

February 2010

(Previously updated 2004, 2005, 2006)

Off-site visits

Policy statement

Taking students off-site covers a vast range of activities, from visits to the local shops or the Eden Project, to adventurous activities in Snowdonia or Norway. There is no doubt that off-site visits enhance children's education greatly by developing their social awareness, their life and leisure skills, and their knowledge of the wider world.

However, following a number of high profile 'accidents' and court cases, it is vital that we follow an agreed set of procedures that adhere to commonly accepted good practice.

A vast amount of paperwork exists from both the government and from various bodies and associations, much of which is advisory, and schools (and teachers) are becoming increasingly concerned about liability and possible litigation.

Our aim at Queen's is to provide advice and clarity for those people involved in taking children off-site in order to protect them and to ensure the health and safety of our staff and students.

The Queen's College Off-Sites Procedures Handbook exists as a blue ring file kept in the file store in the Common Room. It is essential that all new staff (and existing staff from time to time) read through this file and refer to it when taking children off-site. It contains a hard copy of this document together with additional publications of interest.

What is an 'off site' visit?

An 'off-site' visit is any activity that involves taking pupils off the school campus. *(Separate documentation exists regarding boarders leaving the campus from the care of the boarding Houseparents)*

Off-site visits can be categorised into a number of types to facilitate the appropriate implementation of standard procedures:

- Category A Sports fixtures/activities usually involving teams or small groups in minibuses or coaches for a few hours, returning to school later in the day
- Category B Curriculum-associated day or part-day visits, such as theatre trips, geography/history/biology fieldtrips, etc
- Category C Adventurous activities, such as climbing, canoeing, mountain biking.
- Category D Residential curriculum-related visits, such as trips abroad (e.g. Alps trip, Berlin trip, etc)
- Category E Duke of Edinburgh Award

The procedures to be followed together with appropriate advice appear under separate sections at the end of this document in Appendix E.

Obtaining permission to take students off-site

When taking students off-site, three forms need to be completed:

- Proposal for Off-site Visit (Appendix A). This gives the reasons for the trip together with some key information about staffing and costs.
- Risk Assessment (Appendix B). (See below for further details)
- Parental Consent Form (Appendix C). This informs the parents about the trip (costs, timings, clothing, etc) and gives parents an opportunity to express any concerns (e.g. health issues).

Occasions may arise where an off-site visit is very localised and is for only a short period of time such that the bureaucracy seems unnecessary. Whilst it may be reasonable to waive the need for a signed consent form (advice should be sought from the Director of Co-Curriculum), it is absolutely essential that for all visits, the ‘Proposal for Off-site Visit’ form and the Risk Assessment must be completed.

- Forms can be found either in the ‘*Handbook10*’ folder in ‘Off-site visits’ (in ‘Co-Curriculum’ in the ‘Shared Area’) or as hard copies in the Director of Co-Curriculum’s locker in the Common Room.
- On completion, the three forms (together with any other pertinent information) should be passed to the Director of Co-Curriculum for checking. They will then be passed to the Finance Director (who will assess any insurance implications) and thereafter to the Headmaster for final approval. The forms will be returned to the member of staff running the trip.
- It is good practice to submit the forms well in advance of a proposed trip.

Risk Assessments

It is a **legal requirement** that a risk assessment should be conducted for **any** off-site visit.

- The purpose of a risk assessment is to identify any potential hazards, assess their possible impact on members of the party (taking account of any medical or educational special needs) and implement measures aimed at reducing the potential dangers. The aim is to make sure that no one gets hurt or becomes ill.

Definitions	
Hazard	Anything that has the potential to cause harm
Risk	The likelihood that someone will be harmed by the hazard
Risk Assessment	The conscious process applied to the identification of hazards, the

- A risk assessment should be carried out before a visit and then re-appraised both during ('ongoing risk assessment') and after the visit; it is a dynamic assessment of factors likely to influence the well-being of the party and it will need to reflect unexpected changes in circumstances during the trip itself, e.g. changes in the weather.
- The Health and Safety Executive have identified five steps to risk assessment:

Step 1

Identify the hazards created by the location/activity

Step 2

Decide who might be harmed and how

Step 3

Evaluate the risk and decide whether existing measures are adequate or whether more should be done

Step 4

Record your findings and retain for future reference

Step 5

Review the assessment from time to time (e.g. if the trip is to be repeated) and revise it if necessary

- It is good practice to have an alternative 'Plan B' in case the itinerary needs to be changed. If a site has not been visited before, the group leader will need to make an initial risk assessment before the pupils engage in activities at that site.
- Companies and organisations providing activities/trips are required to have their own risk assessments. **Such an assessment should be sought and obtained before a visit takes place.** Furthermore, companies should have a **public liability insurance for £3m.**
- Whilst there is no standard risk assessment form, we at Queen's have produced a form which seems to work for most trips (see Appendix C).;

indeed, the huge range of off-site visits makes it impossible to produce a 'cover-all' standard form.

Every off-site visit from Queen's will require a risk assessment to be made and then approved by the Headmaster.

- To carry out a risk assessment, it is advisable to make an exploratory visit if at all possible. If not, obtain as much information as possible from the site itself, local agencies, etc.
- Some people like to use a simple matrix to quantify the level of risk (see below).

Levels of Risk

	Potential Outcome		
	Minor (1) e.g. cuts and bruises	Major (2) e.g. fractures, burns requiring medical attention	Severe (3) e.g. loss of limb, exposure, life threatening
Likelihood of event			
Unlikely (1)	LOW	LOW	MEDIUM
Possible (2)	LOW	MEDIUM	HIGH
Likely (3)	MEDIUM	HIGH	HIGH

Notes

- Activities/locations with a high risk are generally unacceptable
- Activities with a medium risk should have clear measures aimed at reducing the level of risk

An example of a completed risk assessment can be found as Appendix D.

Competence and supervision

- Group leaders need to be fully competent to run a particular trip, i.e. experienced, holding appropriate qualifications, etc.
- Supervisors also need to have an appropriate level of competence and should not be placed in situations where they feel unprepared or unqualified.
- Leaders and supervisors (i.e. all adults with a responsibility for ensuring the health and safety of pupils) have a 'duty of care'. Supervision may involve 'direct' supervision, i.e. simply being with the pupils on location, or 'remote' supervision, such as that which takes place on a D. of E. expedition. Either way, for what ever activity we are involved with, our supervision needs to be 'prudent and reasonable' in order to avoid a possible legal charge of 'negligence' being levelled at us. Taking time out to have a coffee on a rota basis is fine, but there should always be supervisors deemed to be 'on duty'.

- Consumption of alcohol by supervisors on a school trip is a contentious issue. Whilst there are occasions when this may be deemed 'reasonable', for example during an evening meal in a hotel, we should be very wary of the possible charge of negligence if our levels of supervision are compromised. There should always be a member of staff 'on duty' who has not consumed alcohol and can be responsible for driving, rational decision-making, etc. It is best practice not to consume alcohol during a standard day visit. After all, the need for quick and clear decision-making in an off-site situation is far more likely to be the case than in school.

Clarification of alcohol policy (21 April 2008)

- There should be no consumption of alcohol by pupils below Year 12 at any time whilst they are on a school trip. This applies at home and abroad.
- Sixth Formers may be allowed to consume alcohol on a school visit when deemed appropriate (e.g. during the evening on a residential course) but only if parents have given written consent to 'alcohol consumption in moderation and with staff supervision'.
- Under no circumstances should students be allowed to consume spirits.
- For staff, it is not good practice to drink alcohol during the working school day when responsible for pupils.
- Whilst on a school trip at least one member of staff at any one time must be designated as being 'on-duty'. The 'on-duty' member of staff may consume alcohol in moderation bearing in mind that s/he is responsible for and needs to be able to make rational decisions regarding the welfare of the party.
- If a school vehicle is involved in the school trip there is the possibility that the vehicle will need to be driven. In this case the 'on-duty' member of staff must not consume alcohol, in accordance with the school policy on driving minibuses.
- Other supervisory staff on a school trip may drink in moderation only. They have a duty of care to the pupils in their charge and must be able to fulfil these duties responsibly. They may also become the 'on-duty' member of staff under certain circumstances (eg on-duty staff has to accompany a pupil to hospital)

It is good practice for supervisors to:

- Have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities (*see Grey Files*)
- Carry a list of all group members and regularly check that the entire group is present
- Continuously monitor the activity, adjusting risk assessments where necessary
- Clearly understand emergency procedures and be able to carry them out

Group leader responsibilities

The group leader is responsible for the entire party at all times. He/she is responsible for ensuring that all procedures specified in this document are followed and that the group is adequately supervised. Responsibilities can be delegated as appropriate, including supervisory roles.

Staffing and ratios

Staffing levels are difficult to prescribe, as they will vary according to the activity, age, group, location, etc.

- There is no golden rule, or indeed legal requirement, but it is important to ensure that there is adequate supervision in case of an emergency.
- It is good practice to have a minimum of 2 adults however small the group in case one adult is hurt or becomes unwell, or a situation arises where 1:1 supervision becomes necessary, for example if a pupil has to go to hospital.
- The *DFES (2001)* suggests that for low risk activities (such as museum visits) with pupils of Year 7 age and above, a ratio of 1 adult to every 15-20 pupils is reasonable. A ratio closer to 1 adult for every 10 pupils would be appropriate for trips to potentially hazardous environments, such as a coast or a river, and a similar ratio (or even lower) would seem appropriate for very young children. For 'adventurous activities' the ratio is likely to be closer to

1:8. Ratios need to be 'reasonable' depending upon the age group of the children and the activities involved.

- For a residential trip involving a mixed party there should be at least one member of staff from each sex.
- It is perfectly reasonable to include other adults (school support staff including GAP Year students, parents*, etc) in a supervisory capacity where appropriate, i.e. usually for relatively low risk activities, such as accompanying a party to a museum. **However, it is necessary for all adults who will be in contact with pupils to have a satisfactory Disclosure.**

(* A parent of a child on a trip should not be counted as part of the staff:pupil ratio – see the Director of Co-Curriculum for advice on this issue)

Head Counts

It is good practice to:

- Conduct regular head counts, particularly before leaving a venue. Double-check, even if everyone appears to be there on the first count.
- Split the entire group into smaller groups for 'roll-calls' if appropriate
- Consider using mobile phone numbers to provide emergency contact, say during periods of free time

Transport

Transportation is often the most significant hazard associated with a school visit.

- If driving pupils, staff should not drink alcohol
- Staff using their own cars to transport pupils must ensure that they have adequate insurance cover ('use in connection with business') and parents must have consented to this. The school's insurance policy will cover staff using their private cars to transport pupils but staff do need to inform the Bursary of their details.
- In using minibuses, it is essential that drivers follow the procedures outlined in the Staff Handbook.
- It is the responsibility of the driver to carry out the basic roadworthy checks and these must be done in accordance with the procedures laid down.
- Seat belts should be worn at all times when travelling and pupils should be reminded about this. Staff need to be vigilant in ensuring that seat belts are worn at all times.

Drivers must make reasoned judgements about their ability to drive safely, given the time of day, teaching load, likely travelling time, etc, and consideration should be given to the use of a co-driver or an outside commercial firm.

The *DFES (2002) states that, “a driver cannot safely drive and supervise children at the same time”*. Whilst stopping short of actually stating it, this suggests that it would be good practice for there to be two adults in a minibus, one driving and one supervising the children. This recommendation may be waived depending upon the age and number of the party, the experience of the driver and the distance to be travelled. If a driver is unhappy about an arrangement, advice should be sought from the Director of Co-Curriculum.

Regarding coach travel, group leaders and supervisors should ensure that:

- A reputable firm is used
- Pupils are instructed (and reminded) about the wearing of seat belts (this should be checked by staff) and about emergency procedures
- Emergency exits must be kept clear
- Standards of behaviour are met so that the driver is not distracted
- The standard of driving is monitored and appropriate action taken if it is perceived that undue risks are being taken
- Pupils are supervised when entering or leaving; this is especially important in foreign countries where the exit door may open straight onto the road.

Medical and related issues

- It is good practice to have a first aid qualified member of staff on a school trip – we may need to extend the training at Queen’s to facilitate this.
- Leaders and supervisors should be aware of any special medical circumstances regarding the pupils in their care (see the ‘Grey Files’).
- Any accidents should be reported on a Trip Report form (available in the Common Room). It is also good practice to keep a record of ‘near misses’ in order to update Risk Assessments. ‘Near misses’ should also be recorded on a Trip Report form before being passed to the E.V.C. (SR) in order that all staff can be made aware of any pertinent issues regarding pupil health and safety.
- All reputable companies and organisations involved in school trips or activity provision should have their own Risk Assessments. We should obtain them. If a company is reluctant to pass on its Risk Assessment, choose another company!

- A written statement of the sum insured under the organisation's Public Liability insurance must also be obtained. If it is under £3m, chose another company. (see the Bursar for any advice in this area)

Home contact procedure

The Home Contact is the school during office hours or a designated person acting on behalf of the school.

During Office Hours (School Office: Monday – Friday 9am-5pm; Saturday 9am-12 noon. MoD thereafter until 7pm (On a Saturday between 12 noon and 1.30pm contact with school should be made direct to the Headmaster, Deputy or other senior staff using the telephone numbers in the personal detail files. From 1.30pm – 7pm there will be an MoD.)

- All documentation relating to an off-site visit is lodged with the School Office. (After hours this will be placed in the Yellow Folder in the Common Room.)
- If a trip returns during these hours, the School Office and/or the MoD should be informed. Should any amendments be made, for example return time, the School Office or MoD should be informed to enable messages to be passed on to the appropriate parties.

Outside Office Hours

- A complete set of the relevant documentation is kept in the School Office during the course of a school trip. Outside normal office hours documents are left on display in the office. A copy of the relevant documentation should be stored in the Yellow Folder in the Common Room to enable open access to staff in case of an emergency.
- If a trip is expected to return outside office hours, or if there is a possibility that a trip might overrun, it is incumbent upon the Trip Leader to identify a home contact and to ensure that he/she has a duplicate set of documents. The Home Contact could be the duty resident Houseparent or Assistant, the Headmaster or member of SLG, another school colleague or spouse/partner.
- The Home Contact number must be written on the Participation Consent Form
- Upon return, the Home Contact should be informed
- Any changes to timings, etc should be passed to the Home Contact and acted upon accordingly

Emergency procedures

Group leaders and supervisors should be aware of the school's emergency procedure (*Critical Incident Contingency Plan*) in the event of an incident, such as a traffic accident. Whilst such incidents are mercifully rare, it is important to be aware of the main principles should an incident occur.

- In accordance with the procedures outlined in this document, the School Office (or a named contact in the event of weekend/holiday visits) will hold information relating to all off-site visits. Therefore, the school is the first point of contact. If appropriate, a designated telephone number will be given to the group leader/supervisor to facilitate effective communication.
- Pupils should be asked not to use mobile phones if it is felt that this could lead to exaggerated accounts and cause unnecessary alarm.
- With foreign trips, group leaders and supervisors may need to contact the school's insurance company; this information should be included in the group leader's administrative file. There may be a need to contact the British Embassy or Consulate.
- Careful planning can reduce the chances of being caught up in an emergency:
 - Ensure that the first aid kit is properly stocked and accessible (see Sister for advice)
 - Ensure that all pupils' medical needs are known and that staff are competent to deal with them
 - Avoid situations where health problems may arise (e.g. avoid over-exertion in excessive heat, ensure pupils wear hats and sun protection creams in strong sunshine, avoid certain foods and liquids in some foreign countries, etc)
 - Instruct pupils on safety procedures and conduct safety checks on accommodation, etc

Appendix B

Risk Assessment

Event/activity:
 Group:

Date:
 Number:

Hazard/Activity	Details of hazard	Level of risk* (H/M/L)	Further details (e.g. individual pupils at greater risk than others)	Action to reduce risk (include existing and additional action)	Action in event of occurrence
<i>e.g. footpath walk</i>	<i>Uneven and possibly slippery path may cause minor cuts and bruises</i>	<i>L</i>	<i>N/a</i>	<i>Existing signs warn of steep and slippery sections. Instruct pupils to be careful and not to run.</i>	<i>Application of first aid as necessary. Use of mobile phone if serious injury occurs</i>

* see Levels of Risk table on page 2

Assessor: Date:
 Date: Review date:

Checked:

Levels of Risk

	Potential Outcome		
	Minor (1) e.g. cuts and bruises	Major (2) e.g. fractures, burns requiring medical attention	Severe (3) e.g. loss of limb, exposure, life threatening
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Notes

- Activities/locations with a high risk are generally unacceptable
- Activities with a medium risk should have clear measures aimed at reducing the level of risk

NB This is available in a more appropriate 'landscape' format as hard copy or in the shared area.

Appendix C

PARTICIPATION CONSENT FORM

The purpose of this form is to give you details of a forthcoming school visit. Please complete the reply slip at the bottom of the form and return it by the date indicated. If you have any questions, please do not hesitate to contact us. Thank you.

Department:

Destination/activity:

Date:

Objectives of the visit:

Departure Time:

Method of Transport:

Estimated Time of Return:

Estimated Cost to Parent:

Accompanying Staff:

Emergency Contact Number at Venue:

Emergency Contact Number at Queen's (include Home Contact if returning outside office hours):

Any Other Relevant Information (e.g. clothing, work materials required, etc):

.....
* Department trip to * (*date)

**I give permission for my son/daughter in
..... House, Year, to accompany the school party to
..... on and for the cost of £..... to be added to the end
of term account. Please be aware of the following educational/medical/ dietary
considerations**

.....
Signed: Date:

Please return this slip to * at the school by *.

Appendix D

Example of completed Risk Assessment

Event/activity: Year 8 Geography trip to Charmouth

Date: Friday 6 May 2005

Group: Year 8

Number: 73+7 staff

Hazard/Activity	Details of hazard	Level of risk* (H/M/L)	Further details (e.g. individual pupils at greater risk than others)	Action to reduce risk (include existing and additional action)	Action in event of occurrence
Transport	Possible accident	L	N/a	Seat belts must be worn at all times. Supervise boarding and exiting.	1 st aid; emergency services; contact school
Footpaths and walking along shore	Uneven and possibly slippery path/rocks may cause minor cuts and bruises.	L	N/a	Instruct pupils to wear stout shoes. Instruct pupils to be careful and not to run. Pupils not to go near to cliff edge. Constant vigilance re. possible slope failure. Heritage Centre wardens accompany group.	Application of first aid as necessary. Use of mobile phone if serious injury occurs.

Sea	Possible drowning	L	N/a	Pupils not to go close to or into the sea. Awareness of tides (aim to be there on a falling tide).	1 st aid; call for emergency services
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Cliffs	Possible cliff collapse	L	N/a	Pupils instructed to keep well away from the base of cliffs at all times. Constant vigilance re. possible slope failure. Heritage Centre wardens accompany group.	1 st aid; call for emergency services
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Poor weather	Strong winds, heavy rain and poor visibility could make for dangerous seas and outdoor work.	M	N/a	Pupils instructed to wear appropriate clothes (e.g. waterproofs).	If conditions are too dangerous some aspects of the trip will be cancelled or altered.
Hygiene, general health and safety issues	Pollutants and rock pool fauna/flora affecting hygiene, with possible stomach upsets; rock specimens causing cuts; etc	L	N/a	Do not pick up discarded objects. Be vigilant and careful handling rock specimens. Follow instructions of wardens regarding handling rock pool creatures. Wash hands	1st aid as appropriate.

				before eating.	
Sunburn	Sunburn	M (if sunny)	N/a	Pupils instructed to 'cover up' and to wear suncream.	1 st aid if necessary
Free time in Lyme Regis	Possible unwelcome attention, traffic hazards, etc	L	Girls should be particularly aware	Wear clothes that do not attract attention. Always stay in groups of 2 or more – do not wander off. Be careful crossing roads. Pupils aware of meeting point where staff will be based.	Report any incidents to staff. 1 st aid as appropriate.

Assessor: Date: Checked:
Date: Review date:

Appendix E

Procedures for off-site visits

Category A Sports fixtures/activities usually involving teams or small groups in minibuses or coaches for a few hours, returning to school later in the day

1. Pupils should be aware, and make their parents/guardians aware of the fact that they are taking part in an activity; they should be told to give details of where the activity is taking place (e.g. Millfield School), how they are travelling and when they are due to return. This information should be posted on the appropriate noticeboard.
2. The teacher i/c should ensure that the team sheet on the noticeboard is accurate at the time of leaving as it may need to be used by the School Office (or a contact person if outside normal school hour). Contact details (personal or school mobile phone number) must be given to the School Office or written on the team sheet (or CR noticeboard as appropriate).
3. The teacher i/c should follow the appropriate procedures regarding travel arrangements (e.g. minibus driving), as outlined in this document and in the Staff Handbook
4. The teacher i/c should be aware of the generic risk assessment but should feel at liberty to amend it and submit the amended version to the School Office via SR, depending upon the event/activity concerned.
5. The teacher i/c should take a school consent form file (grey in Senior; black in Junior; yellow in Pre-Prep), which contains important personal details of the pupils, a list of names and a mobile telephone, which needs to be switched on (in the event of an emergency the School Office will ring each of the mobile numbers).
6. On return to school, the School Office (or MOD if after 5pm) or Home Contact (if after 7pm) should be informed.

Category B Curriculum-associated day or part-day visits, such as theatre trips, geography/history/biology fieldtrips, etc

Curriculum-related trips are an integral part of a child's education and they should be encouraged. However, to minimise potential problems, it is important that the following procedure is adhered to.

1. A curriculum-related trip should be part of the Scheme of Work/ subject specifications and, as such, should be planned in advance.
2. The group leader should complete the forms '**Proposal for off-site visit**', **Risk Assessment** and **Participation Consent Form** and, in the Senior School, submit it to the Director of Co-Curriculum. These will then be passed to the Finance Director (who will check insurance details) and then to the Headmaster for final approval before being returned to the teacher i/c. In Pre-Prep the forms should be passed to the Headmistress for approval. They will then be passed to the Finance Director. In the Junior School, forms should be passed to the Headmaster for approval. They will then be passed to the Finance Director. After approval, the forms will be returned to the teacher i/c. It would be good practice for the '**Proposal for off-site visit**' form to be submitted well ahead of an intended visit particularly if it is a new trip.
3. Parents need to give their consent and should be given the opportunity to alert us of any recent educational/medical considerations that post-date the completion of the general school consent form at the start of the year. Participation Consent Form reply slips must be returned by all pupils prior to a trip.

*Occasions may arise where an off-site visit is very localised and is for only a short period of time such that the bureaucracy seems unnecessary. Whilst it may be reasonable to waive the need for a signed consent form (advice should be sought from the Director of Co-Curriculum), it is absolutely essential that for all visits, the '**Proposal for Off-site Visit**' form and the **Risk Assessment** must be completed.*

4. Pupils should be made aware of the academic objectives of the trip and informed about clothing requirements, safety issues, standards of behaviour, etc.
5. The group leader should follow the appropriate procedures as outlined in this document and in the Staff Handbook (e.g. regarding travel arrangements, supervision, etc)
6. The group leader should leave with the School Office (and a contact person if outside normal school hours)
 - Copy of the approved '**Proposal for off-site visit**' (which may contain minor amendments, for example, to the return time or emergency telephone number)
 - List of names of the party (staff and pupils)
 - Emergency telephone number (usually mobile phone, which should be switched 'on')

7. The teacher i/c should take a school consent form file (grey in Senior; black in Junior; yellow in Pre-Prep), which contains specific information about pupils (and should take a few moments to become acquainted with any details regarding the pupils in the party), a list of names and a mobile telephone (the number should be left with the School Office – Senior or Junior – and for Pre-Prep trips the number should be left with Pre-Prep and Junior)
8. On return to school, the School Office, MOD or Home Contact should be informed.
9. A Trip Report form should be completed and passed to the Headmaster
10. An evaluation should be carried out to assess the success of the trip. Were the academic objectives achieved? How could the trip be improved next time? Does the risk assessment need amending?

Category C Adventurous activities (such as climbing, canoeing, mountain biking, diving, ropes courses, etc)

Queen's has a number of thriving outdoor pursuits clubs and activities. Mark Neenan is the Co-ordinator of Outdoor Pursuits and it would be good practice for him to be consulted before any trips are considered. Whilst incidents involving adventurous activities are rare, there is a high risk of serious injury should an incident occur. With any adventurous activity it is important that the following procedures are adhered to:

1. Before a trip is planned, the Co-ordinator of Outdoor Pursuits should be consulted. Information regarding staff qualifications and risk assessments should be requested from any Centres being used. This documentation should be checked by the Co-ordinator of Outdoor Pursuits. It is good practice to visit Centre or site before the trip.
2. The group leader should complete the form '**Proposal for off-site visit**' and submit it together with a completed **Risk Assessment** and **Participation Consent Form** to the Director of Co-Curriculum in the Senior School (who will pass them to the Headmaster and the Finance Director for approval). In Pre-Prep, the forms should be passed to the Headmistress who will then pass the forms to the Finance Director . In the Junior School the forms should be passed to the Headmaster who will then pass the forms to the Finance Director . It is good practice to produce a very thorough risk assessment.
3. Parents need to give their consent and should be given the opportunity to alert us of any recent educational/medical considerations that post-date the general school consent forms, which were completed at the start of the year. Parents need to be made aware of exactly what the activity involves and what qualifications the staff have gained. Participation Consent Form reply slips must be returned by all pupils prior to a trip. It is perfectly acceptable for a single Form to cover multiple visits where the activity is the same.
4. Pupils should be informed about clothing requirements, safety issues, standards of behaviour, etc.
5. The group leader should follow the appropriate procedures as outlined in this document and in the Staff Handbook (e.g. regarding travel arrangements, supervision, etc)
6. The group leader should leave with the School Office (and a contact person if outside normal school hours)
 - Copy of the approved 'Proposal for off-site visit' (which may contain minor amendments, for example, to the return time or emergency telephone number)
 - List of names of the party
 - Emergency telephone number (usually mobile phone, which should be switched 'on' if possible)
7. The teacher i/c should take a school consent form file (grey in Senior; black in Junior; yellow in Pre-Prep), which contains specific information about pupils (and should take a few moments to become acquainted with any details regarding the pupils in the party), a list of names and a mobile telephone (the number should be left with the School Office – Senior or Junior – and for Pre-Prep trips the number should be left with Pre-Prep and Junior)

8. On return to school, the School Office or Home Contact should be informed.
9. A Trip Report form should be completed and passed to the Headmaster
10. An evaluation should be carried out to assess the success of the trip. Were the objectives achieved? Were there any 'near misses'? How could the trip be improved next time? Does the risk assessment need amending?

Remember:

For a residential trip involving a mixed party there should be at least one member of staff from each sex.

Category D Residential curriculum-related visits, such as trips abroad (e.g. Alps trip, Berlin trip, etc)

Residential trips represent one of the most important facets of a child's education yet they involve huge amounts of time in preparation and there are many potential problems and issues that need to be addressed.

For a residential trip involving a mixed party there should be at least one member of staff from each sex.

Many colleagues have run excellent trips for several years and each will have developed their own letters and procedures; whilst it is unnecessary for us to 're-invent the wheel' or to follow precisely the same format as each other, it is important to appreciate that good practice procedures have become widely applicable and it would be wise to reflect upon current practice.

The Director of Co-Curriculum would be very glad to assist group leaders in all aspects of the planning of a residential trip.

As with other off-site visits, group leaders should follow the procedure outlined below:

1. The group leader should complete the form '**Proposal for off-site visit**' and submit it together with a completed **Risk Assessment** and **Participation Consent Form** to the Director of Co-Curriculum in the Senior School (who will pass them to the Headmaster and the Finance Director for approval). In Pre-Prep, the forms should be passed to the Headmistress who will then pass the forms to the Finance Director. In the Junior School the forms should be passed to the Headmaster who will then pass the forms to the Finance Director.
2. Parents need to give their consent and should be given the opportunity to alert us of any recent educational/medical considerations that post-date the completion of the general school consent form at the start of the year. Leaders may well wish to use their own more detailed Participation Consent Form, given the duration of the trip and the fact that it is residential, often in a foreign country. An example of such a form can be found in Appendix F. A further example produced by the DFES is available in the Blue File. Participation Consent Form reply slips should be returned by all pupils prior to a trip.
3. Pupils should be made aware of the academic objectives of the trip and informed about clothing requirements, safety issues, standards of behaviour, etc. A signed 'Code of Conduct' is good practice (see Appendix G).
4. The group leader should follow the appropriate procedures as outlined in this document and in the Staff Handbook (e.g. regarding travel arrangements, supervision, emergency procedures, etc)
5. Group leaders should ensure that appropriate insurance cover has been taken out (see the Finance Director) and that relevant documents and contact

telephone numbers are included in his/her administrative file. If visiting EU countries, EU Health Cards (EHIC) should be taken on the trip.

6. The group leader should leave with the School Office (and a contact person if outside normal school hours) a comprehensive file containing the following:
 - Copy of the approved 'Proposal for off-site visit' (which may contain minor amendments, for example, to the return time or emergency telephone number)
 - Part list, with details for contact numbers, etc. (e.g. copies of the completed Participation Consent Forms)
 - Comprehensive details and emergency contact numbers relating to all aspects of the trip including transport, accommodation, itinerary, travel company, etc.
7. The recently completed Participation Consent Form should contain all the appropriate information but it is advisable to take a grey file (for Senior School) as well. A mobile phone should be taken (an international mobile is available from the Bursary) .
8. On return to school, the School Office or Home Contact should be informed.
9. A Trip Report form should be completed and passed to the Headmaster
10. An evaluation should be carried out to assess the success of the trip. Were the academic objectives achieved? How could the trip be improved next time? Does the risk assessment need amending?

Category E Duke of Edinburgh's Award

Queen's College runs a thriving Duke of Edinburgh Award's Scheme and offers many exciting opportunities for pupils to participate in adventurous activities.

Group leaders running residential trips should follow the procedure outlined under Category D above, as appropriate to the nature of the expedition.

The Duke of Edinburgh's Award has its own set of guidelines, including recommendations for supervision, and these should be strictly adhered to.

For a residential trip involving a mixed party there should be at least one member of staff from each sex.

Major expeditions

All major expeditions are run through the Operating Authority (Somerset County Council) and the associated paperwork, which involves approval being sought from the Headmaster, is deemed to be perfectly adequate and can take the place of the internal forms.

As with all trips, lists of party members together with contact numbers must be left with the School Office and the designated home contact.

'In-house' training exercises

For training exercises involving off-site visits (e.g. navigation on the Quantocks) Category B procedures should be followed with the following exceptions:

- A list of forthcoming activities or a term programme will suffice in the place of separate Proposal Forms
- An accurate and up-to-date list of participants can be maintained on the Duke of Edinburgh noticeboard.

Further information

The Co-Ordinator of Outdoor Pursuits can be consulted where trips involve these activities. The Director of Co-Curriculum holds some additional resources and contact details for relevant organisations.

Appendix F

Geography Trip to the French Alps (Sunday 10 July – Saturday 16 July 2005)

PERSONAL DETAILS

Full name of student: **House:**
.....

Date of Birth: **Age on 16 July 2005:**
.....

Address:
.....
.....
.....

Telephone numbers – Home:
.....

Mother (daytime):
.....

Father (daytime):
.....

(Please give details of alternative address and telephone numbers during the dates of the trip):

Doctor's details:

Name:

Address:
.....
.....

Telephone number:

Passport details:

My son/daughter will have his/her own valid passport.

Passport Number:

Medical Consent:

My son/daughter does*/does not* suffer from any pre-existing medical condition requiring treatment. *(*please delete as applicable)*

Please give any details regarding your son/daughter's medical condition that might be useful (e.g. allergies, medication required etc):

Please inform me of any changes in the run-up to the trip.

Dietary requirements:

Please give details below of any special dietary requirements:

Parental consent:

I agree to my son/daughter taking part in the activities organised on this trip. I understand that, whilst those in charge of the party will take all reasonable care, they cannot necessarily be held responsible for any injury, loss or damage suffered during the visit.

I consent to any emergency medical treatment, including the use of anaesthetics, necessary during the course of the trip.

Signed:

Date:

Please attach a passport size photograph of your son/daughter below and then return this form to Mr. Ross.

Appendix G

Geography Trip to the French Alps (Sunday 10 July – Saturday 16 July 2005)

Code of Conduct

Please read the following statements and sign at the bottom of the sheet.

- I agree to follow the instructions given to me by those in charge (staff, including sixth form assistants; officials; etc) and understand that they are given in the best interests of my health and safety.
- I understand that school rules still apply throughout the duration of the trip.
- I understand that I should not purchase (or consume, etc), alcohol, cigarettes, drugs, fireworks or dangerous weapons such as pen-knives. If I am in any doubt about what is acceptable, I understand that I should ask a member of staff.
- I agree to behave sensibly and maturely at all times. I will be sensitive to the needs of others and will do my best to ensure that everybody on the trip has an enjoyable time.

I have read and accept the above statements.

Signed: (pupil)

Print name:(pupil)

Signed: (parent)

Print name:(parent)