

Twyford School

Educational Visits Policies & Procedures

September 2007

(minor changes to forms April 2008)

Educational Visits - Policies & Procedures

A. Introduction

1. The Governors of Twyford School recognise the value to pupils of educational visits. Such visits should:
 - enhance pupils' understanding of curricular activities (for example language or history studies);
 - provide opportunities to practise skills (for example, swimming and other sports);
 - develop pupils' social skills (for example meeting pupils from other countries and cultures).
2. The Governors also recognise and accept that such visits present challenges to the health and welfare of pupils. Educational visits will be planned and operated in accordance with these guidelines so that everyone involved understands his or her responsibility to ensure that pupils can participate fully in educational visits in reasonable safety.

B. Responsibilities

1. Employers

- 1.1 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 is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes everyone involved in off-site visits (teachers, volunteers, helpers and pupils).

Twyford School, a company limited by guarantee are the employers of staff at Twyford School.

- 1.2 The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require employers to:
 - assess the risks of activities (see **Risk Assessment** below);
 - introduce measures to control those risks;
 - tell their employees about these measures.

2. Employees

- 2.1 Also under the Health and Safety legislation, employees must:
 - take reasonable care of their own and others' health and safety;
 - co-operate with their employers over safety matters;
 - carry out activities in accordance with training and instructions;
 - inform the employer of any serious risks.

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

- 2.2 Although the employer is responsible for health and safety, decisions about visits are usually delegated to the Headmaster. The Headmaster's agreement must be obtained before a visit takes place.

3. Governing Body

3.1 The Governing Body will satisfy themselves that risk assessments have been carried out, that appropriate safety measures are in place and that training needs have been addressed.

3.2 The Governing Body will also:

- ensure that the visit has a specific and stated objective;
- ensure that the Headmaster/Group Leader show how their plans comply with regulations and guidelines, including the School's health and safety policy document and that the Headmaster/Group Leader report back after the visit;
- ensure that they are informed about less routine visits well in advance;
- assess proposals for certain types of visit, including visits involving an overnight stay or travel outside the UK.

4. Headmaster

4.1 The Headmaster will ensure that visits comply with regulations and guidelines provided by the Governing Body and the School's own health and safety policy. The Headmaster will ensure that the Group Leader is competent to undertake and supervise any particularly hazardous or unusual activities and to monitor the risks throughout the visit.

4.2 If the Headmaster takes part in the visit as a group member/supervisor, he/she will follow the instructions of the Group Leader who will have sole charge of the visit.

4.3 The Headmaster will also ensure that:

- the risk assessment has been completed and appropriate safety measures are in place;
- any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified;
- there is adequate and relevant insurance cover;
- he/she has the address and phone number of the visit's venue and a contact name;
- there is a contingency plan for any delays including a late return home.

5. Group Leader

5.1 One teacher, the Group Leader, will have overall responsibility for the supervision and conduct of the visit and will have regard to the health and safety of the group. The Group Leader will have been appointed or approved by the Headmaster or the Governing Body. The Group Leader will:

- obtain the Headmaster's prior agreement before any off-site visit takes place, using the form included in **Appendix 7**;
- follow Governing Body regulations, guidelines and policies, including preparation of itinerary and checklists, and passport arrangements;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- be appropriately qualified and will produce firsthand evidence of such qualification e.g. original certificates;
- undertake and complete a comprehensive risk assessment. See **Risk Assessment** below;

- carry emergency telephone numbers and details of points of contact;
- review regularly undertaken visits/activities and advise the Headmaster where adjustments may be necessary;
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- ensure there are contingency arrangements in the event of unfavourable weather conditions, transport breakdown or other failure or in the event of a pupil having to be sent home;
- be aware of insurance procedures (see **Appendix 4**).

Detailed guidance for Group Leaders is included at **Appendix 3**.

6. Teachers

- 6.1 Teachers on school-led visits act as employees of the Governing Body, whether the visit takes place within normal working hours or outside those hours, by agreement with the Headmaster and Governors.
- 6.2 Teachers will do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They will:
- follow the instructions of the Group Leader and help with control and discipline;
 - consider stopping the visit or the activity, notifying the Group Leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable;
 - be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.

7. Adult Volunteers

- 7.1 Non-teacher adults acting as supervisors will:
- do their best to ensure the health and safety of everyone in the group;
 - not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
 - follow the instructions of the Group Leader and teacher supervisors and help with control and discipline;
 - speak to the Group Leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit;
 - be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.

8. Responsibilities of pupils

- 8.1 The Group Leader will make it clear to pupils that they must:
- not take unnecessary risks;
 - follow the instructions of the leader and other supervisors including those at the venue of the visit;

- dress and behave sensibly and responsibly, using safety equipment as instructed;
 - be sensitive to local codes and customs;
 - look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or supervisor about it.
- 8.2 Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Reasonable adjustments will be made for disabled children.

9. Parents

- 9.1 The Group Leader will ensure that parents are given sufficient information in writing and are invited to any briefing sessions, so that they are able to make an informed decision on whether their child should go on the visit. This should include proposals for alternative activities in case, for example, adverse weather conditions prevent the intended activity taking place. Reasonable adjustments will be made for disabled children.
- 9.2 The Group Leader will also tell parents how they can help prepare their child for the visit by, for example:
- reinforcing the visit's code of conduct;
 - understanding the clothing and footwear that will be required and ensuring that this is provided.
- 9.3 Parents will be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements.
- 9.4 Parents will contribute to the success of the visit by:
- understanding the objectives of the visit;
 - giving written consent to transport arrangements;
 - giving written consent to all emergency and other medical or dental treatment necessary for the safety and well-being of the pupil;
 - giving clear information where relevant on their child's ability or inability to swim;
 - providing clear information on their child's health and any special needs, need for medical attention or medication;
 - ensuring that there are clear contact arrangements.

C. Disability and Special Education Needs

The School will make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group.

Special needs of any kind will be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate measures will be implemented.

D. Risk Assessment

- 1.1 Risk assessment is an essential part of fulfilling health and safety responsibilities. Any risk assessment must:
- identify the potential risks (hazards) involved in an activity;

- decide who might be harmed;
- identify control measures which would reduce the risk;
- record the findings.

1.2 Risk assessments for educational visits have three levels:

- **generic activity risk assessments** – which will apply to the activity wherever and whenever it takes place.
Example: swimming – one of the risks to be assessed would be the risk of drowning. Control measures would include assessment of water confidence and ability of pupils, competent supervision, appropriate buoyancy aids.
- **visits/site specific risk assessments** – which will differ from place to place and group to group. They will be undertaken by the School for each venue and amended as necessary for different groups.
Example: visit to the Tower of London by a group of year 6 pupils. An assessment would need to take account of the known behaviour patterns of the pupils concerned, including those with special needs, the need for adequate numbers of supervising adults, and the management of movement around London.
- **ongoing risk assessments and reassessments** – it is not possible to foresee every detail of a visit and Group Leaders and other responsible adults must continue to assess and reassess risks while the visit is taking place.
Example: Fell-walking in the Lake District. The Group Leader will need to assess weather conditions throughout the day, including the effect of heavy rain on water levels in streams which may need to be crossed.

1.3 Where relevant, risk assessments will include obtaining information on the need for vaccinations and/or inoculations and ensuring that these are carried out in good time before the visit takes place. Sample Risk Assessments are included in **Appendix 2**.

E. Supervision

1.1 Group Leader

Every visit or journey will have a Group Leader who will usually be a teacher. Arrangements will be made for another teacher to join the party quickly in case of emergency.

1.2 Day Educational visit - Low Risk

The ratio of responsible adults to pupils will not fall below 1:20. Supervision by age will be as follows (minimum):

- Nursery & Reception 1:6
- Pre-Prep (years 1 to 2): 1:8
- Prep School (years 3 to 8): 1:16/20

1.3 Overnight Stays in the UK

The following ratios will be followed:

- Pre-Prep (years R to 3): 1:10
- Prep. (years 3 to 8): 1:10

With a minimum of two adults in every party, including one of each gender if the party comprises both boys and girls.

1.4 Hazardous Activities

- These include winter sports, rock climbing, hill walking, mountaineering, skin diving, scuba diving, whitewater rafting and any activity of that nature.
- The Group Leader and/or at least one other supervisor will have achieved adequate proficiency in that activity and qualifications will be verified. Specific advice will be obtained from the relevant federations or associations.

1.5 **Extended Tours Abroad**

It is likely that supervision will be by a combination of teachers, parents, host families abroad and schools being visited. There will be a maximum ratio of 1 adult to 10 pupils. At least two of the adults will be teachers.

The actual ratio will vary according to:

- the activity concerned;
- pupils' age and sex;
- location;
- efficient use of resources.

There will be sufficient adults in the group to cover an emergency. [Mixed gender groups will have at least one male teacher and one female teacher].

1.6 **Supervision by Pupils (Twyford does not have pupils over 16+)**

- In a non-hazardous area/activity, a group of ten pupils or fewer may be supervised by older pupils aged 16+ for short periods (e.g. up to an hour or so) if those older pupils are known to be responsible and have been properly briefed.

1.7 **Accounting for Individual Pupils**

- The Group Leader will ensure that each pupil who is not under visual supervision is accounted for.
- This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

F. Mobile phones/Pupils' property

1.1 Mobile phones can be very useful in emergencies. However, there are reasons why their use by pupils should be restricted on educational visits, for example:

- mobile phones can act as distractions, preventing pupils from making full use of the educational opportunities offered by the visit;
- carrying such phones can expose pupils to the risk of mugging and street violence;
- loss or theft of phones can involve Group Leaders in time consuming reporting procedures;
- homesickness may be made worse by frequent use of mobile phones.

1.2 For each visit, the Group Leader will formulate a clear policy on the use of mobile phones which will be circulated to parents and pupils well in advance of the visit. Such a policy may vary depending on the type of visit, from a total ban on pupils' phones to a system of phones being left with adults during the day, to be used for a restricted time in the evening.

1.3 The Group Leader and at least one other adult supervisor will carry a fully charged mobile phone at all times and will ensure that an emergency contact at the School has the relevant numbers.

- 1.4 Similar rules will apply to all items of personal property including for example, cameras. Parents are requested not to send pupils on visits carrying expensive equipment that may attract thieves or be lost or broken. In any event, pupils will be responsible for all items of personal property taken on the visit.

G. Child Protection

- 1.1 The School's child protection policy and procedures (copy available on request) will apply during educational visits. The Group Leader will carry out the duties of the Designated Person or will name an appropriate adult supervisor to do so.
- 1.2 Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be dealt with appropriately at the time and will be reported to the Headmaster immediately on return.

Effective date

of policy: **September 2007**

Circulation: Governors and members of staff; pupils and parents on request.

Status: Complies with requirements of Schedule 3(2)(c) of the *Education (Independent Schools Standards) Regulations 2003*.

Appendix 1

Legal framework

1. Legislation and guidance

The following is a summary of the relevant law and guidance:

- *Health and Safety at Work Act 1974;*
- *Management of Health and Safety at Work Regulations 1992;*
- *Package Travel Regulations (as amended) 1992;*
- *Activity Centres (Young Persons' Safety) Act 1995;*
- *Adventure Activities Licensing Regulations 2004;*
- *Activity Centre Advisory Committee Code of Practice;*
- *Health and Safety of Pupils on Educational Visits – A Good Practice Guide (DfES 1998)*, which includes comprehensive guidance on many issues including legal responsibilities, risk assessments, children with special needs and suitability of staff.

A three part supplement was produced In 2002 in response to requests for more specific guidance:

- (a) *Standards for LEAs in Overseeing Educational Visits* – although addressed to LEAs, independent schools will find this publication helpful, particularly the guidance on risk assessments;
- (b) *Standards for Adventure;*
- (c) *A Handbook for Group Leaders.*

All these publications are available on the DfES website and contain lists of further guidance.

- *The Education (Independent School Standards) Regulations 2003* – require independent schools to have a written policy to safeguard and promote the health and safety of pupils on activities outside the School, which has regard to the DfES guidance "*Health & Safety of Pupils on Educational Visits*". Parents need to be made aware of the policy and provided with a copy on request.
- Following the Glenridding Beck tragedy in May 2002, the Health & Safety Executive issued a report providing further guidance. It highlights instances of good practice and makes other recommendations. It lays particular emphasis on the need
 - to ensure leader competence;
 - to involve pupils and parents in organising safe and successful visits; and
 - to ensure that risk assessments are based on a thorough understanding of the variables and how they may change with time.

The report can be downloaded from www.hse.gov.uk/schooltrips .

2. Common law duty of care

- 2.1 In addition, schools owe a duty of care to pupils under the common law. If this duty is breached and injury occurs, there may be a claim for negligence. Schools are vicariously liable for the negligent acts of their employees provided that the

employee was acting in the course of his or her employment. This is the case even where the employee has acted in breach of procedures or guidelines.

- 2.2 However, if the employee has acted completely outside the confines of his/her employment, the School will not be liable. An example of this might be where a Group Leader taking children to a museum makes an unplanned detour to a beach and allows children to play on the rocks.

3. Prosecution under Health & Safety legislation

- 3.1 The Health & Safety Executive can prosecute individual teachers, the Head[] or Governing Body for breaches of Health & Safety legislation. This should only occur where there has been a total and reckless disregard of safety issues. Sadly, the Glenridding Beck case (see above) provides a clear example of this.

4. The Standard of Legal Duty of Care

The standard of the responsibility depends on a number of factors including age of pupils; their known behaviour; nature of the activity; the foreseeable needs of the group; the size of the group etc.

Hazardous activities or circumstances call for a higher standard of care. The starting point is to ask the question "*Can reasonable safety be assured with the people and equipment selected and the instructions that will be given?*".

NB: The law does not set a standard of total care or total safety.

- Following the *Austrian Alps Disaster 1988* when four children slipped to their deaths, the report from the Berkshire Education Authority concluded: "*Telling the pupils what to do and trusting them to obey was not enough ...; the teachers should not have allowed the pupils to go unsupervised for some 50 minutes; their presence might have discouraged the pupils from leaving the path*".
- In *Porter -v- City of Bradford Metropolitan Council [1985] Lexis CA* a dozen 15/16 years old and their geology teacher went on an outing to Shipley Glen. A teacher reprimanded a boy who was rolling large stones down a slope at the bottom of which were five pupils. Later, the same boy was left unsupervised and for fifteen minutes he dropped or threw stones from a bridge. One of them injured the head of a girl pupil. *Stephenson LJ held that:* he did not wish to impose on teachers a duty of supervision which went beyond that of a reasonable parent in the context of an educational visit of this nature but in this case the teacher had failed in his duty to supervise. He should have kept both the willing and the unwilling pupils together.
- The case of *Dickinson v Cornwall County Council 1999* arose after the murder of 13 year old Caroline Dickinson whilst staying in a youth hostel in France when on a educational visit. It was claimed that the school staff had failed to require hostel staff to lock the front and back doors of the hostel at night. The Court found that the school staff were not at fault. The educational visit had been properly and carefully organised and it was reasonable to rely on the assessment of the hostel staff that in a peaceful rural area, it was safe to leave doors unlocked.
- In *Chittock v Woodbridge School [2002] TLR 15.7.02*, the Court of Appeal heard that a 17 year old boy had been allowed to accompany a party of younger children on a school skiing trip on the understanding that he and two other 17 year olds would be allowed to ski unsupervised but would be subject to the general supervision of the school. The boy was seen skiing off-piste on two occasions and was severely reprimanded but not otherwise punished. He then ski-ed off-piste again and was badly injured in an accident. He claimed that had the school taken more severe action, he would not have been able to ski off-piste and would not have suffered injury. The court held that the teacher's reaction to the second off-piste incident, giving a severe reprimand and accepting the assurances from the 17 year-olds that

they would not ski off-piste again was within the range of reasonable responses in the circumstances and that the school was therefore not liable.

Appendix 2

Sample Risk Assessment (Extract) (Blank form in Appendix 7)

Destination:	St. Omer, France	Leader:	
Dates:	Easter 2005	Other Staff:	
Pupil Numbers		Signed (by all who have undertaken the Risk Assessment)	
Staff/Pupil ratio			

General Control Measures

- At all times staff will have emergency numbers for police and ambulance.
- At least one member of staff will be carrying mobile phone

Specific Control Measures

Item	Hazards	Risk Level L/M/H	Controls	Revised Risk L/M/H	Comments
Transport	Accident	Medium	Reputable company (NST) Coach with fitted seat belts Driver observing correct hours Seat belts always worn	Low	check that driver is police-checked
Journey to/from France	Loss of child following stop	Medium	All stay together / Supervised visit to loo Head count before departure	Low	
Channel Tunnel	Loss of child	Low	Children stay in area in front of bus. Go in small groups to loo. Head count on re-entering bus	Low	
Accommodation	Fire	Low	Fire Drill carried out by staff of Le Chateau on arrival. Exit routes from accommodation block checked.	Low	
Night time	Security of Children	Low	Doors locked at night - will be ascertained on arrival. Children to be instructed to wake member of staff if crisis at night, who will contact Reception - staffed at night. Children strictly forbidden to enter each other's rooms after bedtime	Low	
Coach outings	Accident	Low	Reputable company - driver used	Low	

Item	Hazards	Risk Level L/M/H	Controls	Revised Risk L/M/H	Comments
Free Time at Le Chateau	Security of Children	Low	Children instructed to play within grounds only, not to stray, not to climb fences, not to attempt to climb fence beside stream, not to go up drive towards main road, to stay in groups of 3 or more	Low	If child lost, alert Chateau staff at once, follow their procedure. Certain children can be kept on football pitch only and supervised by one member of staff
Visits to boulangerie, limonaderie, Flemish Country Life Museum and cheese farm	Loss of child	Low	Children prepared / instructed before each trip; organised groups supervised by staff, no wandering off.	Low	good behaviour required by all pupils
	child falling in machinery?	Low	Frequent head counts Head count on return to coach	Low	emergency meeting place established
Discovery Trail in St. Omer	Loss of child	Medium	Children fully briefed beforehand. To walk in specified groups of 5/6 with member of staff supervising at a distance. Crossing roads NOT required nor permitted Meeting point - specific café	Low	good behaviour required by all pupils. careful supervision by staff of specific children
Nausicaa	loss of child	High	Children fully briefed beforehand. To remain in specified groups of 5/6 with member of staff accompanying. Continuous head counting.	Medium	excitement factor; other children running about; corridors and walkways mostly in semi-darkness; exposed fish tanks. very careful supervision of specific children. Emergency meeting place in foyer agreed beforehand
Picnic in park near Nausicaa	loss of child	Low	Children to play within sight and sound of staff only.	Low [small park]	Careful supervision of specific children
Picnic at Le Touquet beach	1 :Loss of child 2 : Accident to child	Low	Supervised game of rounders. Forbidden to go near the sea.	Low	all children included in game or spectating. No wandering off. All children must obey instructions
Visit to market	Loss of child	Medium	Children instructed to stay in groups of four or more. Staff to be present in market area. Point of meeting to be defined. Staff to be vigilant.	Low	Staff to observe specific children carefully from a distance
Visit to Auchan	Loss of child	Medium	Children instructed to stay in groups of four, and to stay within shop. Staff to be present in shop. One member of staff to stay near the tills at all times. Children instructed to return to meeting point.	Low	careful observation of specific children

Other Risk assessments can be found in a separate folder on the intranet.

Guidance for Group Leaders

1. What to Do and When

1.1 Type A Educational Visits

These trips are those that happen regularly, calendared, in term time and to known places. Sports fixtures comprise the majority of Type A trips. The following procedure must be followed:

- Leaders need not complete the attached forms nor make a written risk assessment. However, it is important that the leader has read the generic risk assessment (Appendix 5) and briefs the pupils accordingly. The leader must inform the EVC and Headmaster if the risk assessment needs updating.
- The leader is also required to read the School Vehicle policy if using a minibus or his/her own car (Appendix 8)
- Pupil lists must be completed and left in the School Office and a mobile telephone must be taken.

1.2 Type B Educational Visits

These trips are often calendared, in term time and may occur annually to local, known, places. Type B trips include Year group outings or “one offs”. The following needs to be completed:

- Approval Form (**Form 1**)
- Risk Assessment (**Form 5**) - the provisional one submitted with the approval form must be updated and signed off by the leader before the trip departs.
- Parental Consent Form (**Form 2**) and Medical Information (**Form 3**) (if the medical information is up to date then Form 3 is not required, but an update may be required if Form 2 was sent out months before the trip).
- The completed forms must be copied and discussed with the EVC using **Form 6** at least one week before the trip departs or before the end of term if the trip departs during holiday time.
- Information must be left in the School Office via the EVC

1.3 Type C Educational Visits

These are overnight trips and travel abroad. The approval form must be submitted at least a term in advance.

- Approval Form (**Form 1**)
- Risk Assessments (**Form 5**) - the provisional one submitted with the approval form must be updated and signed off by the leader before the trip departs.
- Parental Consent Form (to go with first letter) (**Form 2**)
- Contact Details and Medical Update - a week or so before the trip leaves (**Form 3**) along with the staff contact details (**Form 4**)
- The completed forms must be copied and discussed with the EVC using **Form 6** at least one week before the trip departs or before the end of term if the trip departs during holiday time.

- Information must be left in the School Office via the EVC

1.4 Documentation

The Group Leader must take:

Type A	<ul style="list-style-type: none"> • Mobile telephone and contact numbers • List of pupils and accompanying staff • First aid kit
Type B	<p><u>All of Type A plus:</u></p> <ul style="list-style-type: none"> • Consent forms and medical forms (will be required if hospital visit required) • Risk Assessments • Details of weather forecasts where appropriate.
Type C	<p><u>All of Type A and Type B plus:</u></p> <ul style="list-style-type: none"> • Mobile telephone charger • Contact details (pupils & staff) • Emergency contact numbers • Medical details and medical update (in case of hospital visit) • Updated risk assessments • All documents covering: bookings; travel arrangements and accommodation; receipts for payments • Emergency cash (from Bursar's Assistant) for trips abroad • Full insurance details and documents (<i>see Bursar</i>) • A detailed itinerary • Copies of passport documents (where appropriate)

The Group Leader must copy, show to Educational Visits Co-ordinator and leave in the School Office:

Type A	<ul style="list-style-type: none"> • Destination, date and times • List of pupils and staff • Contact telephone numbers (mobile)
Type B	<p><u>All of Type A plus:</u></p> <ul style="list-style-type: none"> • Consent Forms (including medical details) • Risk Assessments
Type C	<p><u>All of Type A and Type B plus:</u></p> <ul style="list-style-type: none"> • Emergency contact details • Medical details • All documents covering: bookings; travel arrangements and accommodation; receipts for payments. • Full insurance details and documents (<i>see Bursar</i>) • A detailed itinerary

	<ul style="list-style-type: none">• Copies of passport documents (where appropriate)
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2. General

The Group Leader is responsible for:

- Making all necessary preparations and risk assessments, with a view to ensuring the safety and welfare of pupils.
- Maintaining discipline and good order at all times.
- Ensuring that the good name of the School is upheld.

3. Selection of Travel Firm and Transport

- Care should be taken over selection of the supplier of transport and accommodation. Use only a firm with ABTA membership.
- Care should also be taken over the selection of buses which, however old, must from February 1998 be fitted with seat belts.

4. Completion of Forms

The following forms are contained within this document (see **Appendix 7**) :

- **Form 1** - description of proposed educational visit or tour - submitted to the Head for discussion and approval. This must also include a provisional risk assessment (Form 5).
- **Form 2** - parents' consent form - a specific form designed for an educational visit or tour other than a single sports fixture or local visit. The "Notes for Guidance" referred to will be a letter or brochure, prepared by the School and setting out details of the educational visit.
- **Form 3** - contact details and updated medical form (sent to parents near the departure date).
- **Form 4** - staff contact details and medical information
- **Form 5** - risk assessment to be completed for submission with Form 1 and then updated and resubmitted before departure.
- **Form 6** - checklist to be discussed with the EVC before departure.

A copy of Forms 2, 3, 4 and 5 must be lodged with the EVC/School Office by the Group Leader before departure.

5. First Aid and Skin Care

First Aid kits are available from the Matrons. They must be checked by the group leader and should, at least, include:

- antiseptic wipes;
- medical preparation for cleaning wounds;
- sterile dressings (adhesive) of various sizes;
- surgical tape and scissors;
- triangular bandage and supply of safety pins;
- plastic gloves;
- list of contents and a brief guide and notes on first aid;

- ice pack;
- arnica (for bruising);
- sun cream;
- sterile eye pad;
- assorted bandages;
- sterile eye wash;
- assorted bandages;
- resuscitation patch;
- assorted plasters.

Care must be taken to ensure that children are adequately covered or take shelter in hot conditions.

The Group Leader must inform the Matron if an item has been used from the first aid kit and an entry must be made in the medication book (also held in the Matron's Room).

6. Reconnoitre

- Areas or activities involving significant hazard should have been reconnoitred if at all possible; alternatively reliable information obtained concerning the nature of any hazards and the means of avoiding or minimising risk.
- If an activity centre is being used (for example anything from parachuting to a play centre) the Group Leader must satisfy himself it has been licensed under the 1995 Act.
- On arrival at an activity centre, the Group Leader should satisfy himself that arrangements for safety and welfare are satisfactory. S/he should also agree with the activity centre on who is going to be responsible for the children and for what period of time.

7. Risk Assessment

- The Group Leader should make a written assessment of the risks that are likely to arise in relation to transport, accommodation, security and activities.
- The nature of any potential harm should be identified and the Group Leader should devise a system for avoiding the risk of harm; or minimising the risk if it cannot be avoided.
- Consider also the instructions that must be given in accordance with the age and capabilities of the children and to supervisors and helpers and how those instructions will be implemented and enforced.
- The Group Leader should continue to assess and reassess risks throughout the visit, taking account of changes, for example in weather conditions.
- Any reassessment should be noted in writing.

8. Briefing Supervisors

- The Group Leader is responsible for ensuring that, supervisors, helpers and host parents know the travelling arrangements, the types of activity permitted, the emergency contacts, the special needs of individual pupils and the arrangements for welfare.

9. Appropriate Clothing & Equipment

- Pupils should wear school uniform or kit unless permission has been given for other clothing.
- Pupils (and parents) must be told to bring clothing that is appropriate to all anticipated temperature and weather conditions.
- Specialist equipment must be identified separately from clothing.
- Clear instructions on whether or not pupils will be allowed to carry mobile phones should be provided to parents and pupils in advance of the visit.

10. Medication and Pocket Money

- The Group Leader must appoint one supervisor to be responsible for medication. This includes the needs of pupils who self-medicate.
- The Group Leader must appoint one supervisor (who may be the same supervisor) to hold and account for pocket money if he does not handle these matters himself.

11. Emergency Contact

- The Group Leader must arrange a point of emergency contact.
- Each supervisor, helper, host parent and the school must have the name, address and telephone and fax (if available) number of "home" for each pupil both in the UK or other countries.

12. Fire Drill

- The fire drill for an overnight stay must be explained to every pupil by a designated person.
- This should include escape routes, alarm points, assembly points, use of towels, heads well down, avoidance of panic and so on.

13. Ensuring Good Conduct

- The Group Leader has the full authority of the Head.
- S/he has the right to return any pupil home if, after consideration of all relevant matters, he is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent.

14. Immigration Matters

- The Group Leader must ensure that each pupil knows:
- That s/he may not bring into or take out of the United Kingdom: animals, insects, vegetable matter, flick knives, real or imitation firearms or other prohibited items.

- All similar rules that apply on arrival in and leaving any country being visited.
- That children under 17 are not entitled to duty free allowances.
- That any pupil bitten by an animal must seek medical treatment immediately.

15. Transport Breakdown

- There may be unforeseen circumstances, for example, when returning from abroad, the driver appears to be drunk or overtired or if the transport breaks down.
- Problems of this nature involve balancing the risks of continuing the journey slowly with the dangers of off loading children by the side of a busy motorway; and balancing again with the logistical difficulty of finding alternative accommodation and supplies and missing the ferry.

16. Drivers (The School's Vehicle Policy is attached - Appendix 8)

Those authorised to drive any pupils in the party should normally:

- be over 21 years of age (and under 71); and
- have a minimum of two years' driving experience; and
- have acquired some experience in handling the size or type of vehicle that will be used and is MIDAS trained; and
- hold a current driving licence valid in the country of use; and
- never have been disqualified.

Each driver must be personally satisfied that:

- s/he is covered by insurance in respect of liability to passengers and others; and
- s/he has made all necessary disclosures of material facts to the insurers, for example any particular problems relating to health; and
- the vehicle is roadworthy; and
- the driver has not consumed alcoholic liquor within twelve hours before or while in charge of the vehicle.
- The driver should carry evidence of insurance.

17. Illness When Abroad

- The European Health Insurance Card (EHIC) can be obtained free of charge. This can be applied for on-line, by phone or by post. See www.ehic.org.uk
 - This card allows reduced price or free medical treatment whilst visiting a European Union (EU) country, Iceland, Liechtenstein, Norway or Switzerland.
-

Insurance Aspects

Members of staff should check with the Bursar about any aspect of insurance

1. Generally

- Insurance is a complex field and expert advice should be obtained from a specialist broker such as HSBC.
- A fundamental principle of insurance is that all material facts must be disclosed to the insurers. This means that questions on a proposal form must be answered with pinpoint accuracy. If there is any additional matter relating to the risk which the insurer ought to know about, that must be disclosed whether or not a question has been asked about it.
- The consequences of failing to make full disclosure are that an insurer can in some circumstances avoid the policy and/or refuse to pay claims.
- Most insurance policies require that “the insured” (i.e. the school or the pupil) makes no admission of liability and notifies a potential claim under the policy immediately. A breach of these rules can result in failure of the insurance.
- An insurance broker is the school’s agent and not always the agent of the insurance company. If the broker makes a mistake in arranging cover or in passing on information to the insurance company, it may be the broker who would be liable, not the insurer. So, make certain that only a reputable broker is used. Above all keep written records of all dealings in relation to insurance (names, dates and times).
- Motor vehicle and travel insurance normally carries a self insured excess i.e. the loser pays the first £25 or £50 or more of any claim.

Listed below are the main insurances to be considered.

2. Employers liability insurance

- The law requires an employer (i.e. the Governors/school) to be insured for its own liability to an employee such as a teacher. An example of this insurance is if the Group Leader or a supervisor is injured because of faulty equipment supplied by the school.
- Check with the brokers that the insurance also applies to any helper on the tour who is not strictly an employee.

3. Public liability insurance

- Almost every school carries this type of insurance even though it is not a compulsory requirement of law, and they are wise to do so.
- Public liability insurance provides cover to the Governors and every teacher for their negligence to others such as pupils and members of the public.
- So, if a pupil is injured as a result of a teacher’s negligence, the pupil sues the school and/or the teacher and the insurers deal with the claim and, if necessary, pay damages and legal costs in accordance with the policy terms and conditions.
- Check that the public liability insurance covers those who are helping on the tour but who are not strictly employees.

4. Professional indemnity insurance

- Most schools maintain professional indemnity cover for their teachers.
- There are technical differences between professional indemnity insurance and public liability insurance.
- Check that the insurance covers the activities contemplated by this tour.

5. Motor vehicle insurance

- This is the ordinary motor insurance that a school maintains for its employees driving school vehicles. Make certain that all necessary disclosures are made, for example, medical conditions such as epilepsy.
- Ensure that there is cover for specific drivers for the vehicles that will be used in the specific locations envisaged.

6. Independent instructor insurance

- Certain independent instructors for special activities may not be covered by the school's liability insurances.
- Obtain evidence that the instructor carries public liability and professional negligence cover.

7. Personal accident insurance

- This type of insurance provides a benefit as distinct from cover against liability.
- Most schools arrange for each pupil to have personal accident cover which pays a fixed sum following a particular accidental injury such as loss of an eye or loss of a limb. The insurance usually provides pro rata benefits for a less specific injury.
- Check that personal accident policies will apply to the locations covered by this tour.

8. Travel insurance

- The Group Leader, each supervisor and helper and each pupil should have the benefit of travel insurance for the specific tour. The cover should include:
- Luggage and personal effects; loss of passport and tickets.
- Medical expenses; emergency assistance; repatriation.
- Cancellation and curtailment.
- Personal public liability.
- Teacher liability to pupils unless separately covered.
- Personal accident in addition to separate cover.
- Full rescue for hazardous activities which may include the use of helicopters.
- The Group Leader must carry full evidence of cover.

9. Host parents abroad

- The School may have no reliable information as to the public liability insurance carried by each of the host parents or any school being visited.
- Probably the best that can be done (where possible) is to obtain a letter from the hosts confirming that they have public liability cover.

10. Information to parents

- Parents should be informed of the insurance arrangements in clear terms.
- They should be told which insurances are arranged by the School and which are arranged and payable by parents - and also of any insurances that have not been verified, for example, host parents abroad.
- Parents should be told that if they require cover for specific events (for example repatriation to somewhere other than the United Kingdom) they must make their own arrangements.
- Parents should be informed that the School cannot accept liability for the failure of an insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

11. Use of “own car”

- Check that use of a teacher's car or parent's car for the purpose of carrying pupils on visits is covered by insurance, especially if payments are received which might be classed as hire and reward.
 - Some insurance companies regard this type of use as business purposes, which may be outside the use permitted by the policy.
 - The vehicle must not be used if adequate cover cannot be confirmed.
-

Accident and Emergency

1. Generally

- The Group Leader, supervisors and helpers should be aware of the risk, however, remote, that there might be death, personal injury, damage to property or involvement with the police at a location where help is less readily available than under normal circumstances at home.
- It is only prudent for procedures to be drawn up, understood and agreed by the Group Leader, supervisors and helpers and also the pupils.
- Following an incident, photographs that are taken, tape recordings and written statements and notes become evidence. Great care should be taken over accuracy and record keeping in particular names, timing and date. Photographs should, if possible, record height of lens and approximate position on a sketch plan.
- No liability or any form of blame must be admitted without insurer's consent or cover under the policy may be jeopardised.

2. Accident & injury

- So far as practicable take immediate action to safeguard all pupils and staff.
- Summon help and inform the police.
- Keep calm, control the area of the incident.
- Inform the emergency contact point at the School. Ensure there is a two way contact number and stay in touch.
- Each witness who is able should as soon as possible make an individual written account of what occurred. Accuracy, names, dates and times are essential. A rough sketch plan should be drawn showing the main features if appropriate.
- Take photographs and generally record the circumstances as best may be done at the time.

3. Statements & admissions

- Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice. Make a written record of oral legal advice - including name, address, date and time.
- Statements to the police, customs & excise or other officials should only be made in the presence of a lawyer and on his/her advice. This applies equally to oral as to written statements.

4. Theft or other loss

- Where a claim might be brought following theft or other loss, the local police must be informed.
- The Group Leader should note down the name, address and reference of the official and the time and date the report is made.
- Written confirmation of the report should be obtained from the official, if practicable.

Evaluation and follow-up (Type C trips)

- The success of a tour should be evaluated against its aims and objectives.
- A simple questionnaire can be devised with ratings given from 5 (highest) to 1 (lowest) and circulated to pupils, parents and supervisors.

Suggested contents for the questionnaire

Overall event rating

- experience and value of event to you
- organisation and communication
- originality of information to you

Overall Group Leader rating

- gave clear instructions
- available for answering questions
- projected enthusiasm and a positive attitude

Overall logistics rating

- travel arrangements
- venue and ease of access
- accommodation comfort
- **What specific part of the event was of greatest value to you and why?**
- **What specific areas would you suggest for improvement?**
- **How do you feel about the amount of "Free-Time" allowed?**
- **Were the aims and objectives for the event met? If not, why?**
- **Would you like another event of this kind? If not, why?**
- **Your Group Leader would appreciate you sharing any other comments or reactions you have towards the event. Please use the space below.**

(Please hand this evaluation to your Group Leader).

Forms

The following forms are attached and should be used for all educational visits although not all sections will be relevant to every visit:

Form 1

Application for approval of educational visit of an educational visit by Headmaster.

Form 2

Consent of parent/guardian and medical

Form 3

Contact details and medical update.

Form 4

Contact details and medical update for staff.

Form 5

Blank Risk Assessment Form

Form 6

Checklist (to be completed with the EVC)

Twyford School

Form 1

Application for the approval of an educational visit by Headmaster

The Group Leader should complete this form as soon as possible once the preparations are complete. The Group Leader should have already received approval of the proposed visit in principle and should have regularly updated the Headmaster on the progress of the preparations.

Activity:	
Leader:	

1. Places to be visited, purpose of visit and specific educational objectives:

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2. Dates and times:

Departure	date:		time:	
Return	date:		time:	

3. Staffing:

Give details of relevant experience, qualifications and specific responsibilities of all adults accompanying the party

4. Size and composition of the group:

Age range (Year groups):			
Number of boys:		Number of girls:	
Total Number of Pupils		Total number of Adults:	
		Ratio adults to pupils:	1 to
Pupils with any specific educational or medical needs:			

5. Transport arrangements:

School minibuses	Other (give details of company, etc.):
YES/NO	

6. Travel Company or Organising Company (if any):

Name:			
Address and telephone:			
licence reference number if the body is registered with the Adventure Activities Licensing Authority (AALA):			

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

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14. Risk Assessment - please attach preliminary Risk Assessment to this form:

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15. Draft information letter to parents (this is go out with the consent form)

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Signed:		date:	
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Confirmation from Headmaster for visit to go ahead

To the Group Leader:

1. I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.
 - Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave, or by the end of term if the trip is during the holidays.
 - Please provide me with your report and evaluation of the visit including details of any incidents as soon as possible but no later than 14 days after the party returns.

	Signed:	Date:	to approve:
Bursar			<i>Financial costings</i>
Educational Visits Coordinator			<i>Health & Safety</i>
Head of Pre-Prep OR:			<i>if Pre-Prep trip</i>
Director of Studies			<i>If visit is during term time</i>
Headmaster:			

When approval is given, one copy should be retained by the Headmaster and another by the Group Leader. The Headmaster should be informed of any subsequent changes in planning, organisation or staffing. If required, the Headmaster should seek approval from the School Governors.

The Group Leader should obtain parental consent (see Form 2) after this approval is given.

Twyford School

Form 2

Consent of Parent/Guardian and Information Form

This form should be accompanied by an information sheet on the trip giving details of the activities; please contact the School for a copy if it is not attached.

This form must be returned to the School Office by:

Details of Educational Visit

Activity:
Date[s]:

Pupil's Surname:	
First Name:	Form:
Date of Birth: / /	Pupil's age on first day of activity: Years Months

Consent of Parent/Guardian

<p>Nothing in this form excludes the legal rights of the pupil or those with parental responsibility in the event of negligence by the School causing personal injury or death.</p>
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1. Transport

I consent to the pupil travelling by any form of public transport and/or in a motor vehicle driven by the Group Leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

2. Health

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this educational visit.

3. Disability and Special Needs

I certify that I have provided full information on any disability or special needs that might affect the pupil's ability to take part in this educational visit or have an effect on the safety and welfare of others in the party.

4. Passport, etc.

I certify that the pupil has a current passport and (if applicable) all necessary visas and satisfies the entry requirements of the country to be visited.

5. Accident/illness

I consent to all emergency or other medical or dental treatment including inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of the pupil.

6. Activities

I agree to the pupil taking part in any/all of the activities (where applicable) contemplated in the Information supplied by the School, except for the following:

7. Personal Effects of the Pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. We will not hold the School responsible for losses unless caused by the negligence of the School.

8. Breach of Discipline

I understand and accept that if the pupil is sent home early from the visit because of a breach of discipline; I will be required to meet any costs involved.

9. Indemnity

I agree to indemnify the staff and the School against every loss not recoverable under the terms of the educational visit insurance including any liability incurred by the pupil (alone or with others).

Form 2 - page 3

10. Conduct during the Visit

It is understood that all pupils are expected to behave in a responsible manner during the educational activity. Pupils' behaviour must not bring discredit to the School nor spoil the enjoyment of others. They must take direction from the staff and follow all instructions or guidance given by the activities instructors or nominated leaders. Pupils must be reliable and punctual at all meeting places and be sure that the member of staff responsible for them knows where they are. Normal School rules apply.

In the event of serious misbehaviour before the activity, the School may refuse to take my son/daughter on the trip. In the event of serious misbehaviour during the activity, the School has the right to exclude my son/daughter from the remainder of this activity. In either case the trip leader's decision shall be final and I shall forfeit all monies paid in respect of the activity. I also understand that I may be expected to collect my son/daughter from the visit at my own expense in the case of serious misbehaviour.

When instructed, the pupils must wear any clothing or protective equipment issued to them by instructors/members of staff and must not interfere with this clothing or equipment. They must not engage in any horseplay or practical jokes whilst on the trip as this may affect not only their own safety but that of others.

All local rules must be followed, e.g. those of the activity centre, country code, piste etiquette, etc.

11. Signature of Parents/Guardians

I/we, the undersigned who have/has [joint] parental responsibility for the above named pupil have completed the information requested in this document.

I/we have read and understood it and consent to the matters set out in this document and the Information from the School supplied with this form.

Signed:

Signed:

Name (print):

Name (print):

Relationship to Pupil:

Relationship to Pupil:

Date:

Date:

12. Signature of pupil (Prep School Pupils only)

I, the above named pupil, promise to observe the rules governing behaviour, reporting and dress on this educational visit and also the School Rules (where applicable). I will do my best

to ensure the safety of myself and other members of the party. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

Signed by the pupil:

Medical Information

Pupil:

If you ✓ any of the boxes, please give further details:

Does your child:	✓ or ✗	Further details (if ✓)
Have poor eyesight?		
Suffer from any allergy to food or medication?		
Have poor hearing?		
Have protection against tetanus (an injection within the past 5 years)?		
Currently receive treatment for any condition?		
Have any special dietary requirements?		
Have any other special needs (e.g. asthma, epilepsy, diabetes)?		
Swim competently?		
Suffer from travel or motion sickness?		
Suffer from vertigo (fear of heights)?		

Further Information

Name, Address and Telephone Number of your General Practitioner:	
Please detail any medication that your child is currently required to take.	
Any additional information you consider the School should know:	

Signed by parent(s):	Date:
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Twyford School

Form 3

Contact Details and Updated Medical Information

Details of Educational Visit

Educational Visit:

Date[s]:

Pupil's surname:

Emergency Contact Details on the above dates (please print):

Name of Parent/Guardian (delete as applicable):

Contact address:

Home telephone number(s) (with area code):

Daytime contact number(s) (with area code):

Mobile(s):

If above not available, name, relationship, address and telephone numbers of alternative contact:

Please turn over

Medical Update

1. Recent Illness or Injury

If you ✓ any of the boxes, please give further detail below.

Has your child had in the last 4 weeks:	✓ or ✗	Further Detail
An infectious disease?		
Contact with an infectious disease?		
Diarrhoea or vomiting?		
Any recent physical injury?		

2. Medication and Further Information

	Further Detail
Any medication that your child is currently required to take:	
Any additional information you consider the School should know:	

Please inform the School immediately if there are any changes to this information after the return of this form and before the departure of the trip.

Signed by parent(s):	Date:
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Twyford School

Form 4

Staff Contact Details and Medical Information

[Copies to be held by the Group Leader and the School]

Educational Visit:
Date[s]:

Full Name of Member of Staff:

Emergency Contact Details on the above dates (please print):

Name of Parent/Guardian (delete as applicable):
Contact address :
Home telephone number(s) (with area code):
Daytime contact number(s) (with area code):
Mobile(s):
If above not available, name, relationship, address and telephone numbers of alternative contact(s):

please turn over

Medical Information

If you ✓ any of the boxes, please give further details:

Do you:	✓ or ✗	Further Details (if ✓)
Have poor eyesight?		
Suffer from any allergy to food or medication?		
Have poor hearing?		
Have protection against tetanus (an injection within the past 5 years)?		
Currently receive treatment for any condition?		
Have any special dietary requirements?		
Have any other special needs (e.g. asthma, epilepsy, diabetes)?		
Swim competently?		
Suffer from travel or motion sickness?		
Suffer from vertigo (fear of heights)?		

In the last 4 weeks have you had:	✓ or ✗	Further Detail
An infectious disease?		
Contact with an infectious disease?		
Diarrhoea or vomiting?		
Any recent physical injury?		

Please detail any medication that you are currently required to take.	
Any additional information you consider the School should know:	

Signed:	Date:
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Please inform the Headmaster immediately if there are any changes to this information after the return of this form and before the departure of the trip.

Educational Visits - Checklist

This checklist must be discussed with the EVC at least a week before the visit (or by the end of term for holiday trips).

Visit	Date(s)	Leader

	✓ or n.a.
Approved by the Headmaster (Form 1)?	
Reconnoitre or past visit to check accommodation, risk analysis, etc?	
Staffing experienced and appropriate?	
Staff:pupil ratio within Educational Visits maximum? (see Policy)	
Risk Assessment complete, up to date and signed off? (Form 5)	
Financial arrangements agreed with the Bursar?	
Insurance checked with the Bursar?	
Transport arrangements appropriate?	
Outside firms checked (e.g. ABTOL, ALAA licence)?	
Parental Consent Form (Form 2) completed?	
Parent Contact Form and Medical Update completed (Form 3)?	
Staff Contact Form and Medical Update completed (Form 4)?	
Forms 1 2 3 4 5 (delete as appropriate) copied for Leader and EVC?	
Pupil & staff lists, minibuss registrations and mobile numbers given?	
Full details (attach copies of letter/itinerary)of visit given to parents?	
Emergency Plan and back up arrangements satisfactory?	
Pupils and staff briefed on Code of Conduct (issued with emergency cards)?	
First Aid arrangements (staff training and first aid kit) appropriate?	
Internal organisation satisfactory (EVC aware, Deputy Head for cover, etc.)?	
Written evaluation of trip - by whom?	
Ventures Abroad	
Travel documents – obtained and checked?	
Vaccinations and required medication checked?	
Medical (EU card) and insurance checked?	
Insurance checked?	
Backup in country checked? (Embassy details, etc.)	
Culture – staff and group aware of key issues that may affect them?	
Emergency system secure?	

Leader	Date	EVC	Date

This form must be held by the EVC and a copy sent to the Headmaster

School Vehicles

8a. Vehicle Policy

Use of Minibus and School Van

It is the policy of Twyford School that:

The member of staff driving (the Driver):

1. **For driving the School minibuses with children all drivers must be over 21 and under 71 with at least two years driving experience.**
2. Must have a current Full UK Driving Licence with Category D1 and have received "MIDAS" in-service training.
3. Declare any past disqualifications.
4. Must check that all doors are secure but not locked and that every child has fitted his/her seatbelt.
5. Must abide by the School's 'maximum speed' policy of 60 mph.
6. Must not drive more than two hours without a break.
7. Must report all defects (or suspected defects) to the Technical Support Assistant immediately.
8. Must ensure that he/she takes the mobile telephone allocated to the minibus.
9. Must ensure that the name of the Driver, the number of the mobile telephone, and a list of passengers are available at the School.
10. Must inform the Headmaster before he/she is about to embark on a long journey and when circumstances are such that he/she feels uneasy about driving.
11. Must ensure that the minibus is not overloaded or over capacity.
12. Must not drive when taking medication or undergoing treatment that may affect ability or judgement.
13. **Must not drink alcoholic liquor while in charge of the vehicle and must not be under the influence of alcohol - drivers must not have consumed alcohol within at least 12 hours of driving.**
14. Must have regular medical checks: e.g. eyesight.

15. Must not smoke in the vehicle (Health Act 2006).

The Headmaster will not allow a member of staff to drive a school vehicle if he has assessed the risks and believes them to be contrary to the health and safety of pupils or staff.

Maintenance Responsibilities

The School vehicles are all fitted with seatbelts and are regularly checked and serviced in accordance with manufacturer's recommendations.

The Technical Support Assistant is responsible for carrying out the checks on the minibuses. Petrol, oil, water and seatbelts are all checked twice per week and recorded on log sheets. Any repairs carried out to the vehicle are also recorded on the log sheets.

In the absence of the Technical Support Assistant, checks will be carried out by a nominated member of staff.

Each vehicle is equipped with the following items:

- First aid kit
- Fire extinguisher
- De-icer (in winter)

The School subscribes to Schools' Breakdown Assistance for the Minibuses, School car and School van. This ensures that in the event of a breakdown all School vehicles are recovered and passengers transported to their destination safely.

Before commencing a journey the following procedure will be adopted

The Driver will visually inspect the minibus inside and outside and satisfy him/herself that:

1. The minibus is in good order and ready for the road.
2. Aisles are free of luggage and all luggage carried inside is secured correctly.
3. Seatbelts are worn by all passengers. By law, belts must be used by all passengers. For passengers under the age of 14 years, the Driver is responsible for ensuring compliance.

In the event to a breakdown, the following procedure will be adopted

1. The Driver will contact the School's Breakdown Service using the minibus mobile telephone.
2. Passengers should stay in the minibus providing that it is in a secure position and there is no imminent danger. If the minibus is not secure, the passengers should be moved to the nearest place of safety.
3. In cases where two members of staff are travelling in the minibus, or where there are two or more minibuses which have stopped:
 - a. One member of staff will remain with the passengers at all times
 - b. The other member of staff may go to summon assistance.
4. In cases where there is only one member of staff:
 - a. The member of staff will remain with passengers at all times
 - b. The mobile telephone will be used to summon assistance.

8b Use of Staff Cars

Staff are covered by the School's insurance to drive pupils in their own cars.

The above regulations also apply to staff when driving pupils

The laws on booster cushions must be applied. Children under 135cm must have booster cushions (the School has a small number that can be used).

8c Use of Parents' Cars

On joining the School Parents are asked to give written consent to their child(ren) travelling with other parents on School business (e.g. an away match).

8d Staff Procedures

Staff driving a minibus are responsible for the following procedure:

1. For each minibus (identify by the registration number) a list of pupils must be logged with the School Office (or Duty Officer) before departure, along with the driver and occupants of the minibus (including staff). It is important that this is done just before departure since sports teams can change rapidly – the list must be accurate in case parents have to be informed. If a trip is going out of hours the information must be given to a member of staff who has agreed to be the School contact. Drivers must also check that any special requirements (e.g. epipens) are carried.
2. A mobile telephone will be with the minibus keys and this must be left switched on. Drivers are reminded not to answer the telephone whilst driving – this can be done by another member of staff or a pupil. If necessary, park the minibus (the engine must be switched off) and reply to the call. The staff are responsible for the phone and must not leave it in a unattended minibus.
3. The list will be kept in the School Office or by the Duty Staff.
4. Before returning, any changes to the passenger list must be telephoned to the School – this can be carried out as a single call if there is a block fixture. In case of an accident it is important for the School to know exactly who is travelling in the bus.
5. On return the keys and phone must be returned to the Office or, on Saturdays, the Duty Staff.
6. If you are involved in an incident off site the procedure outlined in this document must be followed.

Use of Private Cars

The same procedure must be followed if pupils are carried in a private car.

Notes

Reporting Damage

All drivers are expected to check the minibus before use and again after the visit. Any damage (exterior and interior) or faults should be reported to the Technical Support Assistant.

Cleanliness

The member of staff in charge of the minibus must ensure the bus is left in a clean and tidy condition. If a bus is not clean on takeover please inform the Technical Support Assistant

