Diary manager must be seen before any arrangements for a Day trip are made including booking venues, transport, sending letters to parents etc. If agreed by the Diary Manager, the member of staff organising the trip must complete **FORM 3 Day Trip form** (pages 34 - 41 of this document) at least TWO WEEKS before the trip date to allow adequate time for the necessary planning. The form lists the steps to be taken after permission has been given for the visit to go ahead.

**A completed risk assessment must be submitted with the request FORMS 4a & 4b.**

**A RESIDENTIAL VISIT** is a very large undertaking, carrying tremendous responsibilities for staff and budget implications for the school. Such visits must therefore be planned carefully, and requests made to the Senior Leadership Team in the summer term through the '**Draft Calendar**' process of the year preceding the trip. A full and clear list of procedures will then need to be followed once permission has been given for the visit to go ahead. This will involve completing the '**Early Information Booklet**' and passing to the EVC before the end of the summer term.

Clearly, for both day and residential trips, there will be additional and greater risks while students are away from school. These must be identified through the Risk Assessment process prior to the visit taking place and contingency arrangements identified through an action plan.

Full guidelines are available in Lewisham's folder – 'There and Back Again' and in the DfE guide entitled 'Health and Safety on Educational Visits'. These guidelines must be followed in the best interest of pupil and staff safety. Copies of these guides can be accessed by all staff on Microsoft Teams.

## 2. THE LEGAL FRAMEWORK

Under the Health and safety at Work etc Act 1974 employers are responsible for the health, safety, and welfare at work of their employees. Employers are also under a duty to ensure, so far as it is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes participants in off-site visits.

Employers for community schools like Sydenham are the LA. In terms of schools' visits, decisions about school visits are delegated to the head teacher who has a responsibility to ensure that visits comply with the regulations and guidelines provided by the LA and the school's own health and safety. This responsibility is delegated by the head teacher to the educational visits coordinator (EVC) who acts on behalf of the head teacher.

The responsibility of the LA is to ensure that staff are competent to carry out this responsibility to a satisfactory standard and to provide advice, training<sup>3</sup> and guidance to the EVC. The LA also has a responsibility to monitor the work of the EVC and to monitor visits carried out by schools.

The Management of Health and Safety at Work Regulations 1999, made under the 1974 Act, require employers to:

- Assess the risks of activities
- Introduce measures to control those at risk
- Tell employees about these measures

Also, under the Health and Safety legislation, employees must:

- Take reasonable care of their own and others' health and safety
- Co-operate with employers over safety matters
- Carry out activities in accordance with training and instruction
- Inform the employer of any serious risks

These duties apply to all school visits. Teachers and other staff in charge of students also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

### **In Loco Parentis and the Duty of Care**

This responsibility goes back to a judgement made in a court of law in 1865:

The authority and responsibility of a teacher in relation to a pupil is broadly the same as that of a parent in relation to a child, while the pupil is under the teacher's control.

**Fitzgerald v Northcote 1865**

### **CHILDREN ACT 1989 S.3 (5)**

A person who has care of the child may do "all that is reasonable" under the circumstances for the purposes of safeguarding or promoting the child's welfare.

### **SCHOOL TEACHERS' PAY AND CONDITIONS DOCUMENT (58.7)**

.....maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

### **VICARIOUS LIABILITY**

There are several obligations which the law demands of employers. From the perspective of school visits the most significant of these obligations is what is known in law as **Vicarious Liability**. Put simply, this means that an employer is legally liable for the unlawful acts or omissions of its employees. Vicarious liability is strict, meaning that the employer does not have to be at fault to be liable.

The employer (LA) can be held vicariously liable when the employee acts "so closely and directly connected" with his or her employment that it would be "fair and just" to hold the employer liable. The conduct of a teacher on a school trip is an example of<sup>4</sup> where the employer can be held vicariously liable for the acts of its employees.

## EQUALITY ACT

### Students with a Disability

In line with equality legislation, at Sydenham we may, and often must, treat a disabled student more favourably than a person who is not disabled to ensure that a disabled student can benefit from our provision to the same extent that a person without a disability can. Where something that the school does places a disabled student at a disadvantage compared to other students then we must make a reasonable adjustment by taking reasonable steps to try and avoid that disadvantage.

#### Auxiliary Aids:

The Equality Act extends the reasonable adjustment duty to require schools to provide auxiliary aids and services to disabled students. At Sydenham, the following factors will be considered when contemplating what adjustments are reasonable:

the extent to which support will be available to the student under the SEN framework

the school's resources

the financial and other costs of making the adjustment

the extent to which the adjustment would be effective in overcoming the disabled student's substantial disadvantage

the practicability of the adjustment

the effect of the disability on the individual student

health and safety requirements

the need to maintain academic, athletic, musical, sporting, and other standards.

the interests of other students and prospective students.[2]

[1] The Equality Act defines disability as when a person has a 'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities.' Some specified medical conditions, HIV, multiple sclerosis, and cancer are all considered as disabilities, regardless of their effect. Long term is defined as lasting, or likely to last, for at least 12 months.

[2] For further guidance, Sydenham will refer to the Technical Guidance for Schools in England (Reasonable Adjustments for Disabled Students) from the Equality and Human Rights Commission.

On school trips, a student undergoing gender reassignment must not be subject to any direct or indirect discrimination. Consideration must be given to sleeping arrangements before the trip is undertaken and where it is possible a separate room should be arranged. Each individual case and trip should be considered separately. In depth and recorded discussions, including the allocation of cost for this, must take place with the Educational Visits Coordinator at the earliest possible opportunity. When travelling outside the United Kingdom, the trip coordinator must check the requirements for searches at borders with the relevant border control agency to ensure that adequate risk assessment procedures are in place. The school must also investigate laws regarding trans communities in countries considered for school trips and ensure that adequate risk assessment procedures are in place to protect the safety of students who are undergoing gender reassignment.

### 3. STUDENT ORGANISATION PROTOCOLS FOR ALL TRIPS

Staffing ratios must be maintained for all trips unless an agreement has been given by the Headteacher for a variation. An agreement to vary ratios is only likely to be given for trips involving students in KS5.

#### **Immediately before departure:**

- a) Ensure an accurate list of students attending is left with the Attendance Office and SLT back-up person for residential trips.
- b) Mobile contact number for duration of the trip must be left with the School Admin Office and the SLT back-up person for residential trips. The number must be written on the Day Visit form or Residential Checklist Form

#### **THE CONTACT MOBILE MUST BE KEPT ON AT ALL TIMES**

#### **ALL CALLS FROM SCHOOL MUST BE ANSWERED OR RETURNED IMMEDIATELY.**

#### **Student organisation on the day:**

Teacher in charge of the trip must have a complete list of all students attending.

Attending teachers / support staff should be allocated a maximum of 18 students to be responsible for during the trip. These **Group Leaders** must be provided:

- A list of the students they are to be responsible for before the trip departs  
The list should indicate what agreement the parent has made for dismissal at end of the trip.
- An opportunity for Group Leaders and students to identify themselves with each other before departure.

**Roll call** - At points of entry and exit to and from all transport and venues, Group Leaders should complete a roll call to ensure that all students in their care are present and accounted for.

**Dismissal** - At dismissal point at end of the trip, whether it is back at school or elsewhere, Group Leaders must do a final check to ensure that all students are returned and dismissed as agreed with parents. Group Leaders should finally confirm with the teacher in charge that all students are dismissed safely as agreed and requested by the parent.

#### **Remote Supervision:**

If this is allowed, staff must follow the procedure outlined on page 11.

#### **Students being met by parents:**

If a parent has indicated that they will collect a student on return to school or other dismissal point and have not given permission for the student to return home unaccompanied, staff must remain with the student until they are collected as agreed.

**UNDER NO CIRCUMSTANCES SHOULD A STUDENT BE LEFT WITHOUT A MEMBER OF STAFF REMAINING WITH THEM IF THE PARENT HAS INDICATED THEY WILL COLLECT THEM. STAFF MUST REMAIN WITH ANY UNCOLLECTED STUDENTS UNTIL THEY ARE COLLECTED BY THE PARENT OR THEIR AGREED REPRESENTATIVE.**

### **If something goes wrong:**

**1 Follow procedures outlined on the Emergency Response sheet page ..... (a copy must be taken on all trips). This document is also attached to the Day Visit form.**

**2 Contact the designated contact at school as immediately.**

## **4. PROCEDURES AND INFORMATION FOR ALL SCHOOL VISITS**

The procedures for setting up a school trip, residential or a day, are very similar and vary in only minor details.

### **4.a.i RESIDENTIAL VISITS:**

Propose the trip during the drafting of the school calendar process in the summer term.

Once the trip is agreed and entered into the school calendar, you should, when requested, complete the:

<p style="text-align: center;"><b>RESIDENTIAL EARLY INFORMATION BOOKLET AND PASS TO THE EVC</b></p>
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**Make sure you complete the risk assessment (Forms 2a-f) as far as possible at this stage.** You will need to review the risk assessment before the trip leaves.

### **4.a.ii DAY VISITS:**

See the Diary Manager to check that diary commitments allow the trip to take place - if agreed fill in the **DAY VISIT FORM 3** and pass to the EVC at least two weeks before the trip is to take place.

**Complete risk assessment (FORMS 4a, 4b) at this stage.**

### **4.b. COMPLETING THE RISK ASSESSMENT**

Please refer to relevant sections in “There and Back Again” and the DfE ‘Health and Safety of Students on Educational Visits’, including the new 3 part supplement for details about exactly what has to be done and what risks have to be considered. (eg Environmental / physical risks).

**PLEASE NOTE:** A risk assessment must be completed for all trips, residential and day.

For all trips the risk assessment must be completed before the visit is confirmed by SLT. It will of course need to be reviewed before the visit takes place and assessment of risk must be ongoing during every trip.

## **FIVE POINTS TO REMEMBER WHEN COMPLETING THE RISK ASSESSMENT**

Read and sign/date the Generic Risk Assessments and Centre Checklist Form if appropriate. You must then complete visit specific risk assessments for risks not covered in the generic risk assessments.

- a) Don't Be Over Complicated
  - use common sense
  - check you have taken reasonable precautions to avoid injury
- b) Look for the Hazards
  - concentrate on the significant ones which could cause serious harm or affect several people
  - consult with staff
- c) Decide Who Might Be Harmed – and how
- d) Evaluate the Risks
  - Are existing precautions OK or does more need to be done?
  - Is the remaining risk high, medium or low (keep risk as low as possible)?
  - Has relevant law been complied with?
  - Have school/LA guidelines been complied with?
- e) Review the Risk Assessment
  - before the visit takes place
  - during the visit itself

At Sydenham as an extra precaution and to ensure we adhere to the Equalities statement our intent, we also expect staff to:

- Identify the students with SEND needs participating in a residential trip or trip such as Duke of Edinburgh
- Review their IEP's with the SENCO and Pastoral team
- Carry out individualised risk assessments for each student in collaboration with families and staff prior to any trip or expedition
- Any risk assessment must take into consideration the impact of any required intervention for peers, peer support groups and all staff together with the impact on the SEND students
- Have appropriate CPD in writing and developing and evaluating risk assessments, including worst case scenarios and the implementation of risk assessment in practice.
- Single point of contact (SPOC) to be identified to collaborate with families of identified SEND students

## **ADVENTURE ACTIVITIES**

Risk assessments for adventure activities will be by the nature of the activity require more detail. Risk assessments for these types of activities should be completed with the EVC. The nature of activities that fall within this category are:

**CAVING**

**CLIMBING**

**TREKKING**

**WATER SPORTS**

Centres providing supervision for these activities must be licensed by the Adventure Licensing Authority. Please see 'There and Back Again' Section 2 (35-36).



### **3 SEND LETTER TO PARENTS FORM 5a**

For residential trips to gauge interest (page 42)

### **FORM 5b**

For day trips to confirm consent to go (page 43)

### **REMOTE SUPERVISION**

If remote supervision is to be allowed at any time during the trip, **FORM 5c** must be completed by parents / carers and staff must follow the procedure outlined (page 44).

### **ONCE A RESIDENTIAL VISIT IS AGREED YOU NEED TO:**

- a) Get all parents/carers to sign a consent/medical information letter–**FORMS 6a** (page 45)

**COPIES OF THE MEDICAL FORMS MUST BE KEPT WITH THE GROUP AT ALL TIMES AND SHOWN TO MEDICAL / DENTAL STAFF WHEN NECESSARY.**

- b) Send parents / carers a letter with full details of the visit itinerary. This should include:
  - i) Destination address and telephone number for emergencies.
  - ii) Departure and return times, including details about arrangements for communicating with parents if a delayed return is expected. Travel details should also be included.
  - iii) A full list of all activities to be undertaken.
  - iv) Compositions details of the party.
  - v) Name of teacher in charge and emergency communication links.
  - vi) All financial information, including full cost and what it covers, payment arrangements, amount of pocket money to be taken.
  - vii) Insurance details and what is covered.
  - viii) Details of any health precautions necessary.
  - ix) Check list of clothing and equipment etc.
  - x) Information about arrangements for returning a student to school should they behave in an unacceptable way, including a statement about our expectation that parents will meet the cost incurred by the school when it is necessary to return a student due to unacceptable behaviour.
- c) Arrange a parents' meeting for all residential visits and a meeting for all students going
- d) Complete a list of all those going on the trip, **both students and adults**, with each persons' emergency telephone contact number and name, including all adults going. Pass to the EVC (This information is obtained from the consent / medical **FORMS 6a, 6b** (pages 45-46).
- e) Obtain from the place of residence a signed confirmation that the centre / residence complies with current health and safety regulations (ie. has a current fire certificate). If centre staff are going to instruct / take responsibility for students, this letter also asks the centre to confirm that staff at the centre are appropriately qualified for the activities planned **FORM 7** (page 47).
- f) Get all students and parents to sign a Behaviour Code of Conduct. An example is at the back of this document **FORM 8** (page 48).

- g) Review risk assessment about two weeks before the visit takes place.
- h) Meet with the EVC before departure to check through the visit arrangements including a final review of risk assessments.
- i) Arrange a meeting for all staff going.

- **RESIDENTIAL AND DAY TRIPS OUTSIDE THE UK**

**WHAT MUST BE LEFT AT SCHOOL WITH THE SLT BACK-UP / EVC**

- 1 The itinerary and contact telephone number/address of the group
- 2 List of all students, staff, and other adults on trip with an emergency telephone number and named contacts
- 3 Medical forms for all students, staff, and other adults on trip
- 4 Residential address and telephone number. Name of emergency contact at school
- 5 Copies of all travel documents together with contract with the centre/hotel/travel company

**WHAT YOU MUST GET CENTRE STAFF TO COMPLETE**

Confirmation letter that the centre meets health and safety regulations and that where centre staff are to be in a supervisory capacity, they are appropriately qualified. A copy of this letter is at the back of this document **FORM 7**. Please keep one copy, pass one copy to the EVC, and give the Head of Centre a copy for their records.

- **MEDICAL QUALIFICATIONS FOR RESIDENTIAL VISITS**

All residential visits should (unless agreed otherwise with the EVC) take at least one member of staff who has a first aid qualification.

**When visiting activity centres, this requirement can be met by the presence of centre staff who hold a first aid qualification.**

**IF A DAY VISIT IS AGREED YOU NEED TO:**

- a) Get all parents / carers to sign a consent **FORM 5b**. You must keep this for each student
- b) Complete a list of all those going on the trip, both students and adults

- 1 List of all students and staff on trip
- 2 Destination details and return times with delay arrangements

## SWIMMING ON SCHOOL VISITS

### i) SEA / LAKE / RIVER SWIMMING AND PADDLING:

Swimming and paddling in the sea, a river or in a lake is potentially an extremely hazardous activity and **must not be undertaken on any school trip**. The only exceptions are:

- a) Where it is the purpose of the school visit itself, and then only under strict control measures that have been agreed with the EVC beforehand.
- or
- b) Where the nature of the activity involves water sports (eg. canoeing, sailing).

**YOU MUST NOT GIVE IN TO PRESSURE FROM STUDENTS TO GO SEA/LAKE/RIVER SWIMMING OR PADDLING ON ANY SCHOOL VISIT UNLESS AN ARRANGEMENT HAS BEEN MADE WITH THE EVC BEFOREHAND AS IN a) and b) ABOVE.**

CONTROL MEASURES FOR SEA/LAKE/RIVER SWIMMING MUST BE AGREED WITH THE EVC BEFORE THE VISIT TAKES PLACE.

### ii) POOL SWIMMING:

This can be undertaken with prior agreement with the EVC, but only where parents have given consent and where the following control measures are in place:

- a) The pool must be inspected by the party leader before swimming takes place. Where there are obvious signs of lack of proper pool maintenance, swimming must not be allowed.
- b) An on-site risk assessment should be carried out and appropriate control measures put in place before swimming is allowed.
- c) Students should only be allowed to swim in water out of their depth if their parents/carers have confirmed before the visit in writing that they can swim at least 50 metres.
- d) A teacher who is a qualified first aider must always be present while students are swimming. **Under no circumstances should students be allowed to swim unaccompanied.**
- e) **A qualified life saver must always be on duty.** This can be a member of staff who holds a life saver qualification but, is more likely to be pool staff.

## STUDENTS WITH SPECIAL NEEDS

The new Disability Discrimination Act makes it unlawful for schools and LAs (Local Authority) to discriminate against disabled students. A disability can be defined as “any on-going condition that impedes access to the curriculum”. As well as the more obvious physical disabilities (wheelchair bound, hearing/visually impaired etc), consideration should be given to the many other forms of disability (Dyspraxia, Sickle Cell, Asperger's, Epilepsy etc.) As far as possible we should always endeavour to include students with physical or educational special needs on schools' trips, both day and residential. Students should never be excluded from a trip on grounds of their medical, physical, or educational special need. Where it is necessary to exclude a student from a school trip, we should be clear that the reason for excluding them is that it is not practicable to adapt the activities to be undertaken to suit the student. When planning the trip, the group leader must assess the level of risk for both the special needs student and the risk to the rest of the group of taking the student with special needs. A risk assessment can lead to a student not going on a school trip where the risk involved precludes their attendance on health and safety grounds that cannot be reasonably overcome. Students with a disability should be considered when planning a visit. An example of this might be ensuring seating near the front for a visually impaired student or investigating the provision of a hearing loop for a hearing-impaired student. If you are considering not taking a student with special needs on a school trip, you must inform the EVC before any letters are sent home to students. The EVC will then arrange to meet with you.

**The judgement about whether to take a student with special needs on a trip should be primarily based on risk assessment and not on the financial implications of them attending. Costs can however lead to a student with special needs not going, where the additional costs incurred are prohibitively high.**

## PLANNING TRANSPORT (COACHES AND MINIBUSES)

- All minibuses and coaches, which carry secondary school students, must be fitted with a seat belt for each child. The seats must face forward, and seat constraints must comply with legal requirements.
- The group leader is responsible for ensuring that coaches are hired from reputable companies and that they comply with current seat belt regulations. The EVC has a list of approved coach/minibus companies.
- The driver should not normally be responsible for supervision. No one can drive and supervise students simultaneously! Driver supervision may only be sufficient if a small number of students are being taken on short journeys within a 10-mile radius of the school (this must be agreed with the EVC before-hand).
- **Before the journey all students must be made aware of the position of the emergency door and first aid equipment.**
- For double deck coaches, there must be at least one teacher on each level. This also applies when travelling by public transport.
- Head counts should always be carried out when the group is getting on/off the transport.
- Minibuses must comply with the current regulations and must have a forward-facing seat with a seat belt for each student.

- Teachers driving a minibus must:
  - Be approved to drive a minibus (see EVC for details)
  - Have a clean driving licence
  - Be allowed a rest period before driving
  - Not drive when taking medication that might affect their judgement
  - Know how to use firefighting and first-aid equipment
  - Take into consideration the effects of teaching and the working day
  - Have regular medical checks e.g., eyesight
  - Not be responsible for pupil supervision. A second member of staff or responsible adult must accompany the group unless the venue is a short distance away

## REMOTE SUPERVISION

If at any point on the trip you are planning to allow students to be outside of direct teacher supervision for short periods of time, with an arranged meeting place where staff can be found in an emergency, you must obtain a consent form from the parent / carer. When students are allowed outside of the direct supervision of staff, the following rules must be followed:

- Students must be instructed to go round in a group of at least three
- They must be told where staff can be contacted, and this rendezvous point must be staffed continuously by at least two members of staff
- The maximum time before students are to 'report back' is one hour unless an agreement has been reached with parents before-hand (an exception to this could be a visit to a theme park such as Thorpe Park)

**Remote Supervision** consent **FORM 5c** is at the back of this document (page 44).

PLEASE READ THE RELEVANT SECTION IN 'THERE AND BACK AGAIN' AND THE DfE DOCUMENT FOR GUIDANCE

## STAFFING RATIOS: GUIDELINES

These Local Authority and Department of Education Health and Safety on Educational Trips ratios are **indicative** and should be used as a **guideline** only. The actual number of adults to students should be arrived at by careful consideration of the programme and proposed activities.

### SYDENHAM POLICY RE STAFF TO PUPIL RATIOS

Based on best advice from the LA and DfE documentation, Sydenham has adopted the following policy re staff to student ratios:

### RESIDENTIAL VISITS

- Visits in the UK must be staffed at ratio of 2 : 30 (1 additional teacher/adult for every additional 15 students)
- There must be at least one female teacher for mixed groups
- Visits outside the UK must be staffed at ratio of 1:10 (minimum one teacher and one other adult)
- All trips except small number of 16-19 year olds, must be accompanied by a teacher and 1 responsible adult (minimum of 1)

### **UK DAY VISITS**

- The minimum ratio for day visits in the UK is 2 : 30 (1 additional teacher/adult for every additional 20 students)

### **NQTs**

Newly Qualified Teachers can go on school trips and can have a supervisory role. However, they cannot be a group leader and cannot take students on trips alone.

### **GRADUATE TEACHERS**

Graduate teachers can go on school trips and can have a supervisory role as a responsible adult. However, they cannot be a group leader and cannot take students on trips alone.

**ALL SCHOOL TRIPS MUST BE LED BY A TEACHER WITH AT LEAST  
ONE YEAR'S TEACHING EXPERIENCE**

## **STAFF SUPERVISION ON DAY AND RESIDENTIAL VISITS – ALCOHOL CONSUMPTION**

### **DAY TRIPS**

STAFF MUST NOT DRINK ALCOHOL UNDER ANY CIRCUMSTANCES.

### **RESIDENTIAL TRIPS**

Where staffing ratios allow, staff, on a rotation basis, may with the consent of the trip leader, be allowed 'down time'.

Staff 'down time' is only to be allowed where the 'down time' does not result in the minimum staff to students' ratio being broken.

In all these circumstances, consumption should be 'moderate'. The UK drink driving regulations should be a guide to what would be considered 'moderate'. 14

## **PLANNING FOR AN EMERGENCY**

Every Group Leader of a school trip, residential or day, must consider the course of action they would take in the event of an emergency.

We cannot plan for all possibilities, but it is certainly possible to plan for the more common events. Planning should form part of the risk assessment and should be along the lines of:

### **TYPE OF EMERGENCY -----ACTION TO TAKE**

Paramount always is the safety of students and staff.

The group leader would usually take charge in an emergency and would need to ensure that back up cover is arranged.

If an emergency occurs on a school trip the teacher leading the trip should follow the procedure described on the following page.

**A COPY OF THIS PROCEDURE MUST BE TAKEN ON EVERY SCHOOL TRIP**

## **SYDENHAM SCHOOL DAY AND RESIDENTIAL VISIT EMERGENCY PROCEDURES**

(YOU MUST TAKE A COPY OF THIS FORM ON THE JOURNEY)

- Assess the nature and extent of the emergency.
- Make sure all other group members are accounted for, are safe from danger and are well looked after and that pupil mobile phones are not used until permission is given.
- Make sure that there can be no recurrence of the dangers that created the emergency.
- Render first aid and attend to the casualty(ies).
- Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital.
- Collect the remainder of the group and arrange for their return to base.
- Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
- Contact the centre where you are staying / visiting and inform them.
- **Contact the Head teacher, EVC or designated contact person at school.**
- Give them the following information:
  - your name
  - nature, date, and time of the incident
  - location of the incident
  - details of injuries
  - names and telephone numbers of all involved
  - actions taken so far
  - telephone numbers for future communication. For a serious incident, try to identify alternative phone numbers as lines could become jammed.
- If the press is involved before you have time to contact base, make no comment and refer them to the Council Press Office or to the local Police.
- The Head teacher/designated contact person should rapidly appraise the situation. Where the incident is clearly serious, they should immediately contact the following Lewisham Directorate of Education and Culture numbers in order:

**In Office Hours:**

**Ring the Executive Director of Education and Culture:  
0208 314 6200**

**Out of Office Hours:**

**Ring the Emergency Control Service  
0208 314 6000**

- ☐ The Emergency Control Service will make all necessary contacts (including the Directorate's senior management) and establish incident procedures.
- ☐ The Emergency Control Service will contact the Press Office. All media interest should be channelled through them.
- ☐ The Head/Line manager of the school or centre will arrange to contact parents as soon as possible and establish all necessary links locally.
- ☐ At the incident site, record all relevant details in writing as soon as possible. Record names and addresses of witnesses and names of emergency service officers.
- ☐ Restrict telephone calls to the essential and keep emergency numbers as clear as possible.
- ☐ Legal liability should not be discussed or admitted.



## **E) COLLECTING MONEY FOR SCHOOL TRIPS**

**Teachers must not collect money for school trips.** Please see page 34 of this guidance for the procedure for collecting payments.

Special arrangements that differ from these can be made for Activity Days by arrangement with the EVC.

## **F) SCHOOL MOBILES**

The school has mobile `phones for use on all school visits.

There are Day Visit Mobiles and a dedicated Residential Mobile

They should be collected from the Admin Office the day before the trip leaves. Please remember that the mobiles are for school use only and should not be used to make personal calls unless an agreement has been made with the EVC before the trip leaves. Staff may with the agreement of the EVC or Headteacher use their own mobile and any costs for calls made related directly to the trip, will be reimbursed on production of evidence of costs incurred.

## **TRIPS ABROAD**

- The school mobiles both have a roaming facility and can be used in most European countries and North and South America.

**PLEASE RETURN MOBILES TO THE ADMIN OFFICE WHEN THE TRIP RETURNS TO SCHOOL**

**SYDENHAM SCHOOL RESIDENTIAL EARLY INFORMATION BOOKLET FOR VISIT IN THE ACADEMIC YEAR  
2021/22**

**PAGES 17 - 33**

**TO BE COMPLETED AFTER A PROPOSED TRIP HAS BEEN AGREED AT THE SUMMER TERM  
CALENDAR MEETING**

**NAME OF TEACHER**

**LEADING THE TRIP:** \_\_\_\_\_

**FACULTY / SUBJECT / YEAR:** \_\_\_\_\_

**VISIT TO :** \_\_\_\_\_

**DATES :** \_\_\_\_\_

**ALL PARTS OF THIS BOOKLET INCLUDING GENERIC AND VISIT  
SPECIFIC RISK ASSESSMENTS MUST BE COMPLETED AND SIGNED  
YOU MUST ALSO INDICATE PROPOSED STAFFING FOR THE TRIP**

**TBC IS NOT ADEQUATE AND WILL RESULT IN  
THIS BOOK BEING RETURNED**

**PLEASE RETURN TO Educational Visits Coordinator (EVC)**

## RESIDENTIAL VISIT EARLY INFORMATION BOOKLET

BEFORE COMPLETING THE BOOKLET, PLEASE REFER TO:

- SYDENHAM SCHOOL VISITS PROCEDURES BOOK – **AVAILABLE ON R Drive (School Trips folder)**
- LA GUIDELINES 'THERE AND BACK AGAIN'

FOR HARD COPIES OR CLARIFICATION OF ANY POINTS PLEASE SEE J EMMANUEL.

**THE SCHOOL POLICY & PROCEDURES BOOK CONTAINS LETTER TEMPLATES FOR ALL FORMS MENTIONED BELOW.**

### WHAT TO DO

**COMPLETE THIS BOOKLET WITH AS MUCH DETAIL AS POSSIBLE AT THIS STAGE. INCLUDING RISK ASSESSMENT FORMS 2a, 2b, 2c, 2d, 2e. THESE MUST BE REVIEWED AT THE FINAL MEETING WITH THE EVC PRIOR TO DEPARTURE**

#### **2 CHECK AND TICK ACCOMMODATION AND CENTRE CHECKLIST FORM 2f**

Refer to relevant sections in "There and Back Again" and the DCSF 'Health and Safety on Educational Visits', for details about what has to be done and what risks have to be considered. (eg Environmental / Physical risks).

#### **3 SEND LETTER TO PARENTS FORM 5a TO GAUGE INTEREST**

This letter should include details about the journey. The letter should also explain how it is possible for parents to obtain financial help for the board and lodging element of the overall cost if they are on income support etc.

#### **4 YOU THEN NEED TO:**

- a) Get all parents / carers to sign a consent/medical information letter – **FORM 6a**
- b) Send parents/carers a letter with details of the visit and the itinerary. This should include:
  - Destination address and telephone number for emergencies
  - Departure and return times, including details about arrangements for communicating with parents if a delayed return is expected. Travel details should also be included
  - A full list of all activities to be undertaken
  - Name of teacher in charge and emergency contact details
  - All financial information, including full cost and what it covers, payment arrangements, amount of pocket money (if any) to be taken
  - **Insurance details if provided by a tour company. All trips are now covered by our policy with the local authority – you do not need any other cover.**
  - Details of any health precautions necessary
  - Check list of clothing and equipment etc
  - Information about arrangements for returning a student to school should they behave in an unacceptable way, indicating that parents will need to meet the cost incurred by the school when it is necessary to return a student due to unacceptable behaviour

- c) Arrange a parents' meeting and a meeting for all students
  - d) Complete a list of all those going on the trip, both students and adults, with each persons' emergency telephone contact number and name, including all adults going. Pass to the EVC. This information is requested in the consent / medical **FORMS 6a**.
  - e) Obtain from the place of residence a signed confirmation **FORM 7** that the centre / residence complies with health and safety regulations (ie has a current fire certificate). If centre staff are going to instruct / take responsibility for students, this letter also asks the centre to confirm that staff at the centre are appropriately qualified for the activities planned
  - f) Review risk assessment two weeks before the visit takes place
  - g) Meet with the EVC two weeks before trip to check through the visit final arrangements including final review of risk assessments
  - h) Arrange a meeting for all staff going to discuss final arrangements etc
5. Get all students and parents to sign a Behaviour Code of Conduct **FORM 8**

#### **WHAT MUST BE LEFT AT SCHOOL WITH THE SLT ON CALL**

- List of all students and staff on trip with an emergency telephone number and named contacts
- The itinerary and contact telephone number/address of the group accommodation
- Medical consent forms for all students and adults on trip with an emergency telephone number and named contacts
- Copies of all travel documents together with contract with the centre/hotel/travel company
- Residential address and telephone number.

#### **WHAT YOU MUST GET CENTRE STAFF TO COMPLETE**

Provider Statement that the centre meets health and safety regulations and that where centre staff are to be in a supervisory capacity, they are appropriately qualified. A copy of this Provider Statement is at the back of this book **FORM 7**. Please keep one copy and give the Head of Centre a copy for their records.

#### **MEDICAL QUALIFICATIONS FOR RESIDENTIAL VISITS**

**All residential visits should (unless agreed with the EVC prior to the trip) take at least one member of staff/adult who has a first aid qualification .** When visiting activity centres, this requirement can be met by the presence of centre staff who have first aid qualifications.

## 6 REMOTE SUPERVISION FORM 5c

If at any point on the trip you are planning to allow students to be outside of direct teacher supervision for short periods of time, with an arranged meeting place where staff can be found in an emergency, you must obtain a consent form from the parent / carer. When students are allowed outside of the direct supervision of staff, the following rules must be followed:

- Students must be instructed to go round in a group of at least three
- They must be told where staff can be contacted, and this rendezvous point must be staffed continuously by at least one members of staff
- The maximum time before students are to `report back` is **1½ hours** unless an agreement has been reached with parents before-hand via the letter outlining the visit itinerary

**YOU MUST COMPLETE ALL PARTS OF PAGES 21 - 33**

Details of Residential Educational Visit to be completed and returned to the Educational Visits Co-ordinator (EVC) by the end of the summer term prior to the year the trip will take place.

**Size and composition of the group:**

**Year Group(s):** \_\_\_\_\_

**Total girls:** \_\_\_\_\_ **Total boys (Year 12/13):** \_\_\_\_\_

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

**Deputy Group Leader:** \_\_\_\_\_

**Other accompanying staff:** \_\_\_\_\_  
\_\_\_\_\_

**1. Purpose of visit and specific educational objectives:**

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

**2. Places to be visited:**

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

**3. Dates and times:**

Departure: \_\_\_\_\_ Time: \_\_\_\_\_

Return: \_\_\_\_\_ Time: \_\_\_\_\_

**4. Travel arrangements:** Include the name of the coach/air company etc.

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

**5. Organising tour company (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.** Please include Board and Lodging costs and a copy of these costings from the organisers.

Board & Lodging _____	Transport _____	
Tuition _____	Other _____	<b>TOTAL</b> _____

8. **Accommodation to be used:**

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

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

Name of Head of Centre \_\_\_\_\_

9. **Brief details of the programme of activities**

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

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

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

13. **Name of the contact person who will act as main contact at school and who will hold all information about the journey in case of an emergency. If you do not know at time of writing circle TBC.**

\_\_\_\_\_ or TBC

14. **Existing knowledge of places to be visited and whether an exploratory visit is intended or has taken place.**

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

### Information about parental consent

All consent forms including the medical and remote supervision forms must be completed and signed by parents prior to the trip.

**UNDER NO CIRCUMSTANCES MUST A STUDENT BE TAKEN UNLESS  
THESE FORMS HAVE BEEN SIGNED BY THE PARENT AND RETURNED**

Please attach copy of information / letter(s) sent to parents

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

NAME	DETAILS OF SPECIAL NEED
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Signed:** \_\_\_\_\_

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

**YOU MUST NOW COMPLETE AND SIGN  
RISK ASSESSMENT FORMS 2a- f**



ACTIVITY \_\_\_\_\_ VENUE \_\_\_\_\_ TRAVEL BY \_\_\_\_\_  
DATE(S) OF TRIP \_\_\_\_\_  
EDUCATIONAL OBJECTIVES \_\_\_\_\_  
NUMBER OF STUDENTS ATTENDING \_\_\_\_\_ YEAR GROUP(S) \_\_\_\_\_ NUMBER OF TEACHERS ATTENDING \_\_\_\_\_ OTHER ADULTS \_\_\_\_\_  
TEACHER IN CHARGE OF TRIP \_\_\_\_\_ FIRST AIDER ACCOMPANYING TRIP \_\_\_\_\_  
RISK ASSESSMENT COMPLETED BY \_\_\_\_\_ DATE ASSESSMENT COMPLETED \_\_\_\_\_

HAZARD	PEOPLE POTENTIALLY AFFECTED	RISK RATING	RISK FACTORS	LIKELIHOOD OF HAPPENING	CONTROLS MEASURES	FURTHER ACTION
List hazards which have the potential to cause physical harm or affect members of the group.	Which members of the group might be affected?	In terms of injury or property damage <b>A</b> Major injury <b>B</b> Moderate injury <b>C</b> Minor injury	List things that make the hazard more or less likely to occur	<b>1</b> Extremely likely <b>2</b> Good possibility <b>3</b> Slight chance	List existing control measures that reduce the total risk or have a high chance of success in minimising risk	What other action will you take to reduce and/or eliminate the risk?
Crossing roads	All students	A - C	Not crossing in safe areas. Students not supervised appropriately at crossings. Students unaware of dangers. Students trying to cross unsupervised by staff. Outside UK trips, traffic on opposite side of road.	3	Brief students about dangers. Ensure adequate supervision and management of students when crossing roads, staff at front and back of line of students. One adult to supervise directly as students cross road. Cross in a safe place (ie Zebra and Pelican crossings). Route assessed by group leader prior to visit. Particular care / guidance when outside UK.	Basic road safety covered with students prior to visit, including staying with group, not attempting to cross unless directly instructed by accompanying staff that it is safe to do so.
Getting on/off train, bus/coach	All students	A-C	Students not supervised appropriately. Not directed to safe area when leaving vehicle. Vehicle parked unsafely.	3	Brief students about dangers. Ensure adequate supervision. Staff stand at entrance and exit. Ensure students are directed to a safe area on leaving vehicle. Students on coaches/minibus always exit	Coaches parked safely entrance doors kerbside. Where possible, coaches picking up at school park onsite.

					on kerb side, strictly supervised.	
Getting lost	All students	A-C	Students unable to rejoin group due to not knowing where to find main party. Students not supervised appropriately. Students becoming detached from group and supervision of staff.	3	Students are well supervised. When walking to/from venue, one teacher at front and one behind last student. At venue, arrange a meeting place for students who become detached from group. Brief students about what to do re seeking support from someone in an official position if lost. <b>ALWAYS FOLLOW STUDENT ORGANISATION PROCEDURE/PROTOCOLS.</b>	Residential trips, all students given School Mobile number to contact if detached from group. Staff take student mobile numbers when students have mobiles.

**ANY SIGNIFICANT OUTBREAK OF ILLNESS MUST BE REPORTED TO THE CONTACT AT SCHOOL IMMEDIATELY**

**RESIDENTIAL GENERIC RISK ASSESSMENT : Street Walking (T1)**

**FORM 2a**

Establishment: Sydenham School

Activity: **Walking on urban streets UK** (FOR TRIPS TO OTHER COUNTRIES WHERE CARS DRIVE ON RIGHT HAND SIDE OF THE ROAD, COMPLETE A VISIT SPECIFIC RISK ASSESSMENT)

Date Reviewed: **REVIEWED May 2019**

Reviewed by: **J Emmanuel**

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who</b> may be affected	<b>Control Measures</b> List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	<b>Any Further Action</b> <i>List the risks not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Road traffic accident – risk of injury or death	Students and staff	<ul style="list-style-type: none"> <li>Appropriate supervision – supervisors competent and briefed by group leader</li> </ul>	Basic Road Safety covered with students as appropriate prior to visit

		<ul style="list-style-type: none"> <li>• Students organised in manner suitable for age and behaviour (event specific)</li> <li>• Students briefed and educated in basic Road Safety – rules for keeping safe</li> <li>• Roads crossed unless exceptions in event specific at pedestrian crossings</li> <li>• Route assessed by group leader – event specific</li> <li>• Parents informed</li> </ul>	Keep a note of changes to route (road works etc)
--	--	---	--

Review procedure: Annual whole school review by EVC and review for each individual trip by teacher ic visit

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_



## RESIDENTIAL GENERIC RISK ASSESSMENT : Cars, Minibuses and Coaches (T2)

**FORM 2b**

Establishment: Sydenham SchoolActivity: **Travel**

Date Reviewed: **REVIEWED May 2019**

Reviewed by: **J Emmanuel**

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>Who</b> may be affected	<b>Control Measures</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>Any Further Action</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable</i>
Road traffic accident – risk of injury or death	Students and staff Members of the public	<p>Motor vehicles.</p> <ul style="list-style-type: none"> <li>• All drivers must hold appropriate licenses to drive the vehicle</li> <li>• All vehicles correctly registered, maintained and roadworthy.</li> <li>• All vehicles must be insured</li> <li>• Seat belts must worn at all times</li> <li>• <b>Drop off/pick up arrangements must be covered in event/site specific risk assessment</b></li> <li>• Students always in the rear seats in cars/minibuses</li> </ul> <p>Appropriate supervision, staff to student ratios in line with school policy, regular head counts. Students instructed beforehand about what to do if they become detached from main group.</p>	<p>Check vehicle protocols in Section 5 of ‘There and Back Again’</p> <ul style="list-style-type: none"> <li>• Car protocols</li> <li>• Minibus protocol</li> <li>• Coach protocol</li> <li>• Public transport protocols</li> <li>• <b>Adult supervisors to be seated next to emergency exit doors.</b></li> </ul> <p>Where ‘<b>remote supervision</b>’ is allowed, rendezvous point must be agreed and staffed continuously by at least two members of staff. Students to be instructed to go around in groups of minimum of three and must report back to ‘base’ after 1 hour unless another arrangement has been made with the EVC before the visit.</p>
Students getting detached from group			

Review procedure : Annual whole school review by EVC and review for each individual trip by teacher ic visit

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**RESIDENTIAL GENERIC RISK ASSESSMENT : Accommodation (E1)****FORM 2c**

Establishment: Sydenham School  
Activity: Residential Accommodation  
Date Reviewed: **REVIEWED May 2019**  
Reviewed by: **J Emmanuel**

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>Who</b> may be affected	<b>Control Measures</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>Any Further Action</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable</i>
Falls from Height	Students and staff	<ul style="list-style-type: none"><li>• Balconies/windows checked</li><li>• Bunks fitted with safety bar</li><li>• Students briefed</li></ul>	Leaders should check all rooms on arrival and hold room briefings with students
Fire	Students and staff	<ul style="list-style-type: none"><li>• Accommodation must be fitted with smoke and fire alarms</li><li>• Evacuation plans, signs and fire doors operational</li><li>• An evacuation procedure must be carried out on arrival</li></ul>	Obtain confirmation from accommodation and or tour operator before travelling. Organise a fire drill for your group
Poisoning: Chemicals and Food	Students and staff	<ul style="list-style-type: none"><li>• Provider must confirm protective procedures</li></ul>	Use accommodation protocol. In There and Back Again.
Abduction, sexual abuse, Stranger danger'	Students and staff	<ul style="list-style-type: none"><li>• Ensure accommodation is secure, especially ground floors on hot nights when windows etc may be left open</li><li>• Ensure accommodation has no public access or can be supervised appropriately (especially in hotels)</li></ul>	Leaders to check arrangements on arrival. Supervision arrangements should be agreed with accommodation manager if secure space is not provided.

Review procedure : Annual whole school review by EVC and review for each individual trip by teacher ic visit

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



**RESIDENTIAL GENERIC RISK ASSESSMENT : HEALTH RISKS (E2)**
**FORM 2d**

Establishment: Sydenham School  
 Activity: **All Outdoor Activities**  
 Date Reviewed: **REVIEWED May 2019**  
 Reviewed by: **J Emmanuel**

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>Who</b> may be affected	<b>Control Measures</b> List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems, or procedures)	<b>Any Further Action</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Hypothermia	Staff and Students	<ul style="list-style-type: none"> <li>• Preliminary briefing: bring warm clothing</li> <li>• Waterproofs. Unless provided, aware that students waterproofs are inadequate</li> <li>• Plan activity to ensure that plan 'B' is always achievable</li> </ul>	Children's tolerance to cold varies. Monitor carefully. Determine need to access weather reports/predictions based on type of activity and location.
Hyperthermia	Staff and Students	<ul style="list-style-type: none"> <li>• Plentiful supplies of drinking water</li> <li>• Care over duration of exposure to heat</li> <li>• Cover from direct sun (see below)</li> </ul>	Determine need to access weather reports/predictions based on type of activity and location.
Sun Burn	Staff and Students	<ul style="list-style-type: none"> <li>• Prepare students. Long sleeves/tracksuit bottoms</li> <li>• Sun hats</li> <li>• Medical form 'provide appropriate sun block' ask for any history of allergy</li> <li>• Take and use hypo-allergic sun block.</li> </ul>	Determine need to access weather reports/predictions based on type of activity and location.
Extreme weather rain and wind Drowning	Staff and Students	Take heed of extreme weather conditions and adjust plans accordingly	Keep a flexible approach to plans, have plan B always in mind.
Students requiring medical or other assistance at night in accommodation.	All	All students made aware of arrangements for contacting staff during sleeping hours	

Review procedure : Annual whole school review by EVC and review for each individual trip by teacher ic visit

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**RESIDENTIAL GENERIC RISK ASSESSMENT : HEALTH RISKS (E2)****FORM 2e**

Establishment: Sydenham School  
Activity: **All Outdoor Activities**  
Date Reviewed: **REVIEWED May 2019**  
Reviewed by: **J Emmanuel**

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>Who</b> may be affected	<b>Control Measures</b> List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	<b>Any Further Action</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Travel via air	All	<ul style="list-style-type: none"><li>Stay together until through customs / passport control. In departure lounge, identify a waiting area and one supervising adult to remain at a checkpoint. Students can be allowed 30 minutes to look around departure lounge in groups of 3, told to report back to waiting area to register with staff after 30 minutes.</li></ul>	Follow airport procedures in the event of an emergency.
Travel via ferry	All	<ul style="list-style-type: none"><li>Stay together until through customs / passport control and embarked on ferry. On ferry identify a waiting area and one supervising adult to remain at that point at a checkpoint. Students can be allowed 30 minutes to look around (outside weather permitting) in groups of 3, told to report back to waiting area to register with staff after 30 minutes.</li></ul>	Follow ferry procedures in the event of an emergency.
Travel via train	All	<ul style="list-style-type: none"><li>There must always be a member of staff / supervising adult in every train coach in which students are travelling.</li></ul>	Follow rail company procedures in the event of an emergency.

Review procedure: Annual whole school review by EVC and review for each individual trip by teacher ic visit

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

## VISIT SPECIFIC RISK ASSESSMENT FOR RESIDENTIAL VISIT

Before booking a visit, the party leader should obtain written assurance that outside providers have themselves assessed the risks for all activities / accommodation and have appropriate safety measures in place **FORM 7**.

Please use paragraph 46 page 9 and page 49 in the DCSF document to help you – (Health & Safety of Students on Educational Visits). Please see EVC for a copy if you cannot use the faculty one.

**Please complete this form for risks not covered in Common Risks or Forms 2a, b, c, d, e, f**

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people</i>	<b>Who</b> may be affected	<b>Control Measures</b> List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	<b>Further Action</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable.</i>

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

## Checklist for Using Commercial, Private and Charitable Outdoor Centres

### General

- ☐ Is the provider covered for third party insurance claims? Currently this should be at least £2M and for adventure centres, £5M.
- ☐ Does the provider have a code of conduct to which it is expected that visiting groups adhere?
- ☐ Is there a clear definition of responsibilities between providers and visiting groups regarding safety, supervision, the programme and general welfare?
- ☐ Does the provider have a staff code, complaints and disciplinary procedure?
- ☐ Does the provider ensure employees disclose criminal convictions as part of the appointment procedure?

### The Accommodation

- ☐ Does the provider comply with relevant safety regulations such as the Health and Safety at Work Act 1974?
- ☐ Are the premises covered by a fire certificate and, if not, has the advice of the local fire authority been sought and recommendations adopted
- ☐ Does the provider have a clear fire drill?
- ☐ Does the provider have procedures for dealing with emergencies and administration of first aid?
- ☐ Do the catering arrangements meet current food and hygiene standards?

### Where accommodation is offered to groups with special educational needs:

- 1 Are the management arrangements and design of the Centre suitable for the specific needs of your group?  
YES / NO
- 2 Is the Centre properly adapted and installed with suitable equipment?  
YES / NO

## **The Programme**

- ☐ Can a course of activities and experiences be negotiated and designed to give an appropriate learning progression throughout the programme?
- ☐ Has preliminary planning taken place?
- ☐ Are risk assessments matched to the agreed programme of activity?
- ☐ If the Centre is providing adventure activities, does it hold a Licence from the Adventure Activity Licensing Authority?
- ☐ Is the equipment and resource provision suited to the task, adequately maintained and in accordance with current good practice?
- ☐ Do vehicles and trailers comply with existing regulations, and when relevant are they adapted for special needs groups?
- ☐ Does the provider encourage responsible attitudes to the environment as an integral part of the programme?
- ☐ Is there sufficient flexibility to make radical changes to the programme if necessary?
- ☐ Are there adequate and regular opportunities for the organisers to liaise with the provider and delegated staff?

## **Staff Qualifications**

- ☐ Are Centre staff appropriately qualified to lead the activities defined in the programme?
- ☐ Do Centre staff hold valid first aid certificates?



# ***ORGANISATION OF DAY TRIPS, RESIDENTIAL VISITS & EVENTS***

## **RESIDENTIAL TRIPS**

**PROPOSE FOR CALENDAR CONSIDERATION IN SUMMER TERM. IF AGREED YOU WILL BE ASKED TO COMPLETE AN 'EARLY INFORMATION BOOK'.**

## **DAY TRIPS**

**SEE DIARY MANAGER TO SEE IF TRIP CAN GO AHEAD (Deputy Headteacher)**

**If agreed, please complete this Day Visit form or the one available on the Intranet at least two weeks prior to the trip**

**2. Where payment is required, e-mail Finance Assistant with the following:**

- List of students attending the trip
- Amount of payment for the trip/event (i.e. deposit, one-off payment or in instalments)
- Deadline of payments
- Content of letter or text to be sent to the parent/carer

**3. The trip/event will be set-up on ParentPay as per the information given.**

**DO NOT MAKE 'FIRST TO PAY GETS PLACE' A CRITERIA FOR ALLOCATION OF PLACES. The trip leader should allocate the places before the names are passed to the finance office.**

**4. Finance Assistant will send a ParentPay bar code letter with the payment schedule and details of how to pay online or at Paypoint terminals in local shops**

**5. The trip organiser will receive regular updates on payments from Finance Assistant and accurate payment records are held on ParentPay. Please find more information on <https://www.parentpay.com> or come and see Finance Assistant to have a look at how the system works**



## **NON RESIDENTIAL CLASS VISIT**

ACTIVITY \_\_\_\_\_ VENUE \_\_\_\_\_ TRAVEL BY \_\_\_\_\_  
DATE OF TRIP \_\_\_\_\_ TEACHER IN CHARGE OF TRIP \_\_\_\_\_  
EDUCATIONAL OBJECTIVES \_\_\_\_\_  
NUMBER OF STUDENTS ATTENDING \_\_\_\_\_ YEAR GROUP(S) \_\_\_\_\_ NUMBER OF TEACHERS ATTENDING \_\_\_\_\_ OTHER ADULTS \_\_\_\_\_  
RISK ASSESSMENT COMPLETED BY \_\_\_\_\_ DATE ASSESSMENT COMPLETED \_\_\_\_\_

HAZARD	PEOPLE POTENTIALLY AFFECTED	RISK RATING	RISK FACTORS	LIKELIHOOD OF HAPPENING	CONTROLS MEASURES	FURTHER ACTION
List hazards which have the potential to cause physical harm or affect members of the group.	Which members of the group might be affected?	In terms of injury or property damage <b>A</b> Major injury <b>B</b> Moderate injury <b>C</b> Minor injury	List things that make the hazard more or less likely to occur	<b>1</b> Extremely likely <b>2</b> Good possibility <b>3</b> Slight chance	List existing control measures that reduce the total risk or have a high chance of success in minimising risk	What other action will you take to reduce and/or eliminate the risk?
Crossing roads	All students	A - C	Not crossing in safe areas. Students not supervised appropriately at crossings. Students unaware of dangers. Students trying to cross unsupervised by staff. Outside UK trips, traffic on opposite side of road.	3	Brief students about dangers. Ensure adequate supervision and management of students when crossing roads, staff at front and back of line of students. One adult to supervise directly as students cross road. Cross in a safe place (ie Zebra and Pelican crossings). Route assessed by group leader prior to visit. Take particular care / guidance when outside UK.	Basic road safety covered with students prior to visit, including staying with group, not attempting to cross unless instructed by accompanying staff that it is safe to do so.

Getting on/off train, bus/coach	All students	A-C	Students not supervised appropriately. Not directed to safe area when leaving vehicle. Vehicle parked unsafely.	3	Brief students about dangers. Ensure adequate supervision. Staff stand at entrance and exit. Ensure students are directed to a safe area on leaving vehicle. Students on coaches/minibus always exit on kerb side, strictly supervised.	Coaches parked safely entrance doors kerbside. Where possible, coaches picking up at school park onsite.
Getting lost	All students	A-C	Students unable to rejoin group due to not knowing where to find main party. Students not supervised appropriately.  Students becoming detached from group and supervision of staff.	3	Students are well supervised. When walking to/from venue, one teacher at front and one behind last student. At venue, arrange a meeting place for students who become detached from group. Brief students about what to do re seeking support from someone in an official position if lost. <b>ALWAYS FOLLOW STUDENT ORGANISATION PROCEDURE/PROTOCOLS.</b>	Residential trips, all students given School Mobile number to contact if detached from group. Staff take student mobile numbers when they have mobiles.

**COMPLETE FOR ALL RISKS THAT ARE PARTICULAR TO THIS TRIP AND THAT ARE NOT COVERED IN THE COMMON RISK ASSESSMENT 4a**

<b>HAZARD</b>	<b>PEOPLE AFFECTED BY THIS HAZARD</b>	<b>RISK RATING</b>	<b>RISK FACTORS</b>	<b>LIKELIHOOD OF HAPPENING</b>	<b>CONTROLS MEASURES</b>	<b>FURTHER ACTION TAKEN</b>
List hazards which have the potential to cause physical harm or affect members of the group.	Which members of the group might be affected?	In terms of injury or property damage <b>A</b> Major injury <b>B</b> Moderate injury <b>C</b> Minor injury	List things that make the hazard more or less likely to occur	<b>1</b> Extremely likely <b>2</b> Good possibility <b>3</b> Slight chance	List existing control measures that reduce the total risk or have a high chance of success in minimising risk	What other action will you take to reduce and/or eliminate the risk?

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## STUDENT ORGANISATION PROTOCOLS FOR ALL TRIPS

Staffing ratios must be maintained for all trips unless an agreement has been given by the **Headteacher or EVC** for a variation.

### **Immediately before departure:**

- a) Ensure an accurate list of students attending is left with Attendance Office and the SLT back up person for residential trips -

**THIS MUST BE AN ACCURATE LIST OF WHO IS OUT.**

- b) If not using the school mobile, the contact number for duration of the trip must be left with the SLT back - up for residential trips and Admin Office for Day trips. The number must be written on the Day Visit form or in the Residential Visit Early Information Book.

**THE CONTACT MOBILE MUST BE KEPT ON AND AUDIBLE AT ALL TIMES**  
**ALL CALLS FROM SCHOOL MUST BE ANSWERED OR RETURNED IMMEDIATELY**

### **Student organisation on the day:**

Teacher in charge of the trip must have a complete list of all students attending.

Attending teachers / support staff should be allocated a maximum of 18 students to be responsible for during the trip. These **Group Leaders** must be provided:

- A list of all students indicating the students they are to be responsible for.  
The list should clearly show what arrangement has been agreed by the parent for dismissal.
- An opportunity for Group Leaders and students to identify themselves with each other before departure.

**Roll call** - At points of entry and exit to and from all transport and venues, Group Leaders should do a roll call to ensure that all students in their care are present and accounted for.

**Dismissal** - At dismissal point at end of the trip, whether it is back at school or elsewhere, Group Leaders must do a final check to ensure that all students are returned and dismissed as agreed with parents as indicated on their student list. Group Leaders should finally confirm with the teacher in charge that all students are dismissed safely as agreed and requested by the parent.

**Remote Supervision** - If this is allowed, staff must follow the procedure outlined on page 11.

**Student mobiles (Residentials):** Where students carry a mobile 'phone, the teacher in charge should record this number on the list of students attending. Rules about use are the same as on school site (eg no use during working sessions). They may be used during rest time and to contact parents on return in case of a delay to the return time. **This list must be destroyed on return.**

### **Students being met by parents:**

If a parent has indicated that they will collect a student on return to school or other dismissal point and have not given permission for the student to return home unaccompanied, staff must remain with the student **until they are collected as agreed.**

**UNDER NO CIRCUMSTANCES SHOULD A STUDENT BE LEFT WITHOUT A MEMBER OF STAFF REMAINING WITH THEM IF THE PARENT HAS INDICATED THEY WILL COLLECT THEM.**  
**STAFF MUST REMAIN WITH ANY UNCOLLECTED STUDENTS**  
**UNTIL THEY ARE COLLECTED BY THE PARENT OR THEIR AGREED REPRESENTATIVE.**

**If something goes wrong:**

- 1 Follow procedures outlined on the Emergency Response sheet (a copy must be taken on all trips). This document is attached to the back of the Day Visit form.**
- 2 Contact the designated contact at school as immediately.**

**SYDENHAM SCHOOL DAY AND RESIDENTIAL VISITS EMERGENCY PROCEDURES**

**(YOU MUST DETACH AND TAKE A COPY OF THIS FORM ON THE VISIT)**

- ☐ Assess the nature and extent of the emergency.
- ☐ Make sure all other group members are accounted for, are safe from danger and are well looked after and that student mobile phones are not used until permission is given.
- ☐ Make sure that there can be no recurrence of the dangers that created the emergency.
- ☐ Render first aid and attend to the casualty(ies).
- ☐ Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital.
- ☐ Collect the remainder of the group and arrange for their return to base.
- ☐ Arrange for one adult to remain at the accident site to assist or liaise with the emergency services.
- ☐ Contact the centre where you are staying / visiting and inform them.
- ☐ Contact the Headteacher, or designated contact person at school.
- ☐ Give them the following information:
  - your name
  - nature, date and time of the incident
  - location of the incident
  - details of any injuries
  - names and telephone numbers of all involved
  - actions taken so far
  - telephone numbers for future communication. For a serious incident, try to identify alternative phone numbers as lines could become jammed.
- ☐ If the press is involved before you have time to contact base, make no comment and refer them to the Council Press Office or to the local Police.
- ☐ The Headteacher/designated contact person should rapidly appraise the situation. Where the incident is clearly serious, they should immediately contact the following Lewisham Directorate of Education and Culture numbers in order:

**In Office Hours:**

**Ring the Executive Director of Education and Culture:  
0208 314 6200**

**Out of Office Hours: Ring the Emergency Control Service**

**0208 314 6000**

- ☐ The Emergency Control Service will make all necessary contacts (including the Directorate's senior management) and establish incident procedures.
- ☐ The Emergency Control Service will contact the Press Office. All media interest should be channelled through them.

- ☐ The Head/Line manager of the school or centre will arrange to contact parents as soon as possible and establish all necessary links locally.
- ☐ At the incident site, record all relevant details in writing as soon as possible. Record names and addresses of witnesses and names of emergency service officers.
- ☐ Restrict telephone calls to the essential and keep emergency numbers as clear as possible.
- ☐ Legal liability should not be discussed or admitted.



**SYDENHAM SCHOOL PROPOSED RESIDENTIAL EDUCATIONAL VISIT**

VISIT TO \_\_\_\_\_ DATES: \_\_\_\_\_

Dear Parent / Carer

**(Information here about visit)**

The cost of the trip is £\_\_\_\_\_

Once you have indicated that you wish your child to attend this trip, any monies paid for the trip can only be refunded if there is :

- a medical reason for not attending that can be supported by evidence from your doctor
- there are other serious circumstances that prevent attendance (ie family bereavement)

or the school can find another student who wishes to go and who can pay the full cost

**Board and Lodging Grant**

Parents in receipt of Benefits, Income Support; Income Based Jobseeker's Allowance; Support under part VI of the Immigration and asylum Act 1999; Child Tax Credit, where you are not entitled to working Tax Credit and when your annual income (as assessed by Inland Revenue) does not exceed £13,230) are entitled to receive a grant for the board and lodging element of the total cost. If you think you are entitled to this grant, please complete the form attached and return it to school with proof of your benefit as described on the form.

Apart from the exceptions listed above, we need all parents to make a voluntary contribution to cover the cost of the trip. The visit can only go ahead if the level of support is sufficient.

Apart from these, all parents must make a voluntary contribution to cover the cost of the trip. However, the visit can only go ahead if the level of support is sufficient.

Please complete the reply slip below to let us know the level of interest. Tick one box only. This should be returned to \_\_\_\_\_ by \_\_\_\_\_

**(Group Leaders name)**

.....

**SYDENHAM SCHOOL RESIDENTIAL VISIT TO** \_\_\_\_\_

PLEASE RETURN TO \_\_\_\_\_ BY \_\_\_\_\_  
CHILD'S NAME \_\_\_\_\_ TUTOR GROUP \_\_\_\_\_

**Tick one box only**

I am interested in my child going on this visit and am able to fund the full cost of the trip ☐

I am interested in my child going on this visit and am on Income Support and would need to apply for a grant for the board and lodging cost of the trip ☐

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

FORM 5b

SYDENHAM SCHOOL DAY VISIT PARENTAL CONSENT FORM

Dear Parent / Carer,

The school is proposing to undertake a visit to .....

In order to run this visit / activity we have to meet the cost of the visit/activity which works out at :

£ \_\_\_\_\_ per student and £ \_\_\_\_\_ for students receiving free school meals

Monies paid for a trip can only be refunded if there is :

- a medical reason for not attending that can be supported by evidence from your doctor
- there are other serious circumstances that prevent attendance (ie family bereavement)

or the school is able to find another student who wishes to go and who can pay the full cost

We can only meet the cost of the visit/activity by asking for voluntary contributions. There is no obligation, and students will be treated the same if you can or cannot contribute.

However, the visit/activity can only go ahead if the level of support is sufficient.

I would be grateful if you would let me know whether you wish your child to take part in the visit/activity.

Yours faithfully,

(Teacher name)  
.....

REPLY SLIP SHOULD BE RETURNED TO \_\_\_\_\_ BY \_\_\_\_\_

I do / do not wish my child to take part in the visit/activity

Child's name \_\_\_\_\_ Form \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

SYDENHAM SCHOOL REMOTE SUPERVISION CONSENT FORM

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

DATES OF VISIT : \_\_\_\_\_

TICK ONE BOX ONLY

I GIVE PERMISSION FOR MY CHILD TO BE GIVEN THE  
OPPORTUNITY FOR `REMOTE SUPERVISION` AS DESCRIBED  
IN THE INFORMATION SHEET.

☐

I DO NOT GIVE PERMISSION FOR THE `REMOTE SUPERVISION`  
OF MY CHILD AS DESCRIBED IN THE INFORMATION SHEET.

☐

STUDENT NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

RELATIONSHIP TO STUDENT \_\_\_\_\_

DATE \_\_\_\_\_

PARENTAL CONSENT AND MEDICAL FORM FOR A SCHOOL RESIDENTIAL VISIT FORM 6a

Full Name of student \_\_\_\_\_  
Date of birth \_\_\_\_\_

VISIT TO:

DATES: \_\_\_\_\_  
\_\_\_\_\_

I agree to my child taking part in this visit and have read the information sheet. I agree to my child participating in the activities described. I acknowledge the need for them to behave responsibly at all times.

Own/family doctor \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. number \_\_\_\_\_

Does your child suffer from any conditions requiring medical treatment, including medication?

YES / NO If YES please give details below:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do they suffer from diabetes or epilepsy?

YES / NO

If YES please say which and send written details of treatment and confirming fitness to take part in the trip.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are they allergic to anything? (Antibiotics, Penicillin, other medicine, any particular food, animals etc.)

YES / NO If YES please give details below:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are they receiving any medical treatment at present?

YES / NO  
  
If YES, please give details below and attach a current medical certificate confirming fitness to take part in this trip.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FORM TO BE KEPT WITH GROUP LEADER AT ALL TIMES AND SHOWN TO MEDICAL/DENTAL STAFF WHEN MEDICAL ATTENTION IS SOUGHT

REGULAR MEDICATION

Medication required must be given to the teacher leading the group before departure. It should be clearly marked with the name and full /clear instructions for use. Inhalers may be retained by students. Spare inhalers should be given to the group leader.  
**IT IS IMPORTANT TO NOTE THAT TEACHING STAFF HAVE NO AUTHORISATION TO GIVE MEDICINES TO STUDENTS. ANY MEDICINE THAT YOUR CHILD WILL NEED DURING THIS TRIP MUST BE HANDED IN AS DESCRIBED ABOVE BEFORE DEPARTURE.**

Have they had any contact with any infectious illnesses within the last month? YES / NO  
If YES please give details below:

DATE OF LAST ANTI TETANUS VACCINATION

Do they require a special diet for medical or religious reasons? YES / NO If YES please give details below:

VEGETARIAN DIET

Does your child require a vegetarian diet?  
YES / NO or vegan diet YES/NO

MEDICAL CONSENT DECLARATION

I consent to my child taking part in all activities described in the invitation letter and to her/him receiving medication attention and treatment as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

SIGNED: PARENT / CARER  
NAME:  
DATE:

FIRST

TEL

ADDRESS

SECOND

TEL

ADDRESS

EMERGENCY CONTACT DETAILS  
MEDICAL FORM FOR A SYDENHAM SCHOOL VISIT  
(STAFF FORM)

VISIT TO:

DATES:

Name

—

Date of birth

Own doctor

Address

Tel. number

Do you suffer from any conditions requiring medical treatment, including medication?

YES / NO If YES please give details below:

Do you suffer from diabetes or epilepsy?

YES / NO

If YES please say which and give details below:

Are you allergic to anything? (Antibiotics, Penicillin, other medicine, any particular food, animals etc)

YES / NO If YES please give details below:

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

Are you receiving any medical treatment at present?

YES / NO

If YES, please give details below:

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

**FORM 6b**

**REGULAR MEDICATION**

Have you had any contact with any infectious illnesses within the last month? YES / NO.

If YES please give details below:

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

**DATE OF LAST ANTI TETANUS VACCINATION**

Do you require a special diet for medical or religious reasons? YES / NO If YES please give details below:

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

**VEGETARIAN DIET**

Do you require a vegetarian diet? YES / NO

or vegan diet ? YES / NO

**MEDICAL CONSENT DECLARATION**

I consent to my receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**EMERGENCY CONTACT DETAILS**

<b>FIRST</b>	_____
<b>TEL</b>	_____
<b>ADDRESS</b>	_____ _____
<b>SECOND</b>	_____
<b>TEL</b>	_____
<b>ADDRESS</b>	_____ _____

**FORM TO BE KEPT WITH PARTY LEADER AT ALL TIMES  
AND SHOWN TO MEDICAL/DENTAL STAFF WHEN  
MEDICAL ATTENTION IS SOUGHT**

## **PROVIDER STATEMENT**

Visit Leaders please note: you should NOT send this form to a provider that holds a relevant Learning Outside the Classroom Quality Badge, unless your employer requires confirmation of indemnity limits (Section A). Details of the badge and a list of holders can be found at [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

Visit Leaders requiring advice on the interpretation of information given by Providers on this form should contact their establishment's EVC.

### **PART 1: To be completed by the Visit Leader**

Name & address of Establishment (school/service)	Sydenham School, Dartmouth Rd, Sydenham, SE26 4RD
Email (or fax)	
Type of Visit/Activity:	
Name of Visit Leader	
Name of Provider	
Date(s) of visit	

### **PART 2: To be completed by the Provider**

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge but the Visit Leader requires confirmation of your indemnity limits, only complete Section A, 1.1 and 1.2 and the Confirmation.

#### **SECTION A to be completed for all types of visit**

<b>1. Insurance</b>		
	Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?	
	If Yes, what is its indemnity limit?	£ M

#### **SECTION B to be completed for all types of visit**

<b>2. Health, Safety and Emergency Policies</b>	
Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments, which are available for inspection?	

	Do you have accident & emergency procedures in place, with records available for inspection?	
<b>3. Vehicles</b>		
	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints?	
<b>4. Staffing</b>		
	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
	Are there regular opportunities for liaison between your staff and establishment staff?	
	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
<b>5. Accommodation</b>		
	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	NA – Local fire regulations are adhered to
	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
	Are separate male and female sleeping accommodation and washing facilities provided?	
	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
<b>6. Sub-contracting</b>		
	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

**SECTION C**  
to be completed if the visit includes activities or field studies

<b>7. Adventure Activities Licensing Authority (AALA) Licence</b> to be completed if any activities are within the scope of the licensing regulations		
	AALA Reference number	
	Date of expiry.	
	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
<b>8. Activity Management</b> to be completed about all activities		



	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
	Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	
	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
	Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?	
	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

**SECTION D**  
**to be completed by Tour Operators**

<b>9. Tour Operators</b>		
	If you are a Tour Operator, do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies? Please provide ATOL, ABTA or other bonding body names and numbers below.	
Details of any bonding (ATOL, ABTA etc)		

**SECTION E – EXPEDITIONS**  
**to be completed for overseas expeditions**

<b>10. Expeditions</b>		
	Do you agree to provide sufficient written information and assurances specific to the expedition, as required by the establishment and its employing body?	

**SECTION F – ACCREDITATION**

<b>11. Details of any accreditations held by the Provider</b>
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**CONFIRMATION**

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed:

Date:

Name:

Position in organisation: \_\_\_\_

Name of Provider:

Address of Provider:

Tel: \_\_\_\_ Fax: \_\_\_\_ Email: \_\_\_\_

Website: \_\_\_\_

**Thank you for completing this form. Please return it to the Visit Leader at the establishment named above.**

**FORM 8**

**Code of Conduct for Students on Sydenham School Visits**

Group leaders should bring to the attention of parents and students this code of conduct.

In accepting a place on this school visit to \_\_\_\_\_, I agree to:

- Observe normal school rules
- Always co-operate fully with teachers
- Fulfil any tasks or duties set prior to and during the visit
- Participate fully in all activities and sessions during the visit
- Be punctual always

- Not leave the group sessions or accommodation without permission
- Always return to the meeting point or accommodation at agreed times
- If given indirectly supervised time, remain in a group of not less than three students
- Avoid behaviour which might inconvenience others
- Be considerate always
- Respect all requests and requirements made by staff and accompanying adults
- Always behave in a manner which reflects credit on self, the group, and the school
- Abide by laws, rules, and regulations of the countries and places visited
- Comply with all customs regulations
- If in doubt on any matter, consult with teachers

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parents/Carers name(s): \_\_\_\_\_

Parents/Carers signature: \_\_\_\_\_

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

**FORM 9**

## **SYDENHAM SCHOOL VISIT INCIDENT REPORT**

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

DATE OF VISIT \_\_\_\_\_

MEMBER OF STAFF IC VISIT \_\_\_\_\_

MEMBER OF STAFF  
COMPLETING THIS FORM \_\_\_\_\_

**WHAT HAPPENED?**

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**WAS ANYONE INJURED?**

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**WHAT ACTION DID YOU TAKE?**

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**WAS THIS HAZARD CONSIDERED IN THE RISK ASSESSMENT?**

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**PLEASE RETURN THIS FORM TO THE EDUCATIONAL VISITS COORDINATOR**

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