



# Ackworth School

## Off-Site Visits Policy

This policy is applicable to all pupils, including those in the EYFS.

### **Introduction and Aims**

1. Ackworth School recognises the significant educational value to pupils of visits and activities away from the immediate School environment and believes that staff should be encouraged to organise and take students out on such trips. Such trips should:
  - a. Enhance pupils' understanding of curricular activities.
  - b. Develop pupils' social skills including resourcefulness, independence, initiative and self-reliance.
  - c. Provide opportunities to develop skills.
  - d. Enable pupils to spend time happily and intelligently sharing experiences with others.
2. The School recognises and accepts that such visits may present risks to the health and welfare of the pupils. Educational trips and visits will therefore be planned and operated in accordance with this policy and procedures followed so that everyone involved understands his/her responsibility and can participate fully in the learning outside of the classroom.
3. All educational trips and visits will be appropriate and relevant to the age, maturity, capabilities and needs of the pupils participating and will be compatible with the Quaker ethos of the school.
4. It is assumed that in the context of this document "off-site visit" will include all School "away" sporting fixtures, sports tours, trips to the theatre and cinema, cultural visits, foreign trips, residential trips, curricular fieldwork, Duke of Edinburgh's Award expeditions, House, boarding and tutor outings and academic study visits.
5. In the context of this document the "visit leader" is the teacher in charge of the visit, sports team or expedition.
6. The objectives of this policy are to:
  - a. Ensure visits are worthwhile and educationally valid.
  - b. Outline the legal requirements and responsibilities for visits.
  - c. Provide a mechanism for the approval of all visits.
  - d. Provide a planning outline for all visits.
  - e. Cover all issues of Health and Safety that might arise with visits.
  - f. Cover all types of visit required by the school.
  - g. Provide a means of recording all visits made.



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7. This policy has been written with due regard to
  - a. "Health and Safety Advice on Legal Duties and powers for Local Authorities, Head Teachers, Staff and Governing Bodies" DfE 2013
  - b. "Part 1 supplement: Standard for LEAs in Overseeing Educational Visits" DfES July 2002
  - c. "Part 2 supplement: Standard for Adventure" DfES July 2002
  - d. "Part 3 supplement: A Handbook for Group Leaders" DfES July 2002
  - e. "Group Safety at Water Margins" DfES/CCPR

A copy of all of the above documents can be obtained from the Deputy Head (Pastoral).

## Legal Responsibilities

8. Under Common Law the School Committee have a duty "to take reasonable care to avoid acts or omissions likely to cause foreseeable injury (physical or mental)". This duty is owed both to members of staff, pupils and others, such as parent volunteers, who may be involved.
9. Also under Common Law members of staff accompanying pupils on a visit have ultimate responsibility for safety and are deemed to be acting "in loco parentis". In these circumstances staff are held to the same standard of care as would be deemed a reasonable parent. Occasionally, this duty of care can temporarily be transferred to others e.g. an instructor at an activity centre where the activities are controlled by those instructors/experts.

10. The Health & Safety at Work Act 1974 (HSWA) requires employers to ensure, as far as reasonably practicable, the health, safety and welfare of:
  - a. Its employees (under section 2)
  - b. Those persons not in their employment who may be affected by it, i.e. pupils, parents, visitors and volunteers (under section 3)

11. The Management of Health & Safety at Work Regulations 1999 (MHSWR) sets out the following requirements:
  - a. Employers should carry out risk assessments and introduce arrangements for planning, organising, controlling, monitoring and reviewing the management of health and safety. These assessments should address risks to which employees and pupils are exposed, to ensure that appropriate control measures are taken to protect their health and safety.
  - b. Where employers implement preventative and protective measures they should be based on the following principles:
    - Avoiding risks
    - Evaluating risks that cannot be avoided
    - Combating the risk at source
    - Adapting the work to the individual
    - Adapting to technical progress



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- Replacing the dangerous by non-dangerous or less dangerous
  - Developing a coherent overall prevention policy
  - Giving collective protective measures priority over individual protective measures
  - Giving appropriate instructions to employees
- c. Provide access to competent advice.
  - d. Employers should devise emergency procedures, especially for off-site visits and particularly involving water and remote locations.
  - e. Employees should be provided with information on the risks identified by the assessment and the preventative and protective measures implemented.
  - f. Employers shall, in entrusting tasks to employees, take into account their capabilities as regards health and safety.

12. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), if participants in off-site visits, either employees, pupils or volunteers die, or are severely injured (defined as an injury resulting in hospital admission for more than 24 hours), the incident should be reported to the enforcing authority (HSE) by telephone and followed up on Form F2508 within 10 days.

13. Also under RIDDOR all accidents and incidents (near misses), no matter how minor, should be recorded in an accident book. Whilst any off-site centre will have similar duties, visit leaders should maintain their own records for the school's purposes. Any accident as part of an off-site visit should be reported.

## Other Responsibilities

14. The responsibilities of the School Committee are to discharge Health and Safety responsibilities for Educational Visits through:

- a. Maintaining appropriate insurance cover.
- b. Ensuring that visits have a specific and stated objective.
- c. Ensuring that the visit leader's plans comply with the regulations and guidelines of the "Ackworth School Health and Safety Policy" and the Risk Assessment Policy.
- d. Ensuring that training needs have been addressed.

15. The responsibilities of the Head and the Deputy Head (Pastoral) (the Educational Visits Co-ordinator (EVC)) are to:

- a. Ensure that visits comply with the "Ackworth School Health and Safety Policy" and the Risk Assessment Policy.
- b. Agree the process of approval for all visits.
- c. Ensure that the accreditation of external providers is carried out.
- d. Ensure that all visits have contingency plans in place.
- e. Ensure that all visits have emergency procedures in place.
- f. Allocate time and resources for staff training.



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- g. Ensure that visit leaders are assessed as competent.
  - h. Ensure that Risk Assessments are adequate.
  - i. Ensure that parents are informed and that they have given consent.
  - j. Keep records of visits.
  - k. Ensure that accidents and incidents are reported.
16. The visit leader will have overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' Health, Safety and Welfare.
17. For every off-site visit, fixture or expedition the leader must:
- a. Have approval to carry out the visit.
  - b. Be suitably competent to control, lead or instruct the pupils on the visit.
  - c. Be aware of Child Protection issues, ensuring that all supervisors have security clearance (enhanced DBS checked).
  - d. Ensure that there is adequate First Aid provision for the visit.
  - e. Undertake and complete the planning and preparation of the visit including the briefing of pupils, parents and supervisors.
  - f. Ensure that generic and event-specific Risk Assessments are in place for the visit - and copies are carried on the visit. Risk Assessment must be on-going whilst on the visit.
  - g. Ensure that a medical check has been completed for all participants.
  - h. Ensure that the ratio of supervisors : pupils is appropriate for the needs of the group relative to the activity to be undertaken.
  - i. Have enough information on pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
  - j. Consider stopping the visit at any time if the risk to the Health and Safety of participants is unacceptable.
  - k. Ensure that supervisors have the details of emergency procedures and "School Contact".
  - l. Ensure that parents have given written consent for any visits or trips off site. Matches and fixtures do not require this permission and regular visits i.e. for a club or society require only one permission slip. Heads of House, acting in loco parentis, can give this permission for boarders except for overnight trips and / or hazardous trips for which parental permission must be obtained.
  - m. Ensure that non-teaching supervisors are covered by school insurance (Public Liability, Personal Accident and vehicle insurance as necessary) and have adequate security clearance (enhanced DBS check).
18. Teaching staff acting as supervisors have a responsibility to ensure the Health and Safety of pupils in their care. They must:
- a. Follow the instructions of the visit leader.
  - b. Consider stopping the visit or the activity (notifying the visit leader) if they consider the risk to the Health and Safety of any group member is unacceptable.



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19. Adult volunteers must understand clearly what their responsibilities are. Non-teaching adults acting as supervisors should:
  - a. Do their best to ensure the Health and Safety of pupils in their care.
  - b. Not be left in sole charge of pupils except where it has been previously agreed as part of the Risk Assessment and the appropriate level of security clearance has been obtained.
  - c. Follow instructions of the visit leader and teaching staff supervisors.
  - d. Contact the visit leader if concerned about the Health and Safety of any pupil during the visit.
20. The visit leader must make it clear to the pupils that their responsibilities include:
  - a. Not taking unnecessary risks.
  - b. Following the instructions of the leader and other supervisors, including those at any venues for the visit.
  - c. Dressing and behaving sensibly and responsibly.
  - d. If abroad, being sensitive to local codes and customs.
  - e. Looking out for anything that might hurt or threaten the safety of any member of the party and tell the visit leader or supervisor about it.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from participating.

21. Parents should be able to make an informed decision on whether their child should go on a visit. The visit leader should ensure that parents are given sufficient information in writing and/or are invited to any briefing sessions. Parents should:
  - a. Provide the visit leader with emergency contact numbers.
  - b. Sign the consent form.
  - c. Give the visit leader information about their child's emotional, psychological and physical health that might be relevant to the visit.
  - d. Give permission for emergency medical treatment in the event that they cannot be contacted.

## Competence of Leaders and Supervisors

22. A person who possesses sufficient technical knowledge, experience and skills to be able to carry out the specific task and prevent danger or injury from arising during the course of the work, or as a result of the work, is deemed to be competent.

23. Leaders and supervisors of all visits must be verified as having competence for the task. This may take the form of a National Governing Body qualification or a "Statement of Competence" endorsed by someone with a higher level of expertise in the area of competence being verified. This person will be approved by the school to act as a technical advisor in this manner. Please refer to the "Statement of Competence" form. It is important the Deputy Head (Pastoral) (EVC) has documentary evidence to support the verification of competence of leaders



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and supervisors of each visit. A copy of the “Statement of Competence” form is to be lodged with the Deputy Head (Pastoral) (EVC), the teacher concerned and the technical advisor.

## Planning a Trip

24. There are three parts to any trip or visit:
- The planning that takes place before a visit, which includes outline approval, detailed planning and substantive approval.
  - The visit itself, which will include briefing of pupils and supervisors and supervision of the visit.
  - Post trip evaluation, including the reporting of any accidents or incidents.

## Outline Approval

25. A submission of the proposed visit is made to the Deputy Head (Pastoral) during the term before the event. If the outline is approved the trip will be put onto the school calendar. If a trip is planned later than this, permission should be gained from the Deputy Head (Pastoral) or the Head. If permission is given, the trip will be placed on the electronic calendar (and therefore published on the website). Once permission has been gained detailed planning may begin.

## Detailed Planning

26. The visit leader is to ensure that the objectives of the visit are pitched at the correct level for those pupils taking part. He/she should also ensure that any licences/accreditation are in place where appropriate.

27. The appropriate number of supervisors will depend on a number of factors including:
- Gender, age and ability of party members
  - Pupils with SEN or medical needs
  - Nature of activity
  - Duration of visit
  - Type of accommodation
  - Competence of staff/supervisors
  - Behaviour record of pupils
  - First Aid cover

It must be ensured that there is a sufficient number of supervisors to accommodate emergencies, such as the need for a pupil to return home early through accident/ill health.

The staffing ratio will be determined by Risk Assessment and will allow for emergencies.



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Visit leaders or supervisors whose own children are included on a visit cannot be included in the supervision ratios since they would revert to the role of parent if their child were unwell or suffered an accident.

On some occasions the staff : pupil ratio may be supplemented by parents or volunteers at the discretion of the visit leader, who should clearly define the responsibilities of such individuals and ensure that they are understood. Any such helper should be subjected to an 'enhanced' check through the DBS and be added to the School Liability Insurance. This can take up to 6 weeks to process.

28. An exploratory pre-visit is recommended for visits abroad or for any residential visit or where the location is not familiar so that an adequate assessment of risks can be made.

29. There are three main types of risk assessment: generic, event-specific and on-going.

- a. Generic – these risk assessments are normally prepared by the school. These are applicable to the activity wherever and whenever it takes place (an example might be travelling by minibus or coach).
- b. Event Specific – these risk assessments are prepared by the visit leader, and will differ from place to place and group to group.
- c. On-going (dynamic) – these risk assessments are made while undertaking the visit; judgements and decisions are made as the need arises and are not normally recorded until after the visit.

All risk assessments should:

- a. Identify the significant hazards
- b. Identify who might be harmed
- c. Evaluate the risk level
- d. Identify controls that are in place
- e. Reassess the level of residual risk
- f. Implement additional controls – if needed

Copies of all risk assessments should be forwarded to the Deputy Head (Pastoral) and a copy should also be kept and taken on the trip.

Copies of risk assessment forms can be found in the Tiger Cage and also, electronically, on the school intranet.

30. It is good practice to have a contingency plan 'B' in the eventuality of the original proposals not being possible (e.g. due to poor weather). This should also be risk assessed.

31. As a visit leader you will need to communicate with parents before the visit so that they may give informed consent. This may be done by letter and/or by a meeting. A meeting must take place for any trip abroad.



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32. Written parental consent must be sought for all trips off site. In the case of boarders, a House Parent may give this. In the case of trips

- a. When overnight accommodation is involved;
- b. Including adventurous activities and water margin activities;
- c. That are overseas;

written and signed parental consent must be gained for all pupils, including boarders. This must be a written document or fax, not an email and only legal guardians (and the guardian that the school holds on its records as the legal guardian) may act ‘in loco parentis’ for this. No pupil may take part in a trip that falls into any of the above categories without written prior parental consent. If in any doubt, please seek advice from the Deputy Head, Pastoral.

33. Consideration should be given to First Aid requirements relative to the visit. There must be a member of staff with good working knowledge of First Aid on every visit and a First Aid kit must be collected and taken on all visits.

34. In selecting the most appropriate method of transport for the visit the following should be taken into account:

- a. Passenger safety;
- b. Competence of the driver and whether he/she holds the appropriate licence;
- c. The number of driving hours required for the journey and the length of the driver day;
- d. The number of drivers needed;
- e. The type of journey (locally and long distance);
- f. Arrangements in case of breakdown or delay;
- g. Insurance arrangements;
- h. Welfare breaks on long journeys;
- i. Supervision on and around transport.

Specific requirements for different types of transport might include:

- a. Private car
  - The vehicle is roadworthy;
  - The driver has appropriate and valid driver’s licence;
  - The driver is automatically covered on the Ackworth School vehicle insurance scheme if the visit is approved
  - The car is fitted with functioning seatbelts and these are worn at all times
  - There are child protection issues related to this type of transport.
- b. School owned or hired minibuses
  - The driver has an appropriate licence
  - The driver is on the Ackworth School approved minibus drivers list
  - There is adequate adult supervision of the participants, if at all possible, other than the driver.



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- c. Coach Company
  - Coaches are to be booked through the Deputy Head (Pastoral)'s secretary.
  - Any company being used must have a Public Service Vehicle (PSV) Operator's Licence
  - The operator must have appropriate insurance
- 35. If accommodation is being used, the following need to be in place:
  - UK accommodation must be covered by a fire certificate
  - If abroad, accommodation must comply with the health and safety regulations for that country
  - Appropriate security arrangements must be in place for possessions and for pupils/staff
  - Separate male and female accommodation and washing facilities must be in place
  - Staff accommodation must be close at hand
  - Any person over the age of 18 who is not a pupil at the school must have a DBS certificate.
- Parents should have full details of accommodation arrangements.
- 36. If an external provider is being used, the following points should be taken into account:
  - a. Approval to use an external provider must be obtained from the Head or Deputy Head (Pastoral);
  - b. External providers are responsible for assessing the risk of those parts of the visit they are contracted to provide;
  - c. Financial agreements are to be made between the 'provider' and Ackworth School – not the pupils' parents;
  - d. If using air transport ensure that there is an Air Travel Organisers Licence (ATOL) in place;
  - e. If using a tour operator ensure they are approved by a bonding agency (e.g. ABTA).
- 37. Ackworth School has Public Liability cover for all 'approved' activities on-site and off-site but Group Leaders are advised to check that staff and students are adequately covered and that parents are informed of the insurance cover given by the School.
- 38. Group Leaders and those in charge of teams must carry out a medical check on all pupils on the trip. This information should be given to all supervisors on the visit in writing.
- 39. Swimming, paddling and other "in-water activities" should never be allowed as an impromptu activity. "In-water activities" should only take place when a specific Risk Assessment has been completed and qualified supervision is available.



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## Substantive Approval

40. Confirmation of approval for the visit to go ahead will be given by the Deputy Head (Pastoral) when all aspects of the planning are confirmed. The Deputy Head (Pastoral) will receive the 'Off-Site Visits Check List' at least 48 hours before the trip and will sign it and return a copy to the Group Leader. This confirms that the trip has been approved to take place.

## Briefing Pupils

41. Pupils should clearly understand what is expected of them and what the visit will entail. They must understand the standard of behaviour expected of them and why rules must be followed. They must be informed about potential dangers and how they should act to ensure their own safety and that of others.

## Briefing Supervisors

42. All supervisors must understand their roles and responsibilities at all times. It is helpful if this is given to them in writing. It is essential that supervising staff know when they are on duty and when they have 'down time'.

## Supervision of the Visit

43. The earlier section on 'supervisors for the visit' (sections 22, 23 and 27) should be referred to.

The level of supervision forms an integral part of the Risk Assessment process. For EYFS, the Risk Assessment must take note of the required staffing ratios, which may need to be amended in light of the activity undertaken.

There are two types of supervision for a visit:

- a. Close Supervision - when group members are always within sight and contact of the supervisor(s).
- b. Remote Supervision - when group members are working away from the supervisor(s) but are subject to predetermined controls and checks.



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Recommended Staffing Ratios:

Year	Pupil Staff Ratios for: Day trip	UK residential	Overseas residential
Nursery	1:4	~~~~~	~~~~~
Reception	1:6	~~~~~	~~~~~
1	1:6	2:12	2:12
2	1:6	2:12	2:12
3	1:6	2:12	2:12
4	1:10-15	2:20	2:20
5	1:10-15	2:20	2:20
6	1:10-15	2:20	2:20
7	1:15-20	2:20	2:20
8	1:15-20	2:20	2:20
9	1:15-20	2:20	2:20
10	1:15-20	2:20	2:20
11	1:15-20	2:20	2:20
12	1:15-20	2:20	2:20
13	1:15-20	2:20	2:20

## Emergency Procedures

44. In the event of an accident or emergency occurring during an off-site visit or activity the Group Leader should follow the relevant emergency procedures laid down in this section.

- a. All Group Leaders will be given the name and contact details for the member of SMT on duty for the duration of the visit or activity.
- b. Accidents and near misses may be categorised as either minor or serious. In order that the school can update its risk management procedures all near misses should be reported.
- c. For minor emergencies the Group Leader will respond by attending to the injured ensuring the safety of the rest of the group. On return to the School they will complete an accident report form and put a request in to replenish the First Aid kit if necessary.
- d. For serious emergencies the Group Leader will respond by attending to the injured, ensuring the safety of the rest of the group, summoning help/evacuation by whatever means appropriate and contacting the member of SMT on duty. On return to the School they will complete an accident report form and put a request in to replenish the First Aid kit if necessary.
- e. In the event of a fatality the Group Leader will respond by attending to any injured and ensuring the safety of the rest of the group. They will then call the appropriate emergency services and the Police, giving details of location, nature of accident, number of



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individuals involved and the condition of the group. The contact details of any witnesses should be obtained and the duty member of SMT contacted. The remaining activity participants should be prohibited from using mobile telephones (in order to maintain the confidentiality of the incident until the next of kin have been informed via the proper channels).

- f. No member of the School's staff other than the Head, or the duty member of SMT in the Head's absence, is authorised to speak to the press/media.

In the event of an incident it is good practice to make notes as soon as it is reasonably possible after the event to help in the recording of the incident on the accident report form.

## Types of Visit

45. Day Visit – This type of visit may be undertaken each year/term or on an ad hoc basis in support of particular parts of the curriculum e.g. art trips to galleries or lectures and concerts in nearby cities and towns.

It will be necessary to seek approval for such visits and to carry out the planning process including completing a Risk Assessment. Parental consent will be required.

46. Sporting Fixtures – All ‘away’ fixtures constitute an off-site visit and should be approved and planned accordingly including Risk Assessments.

A core part of each sporting fixture will be transport arrangements and the relevant part of this policy document should be consulted.

47. Adventure Activities – There are three recognised categories of adventure activities:

- a. Category A – Activities that present no significant risk e.g. walking on non-remote country paths.
- b. Category B – Higher risk or higher profile activities e.g. walking in non-remote country, camping.
- c. Category C – Includes all activities which, if not school-led, would be “in scope” of the Adventure Activities Licensing Regulations 1996 and other “high risk” non licensable activities.

As an example a school skiing trip will be a Category C visit, whilst Duke of Edinburgh’s Award trips will generally be Category B or C.

Staff should either hold National Governing Body qualifications or hold a ‘Statement of Competence’ by a school recognised technical advisor. The equipment used must be suitable and maintained to a high standard.



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All activities must be covered by operational procedures and generic/event-specific Risk Assessments.

If an external provider is being used, the provider must hold an Adventure Activities Licensing Authority licence if the activity comes within the scope of the AALA regulations. If the activity is outside the scope of AALA regulations, the Visit Leader must be satisfied that standards of provision are adequately covered by Risk Assessments and operational procedures.

The nature of some adventure activities (e.g. Duke of Edinburgh expeditions) requires pupils to work without direct supervision. Parents must be made aware that supervision will be remote.

48. Residential Visits – The section on accommodation (section 34) should be referred to. There must be adequate staff/supervisors of the gender of the participants for cover should an accident/incident occur.

49. Visits Abroad – Travel and accommodation arrangements should only be made through a recognised tour operator. Assessment of the operator's reputation should form part of the Risk Assessment for the trip.

Overseas visits will normally involve much more comprehensive planning than other off-site trips. An exploratory visit, however, is likely to be more difficult to undertake. As an alternative the following can help to inform the planning process and inform the Risk Assessment:

- a. The provider
- b. The Foreign and Commonwealth Office
- c. Other schools that have used the provider/visited the location
- d. National travel offices in the UK for the destination country
- e. Embassies/consulates
- f. The Suzy Lamplugh Trust

As well as the normal preparation for pupils other factors that should be considered include:

- a. Language – particularly common phrases. A help sheet could be considered rather than relying on memory, especially in times of crisis.
- b. Culture – body language, dress codes, rules of behaviour, local customs, and attitudes to gender.
- c. Drug/alcohol usage.
- d. Food and drink – sensible precautions with drinking water/raw fruit and vegetables, shell fish, cooking standards.
- e. Money – local currency, sterling equivalent of each denomination, how to carry safely.
- f. How to use phones abroad, including the code for the UK and other relevant countries.
- g. Emergency procedures.

Parents are likely to have to receive more information, and in more detail, than for other trips and visits. A briefing meeting with minutes is recommended – the tour operator could be invited



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to provide as much information as possible before final consent is sought. Medical consent should also be repeated in local language.

The visit leader should establish if any vaccinations are required and the lead-in time. All members (and their parents) must receive this information in good time to arrange vaccinations. Written confirmation (e.g. a vaccination certificate) should be sought to confirm that the course has been completed.

Comprehensive travel insurance must be in place by the time the deposit is paid.

It is advisable that at least one adult member with the group should be able to speak and read the language of the visited country. The ability to hold a basic conversation and know what to say in an emergency would be an advantage to other adult members.

Visa and passport requirements should be ascertained as part of the planning process and communicated to parents/group members. The visit leader should ensure that all requirements have been fulfilled at an early stage in the process. The visa needs for any pupils who are not nationals of any EU state should be considered. Such pupils may require visas when others do not and may well have to use separate passport control channels at points of entry.

For trips within the European Community all European Nationals should obtain a European Health Insurance Card (EHIC) and this should be lodged with the group leader before departure. A contingency fund should be considered to cover the possibility that medical treatments may need to be paid for in advance.

The Group Leader should ensure that the following paperwork is taken:

- a. Travel tickets, passports and visas. A separate list of the numbers of such documents or photocopies of the documents should be carried by another adult
- b. Copy of any contract with a centre/hotel
- c. EHICs and details of any significant medical histories. Medical consents
- d. Contact details for the school
- e. Contact details for the parents (names, addresses and home/work/mobile telephone numbers)
- f. Adequate copies of lists of group members and their details
- g. Insurance policy and local contact details for claims
- h. Name, address and telephone number of the group's accommodation
- i. Instructions for emergency replacement of lost/stolen Traveller's Cheques together with details of the serial numbers (to be carried separately from the cheques)

The school should retain the following information:

- a. Itinerary and contact phone number/address of the group
- b. List of all group members (including adults) and their details
- c. Contact details for the next of kin (name, address and phone number)



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- d. Copies of consent forms
- e. Copies of travel documents, insurance policies, medical papers, passports and visas
- f. Contract with the centre/hotel (if any)

During the visit the following should be considered:

- a. Providing each group member with a note in the relevant language for use if they get lost. It should advise the reader of their participation in a school trip and ask that they be reunited with the group at the accommodation or to take them to a police station.
- b. Making sure that all group members carry an appropriate amount of foreign currency at all times.
- c. Making sure that members of the group can be easily identified at all times i.e. school uniform or distinctive clothing/hats/bags as appropriate.
- d. Security procedures

Regarding emergencies the group leader should:

- a. Ensure that all group members know what to do.
- b. Know where the nearest British Embassy or Consulate is located and the telephone numbers. It may be appropriate for all group members to have this.
- c. Know the details of any prevalent diseases and what action should be taken should a member of the group be infected.
- d. Ensure that participants have suitable protective clothing and equipment (hats/glasses/sun cream of high enough protection).

## Ski Trips

50. In addition to all the points covered in "Visits Abroad" ski trip leaders are reminded that as with any other Adventurous Activity, skiing, snowboarding or related activities should only take place when under the direction of an appropriately qualified and competent instructor.

Ski trips require appropriate insurance cover.

The minimum national qualification for staff intending to organise a ski trip (but not instruct or supervise on snow) is the Ski Course Organiser Certificate, administered by the English Ski Council. Ackworth School strongly recommends its ski trip leaders to hold this qualification.

## Water Activities

51. There is a clear distinction to be made between **Water-based activities** and **Water-margin activities**.

Water-based activities are regarded as adventurous activities (watersports) and require approval and planning accordingly.



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Water-margin activities are “learning activities” near or in water. Staff leading/supervising those activities need to be conversant with Reference 9 “Group Safety at Water Margins” DfES/CCPR. There needs to be a Risk Assessed Plan ‘B’ in place for an alternative activity. Parental consent is needed for these activities.