



Policy for Health and Safety for Pupils on Educational Visits

Content	Page
1. Educational Visits	2
2. Day Visits	2
3. Staff – Pupil ratios	2
4. Parents and Gap Students	3
5. Parental Permission	3
6. Safety	3
7. Medical Matters	3
8. Booking Transport	3
9. Risk Assessment	3
10. Simple Guide to Risk Assessment	4
11. Personal Liability and Insurance	5
12. Pedestrian trips into town	5
13. Guidelines and Advice when planning a trip	6
14. Minibus Safety	7
15. Loss of, or Accident of, Persons on a Trip	8
16. Planning Phase Documents	10 - 14

Chafyn Grove School Policy for Health and Safety for Pupils on Educational Visits

1. Educational Visits

At Chafyn Grove School, we believe that learning outside the classroom is an essential component of our curriculum. Pupils are taken on a variety of visits from Nursery through to Year 8 and these form an exciting part of our provision.

When Planning a Trip, Staff members are advised to use the Planning Phase guidance checklist at the end of this policy document when you plan an educational visit.

Hannah Rogers, (SENCO), is our Educational Visits Coordinator (EVC). She is available to offer advice to anyone planning a trip or who has a question about risk assessments or any other part of this policy. Alan Howell, Estates Manager, is responsible for Health and Safety matters.

2. Day Visits

When planning an educational visit, first, check the details of the itinerary in principle with a member of the Senior Management team. You should have checked that the dates chosen will not clash with other events (Front Office can advise) and consider the staffing required.

3. Staff – Pupil ratios

In the Early Years Foundation Stage ratios are maintained on school visits. However, staff may decide to increase these if the nature of the trip requires additional supervision. The needs of each visit will be carefully assessed by a member of the teaching staff in discussion with the Early Years Co-ordinator. As a minimum requirement ratios will be 1:4 for children under the age of three, 1:6 for Nursery and Reception aged children. Identify the staffing needed for the trip. The following considerations should be made when calculating numbers of staff required:

Minibus: It is beneficial, although not essential, to have a member of staff travelling in addition to the driver. All minibus drivers have had MIDAS driver training and will make the appropriate checks to the vehicle before departure, and fill in a tick sheet for each journey to show checks are done. All seatbelts are checked before departure, and not removed until the vehicle is stopped.

Coach: What are the arrangements at the destination? Will pupils be crossing busy roads and mingling in a crowd or are they being taken directly to a single destination where other adults will take over the instruction of the group?

Public Transport: Travelling by train should be with a pupil:adult ratio of no more than 10:1, even with pupils above Year 6.

Water: Trips on or near water require a ratio of no more than 6:1.

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

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ration for the under 5s)
1:10	Years 4 – 6
1:15/20	Years 7 upwards (with a larger ration permitted for over 16s)
1:10	All visits abroad

Chafyn Grove School Policy for Health and Safety for Pupils on Educational Visits

4. Parents and Gap Students

Check with the EVC or Deputy Head before assuming that one or both of the Gap Students will be able to accompany you on the trip. Parents can be invited to join trips and can be very useful in bringing down the number of pupils per adult, but volunteers who accompany an overnight visit must have an enhanced CRB check. Neither Staff nor Parents should carry pupils in their private cars without the permission of those pupils' Parents being given.

5. Parental Permission

We require specific, individual written consent from Parents if we are to take pupils on a trip or visit that extends beyond the normal school day; involves an overnight stay; collection from a different venue; an overseas visit or extra cost. We are unable to take any pupil without a completed and signed consent form, which includes details of where parents may be contacted in an emergency. This form will be sent home well in advance of the date of the trip and the reply slip must reach the School at least 3 working days before the start of the trip. A member of the Senior Management Team should check the letter and a copy should be filed in the Front Office.

6. Safety

Safety is the top priority for us. Pupils will be given clear instructions about the standard of behaviour expected on a trip. We expect parents to support the school in ensuring that their son or daughter follows the instructions given either by a member of staff or by a qualified instructor, and uses the proper equipment. We reserve the right to send any pupil home early at their Parents' expense, if they decline to follow reasonable instructions given for their own safety and for that of others.

A First Aider must be present on every trip.

7. Medical Matters

You must check the list of pupils on the trip against the School Nurse's list of pupils with known medical conditions. Before leaving, check with the pupil that they (or you) have their medication, inhaler, Epi-pen, Diabetic monitoring pack, etc. and that they and other members of staff on the trip are aware of the pupil's medical condition and treatment.

You must also take a First Aid kit.

8. Booking Transport

Discuss with the Estate Manager the need for additional minibuses. Details of the recommended, safe coach companies used by the school can be obtained from the Front Office. The cost of trips should, where possible, come from departmental budgets.

9. Risk Assessment

Adequate evaluation of all Health and Safety factors involved (ie. a proper assessment of the pertinent risks) must be carried out for all educational visits. However, a **written** risk assessment is not required for every visit and staff should assume that they only need to carry out a **written** risk assessment in exceptional circumstances. However, where a **written** risk assessment is carried out, a record must be kept of the significant findings of the assessment. A **written** risk assessment is not needed every time a school takes pupils to a local venue such as a swimming pool, a park or a museum.

Chafyn Grove School Policy for Health and Safety for Pupils on Educational Visits

Exceptional circumstances include activities away from school, especially those involving physical hazards; for example, mountaineering, canoeing, and sailing. Trips abroad also need careful attention to duties under health and safety.

Previously used written risk assessments on the shared files should be used for guidance only. The precise needs of each trip should be considered afresh. Attention should be given to identifying potentially dangerous moments and to minimising the risk; for example, the movement of pupils through car parks, crossing roads or near water. Any child who has specific medical or education requirements should be included in the risk assessment.

Contact details of the Safeguarding Lead should be included as part of the risk assessment.

Any trip that includes outward-bound type activities should be covered by the risk assessment of the sports centre being used. Staff leading a school visit to the centre should read this and the rules of the centre must be made clear to pupils.

The written and dated risk assessment should be printed off as well as being saved on the shared area. A hard copy of the written risk assessment should be filed, and one should be taken on the trip and the proposed actions for limiting risk should be followed.

10. Simple Guide to Risk Assessment

What Should the Risk Assessment Cover?

- Generic Risk Assessment:**
Risks inherent in the activity.
- Site-specific Risk Assessment:**
Risks associated with the site.
Pre-trip site visits are essential.
- Dynamic Risk Assessment:**
Risks at the time.
Use "Witnessed Briefings".

5 Steps to Risk Assessment

- 1) Identify the hazards.
- 2) Decide who might be harmed and how.
- 3) Evaluate the risks and decide on precautions and controls.
- 4) Record and implement your findings.
- 5) Review your assessment and update if necessary.

Identify Hazards & Risks

Hazard: Anything that may cause harm.

Risk: The chance that somebody could be harmed by the hazards and an indication of how serious the harm could be.

Who Might be Harmed?

- **Participants** – children participating in the trip.
- **Teachers** – teachers accompanying the trip.

Chafyn Grove School Policy for Health and Safety for Pupils on Educational Visits

- **Public** – members of the general public who are not taking part in the trip.
- **Team** – Participants and Teachers.
- **All** – Participants, Teachers and Public

Likelihood of the Event Happening?

- **Improbable** – probability close to zero.
- **Remote** – quite unlikely, although conceivable.
- **Possible** – could occur sometimes.
- **Occasional** – quite likely to happen, would not be a surprise.
- **Likely/Frequent** – occurs repeatedly, expected.

Seriousness of Harm.

- **Minor Injury** – child could continue to participate in trip (eg. cut, scratch, bruise, etc).
- **Serious Injury** – child would probably not be able to continue (sprain, minor fracture, burn, etc).
- **Major Injury** – consequence of injury could be loss of limb, loss of consciousness, permanent reduction in ability to work.
- **Fatal** – consequence of injury could be death.

11. Personal Liability and Insurance

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

Chafyn Grove School has £20M of Employers’ Liability Insurance and £20M of public liability insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays, but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the school’s policy. An extension usually can be arranged. The Group Leader should ensure that he/she takes a copy of the school’s travel insurance with him/her on all but the shortest of visits.

Our school’s policy is to discourage staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to Parent helpers (unless the Parents make a private arrangement that does not involve the school). Where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the school’s “occasional business use” motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer.

12. Pedestrian trips into town

Before setting off from school, pupils should be given clear instructions about the trip, the behaviour expected on the walk and when they get to the destination.

Where appropriate, pupils should wear clear CGS labels in case they get separated from the group.

Chafyn Grove School Policy for Health and Safety for Pupils on Educational Visits

They should walk in pairs and wait at all road junctions before crossing.

RV points and instructions should be carefully explained.

Pupils younger than Year 7 should not be separated from their adult supervisors in town. Older pupils may work in pairs for up to 20 minutes, for example to carry out fieldwork, but should be kept within clear boundaries.

13. Guidelines and Advice when planning a trip

(a) Informing Staff

- If a charge is going to be added to pupils' bills, give the Bursar a list of the cost and of the pupils involved. Take care not to include pupils who were absent for the trip.
- Put up an outline of the proposed visit on the Staff Common Room noticeboard giving details of the pupils involved, the times and staffing. **Copy to Head of Music & Drama (Music/drama timetabling)**
- Request lesson cover from the person in charge of cover.
- Set work for classes to be covered in your absence, if appropriate.
- Inform Catering Manager of the need for packed lunches / drinks or snacks.
- Arrange for First Aid boxes to be available (see the health centre). This should include suncream in the Summer and medication, as necessary for individuals (Epi-pen/Inhalers, etc.)
- Give the Front Office a copy of the pupil list, the itinerary and the expected time of return.
- Take a mobile phone and leave the number for it with the Front Office

(b) Residential visits in the UK

In addition to requirements for the organisation of a day trip, the following areas must be considered and agreed, in writing, by a member of the Senior Management Team:

- Accommodation;
- The special dietary needs of any individual pupils;
- Sleeping arrangements;
- Emergency contacts;
- Medical information from parents;
- Written acceptance by parents.

Pupil:adult ratio for residential trips should be no greater than 10:1

(c) Residential visits abroad

In addition to requirements for the organisation of a residential UK trip, the following areas must be considered and agreed, in writing, by a member of the Senior Management Team:

- Individual passports;
- New EEC medical cards (replaced E111 forms);
- Parents' consent for medical emergencies;
- Parents' contact numbers.

Special consideration should be given to the safe movement of pupils through airports. Ideally groups should be no larger than 8 pupils:1 adult, and pupils should be labelled or given staff mobile numbers to use in case of emergency. The use of a buddy system and clear guidelines about RV points should be set out before the trip and explained to all members of the trip.

Chafyn Grove School Policy for Health and Safety for Pupils on Educational Visits

(d) Ski trips

Special safety points for ski trips must include the following:

- **Skiing only when under the supervision of a recognised ski school.**
- Absolutely no free skiing;
- Use of helmets as advised by the ski school;
- Attention to sun protection and adequate clothing (no t-shirt skiing) in case of weather change’;
- Use of a buddy system on ski lifts;
- Tobogganing only under strict supervision and only in safe conditions.

14. Minibus Safety

Leave plenty of time for your journey

Before driving off, drivers must check that the vehicle is safe to drive. If the vehicle is judged to be deficient in any respect, the journey should be delayed until the fault is rectified.

Remember, on the road, the authorities will hold the driver responsible for any faults that may be found. Any faults that come to light during the journey should be recorded in the Journey Log Book and reported to the Estates Manager as soon after the journey as possible. If the fault is of such a serious nature as to render the minibus unsafe to drive, the vehicle must not be driven further and the journey should proceed or be abandoned in accordance with the pre-planned alternatives.

The school minibuses are well equipped with passenger seat belts, fire extinguishers and First Aid kits.

Drivers should make themselves and their passengers familiar with the location and operation of these items and especially with the use of the emergency exit doors, which must be kept unlocked whilst travelling and they must not be blocked or obstructed by luggage or any other objects.

Passengers should also know what to do, and where to go, should they need to get out of the minibus in an emergency.

Pupils must be wearing seatbelts. The driver or other adult must check that every child is individually belted in correctly before setting off. **If there is any doubt that pupils are belted in safely or if there is any bad behaviour in the bus once the journey is underway, the minibus should be stopped and order restored.**

The Driver

The legal minimum age for a driver of a minibus is 21, however school minibuses with pupils as passengers must not be driven by any person who is under the age of 25 and who has not held a full driving licence for three years. Recent driving licences do not enable drivers to drive a minibus without additional training. Familiarisation training will be arranged for drivers of school minibuses – All drivers are to be MIDAS trained

The Driver must be rested and in a fit state before undertaking a journey. It is very important that drivers safeguard against fatigue. The length of trips must be carefully planned such that an individual driver never drives for more than four and a half hours at any one stretch and, for the sake of both driver and passengers, such spells of driving should be broken by a stop after a maximum of every two hours.

Chafyn Grove School Policy for Health and Safety for Pupils on Educational Visits

It is the Driver's responsibility to see that the passengers (especially children) behave in a quiet manner so as not to create any distraction for the driver. Where possible, a second adult should be carried on board to supervise the children whilst in motion and in the case of an accident. In the case of a lone driver, and on all journeys of more than half an hour's duration irrespective of the number of drivers, a mobile telephone must be carried with appropriate telephone numbers easily available. The Driver must not use the mobile phone whilst the vehicle is in motion. The mobile phone should be collected from the Front Office and the relevant paperwork completed.

Vehicle Problems

If the vehicle develops a problem that does not require immediate rectification, Drivers should leave the motorway at the next exit or pull into a service area. If this is not possible, it may be necessary to stop on the hard shoulder. This is a dangerous place and the vehicle should be evacuated and the passengers moved away from the carriageway and off the hard shoulder. The Driver, and passengers, should wear a high visibility vest (stored in the minibus) while supervising the passengers during a breakdown. The minibus should have its emergency hazard warning lights switched on and, if possible, be parked near to an emergency telephone. Even minor repairs should not be attempted.

Loading

Although the minibus is designed to carry the number of passengers for which there are seats within its maximum load capacity, a group of heavy adults and/or a big load of luggage might just take it over the limit which, apart from being unsafe, would be illegal. Luggage should be positioned so that exits are unobstructed and secured in such a way that it will not break loose in an emergency stop.

Litter

The minibus must be cleaned inside and any litter collected after each use. It is the responsibility of the Driver to make sure that this happens.

If you return from a trip after dark, it may be easier to arrange to clean up in daylight the next morning.

15. Loss of, or Accident to, Persons on a Trip

1. Establish the nature and extent of the emergency.
2. Make sure all other members of the party are accounted for and are safe.
3. If there are injuries, the Driver must establish their extent and administer appropriate First Aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis-à-vis blood contact. Call the appropriate emergency services.
4. Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
5. Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.
6. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
7. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
8. Contact the Senior Member of Staff available.
9. Brief the Senior Member of Staff on the full details of the incident including:
 - a. nature, date, location and time of the incident;
 - b. details of injuries, etc.;

Chafyn Grove School Policy for Health and Safety for Pupils on Educational Visits

- c. names and home telephone numbers of those involved;
- d. action taken so far;
- e. telephone numbers for future communication.

10. Do not discuss events with the media.

11. The party leader should, at the first opportunity, make notes on the incident, as should the other people involved. A record should be kept of the names and addresses of any witnesses or people involved.

12. Do not discuss legal liability.

13. Contact Parents/Next of Kin of involved pupils/staff and advise them to come to school if necessary. For fatalities, visit Next of Kin of victims where possible.

14. Hold meeting of Recovery Management Team and emergency service representatives to establish the Team's roles and responsibilities.

15. Hold a press conference and ensure accurate information is given at regular intervals, if possible in a building outside the School.

16. Ensure that some telephone lines are available for outgoing calls and that mobile phone are available.

17. Ensure Members of the Team are certain of their responsibilities.

18. Assist the Next of Kin of fatalities with medical or funeral arrangements. Handle letters, tributes, etc.

19. Endeavour to keep the press away from distressed pupils.

There is a useful website at www.croner.cch.co.uk for health and safety advice if planning overseas trips such as skiing.

16. Planning Phase Documents

The Planning Phase Documents are designed to cover all the planning that a Group Leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible. *Text in italics indicates that the action may not be required (or the timescale may be shortened) for: trips within the school day, theatre and museum visits, sports fixtures, or day visits using school transport.*

Phase 1

Consideration	Status
Obtain advice from SMT, on suitable dates, precedents, etc.	
Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number & age of participants with SMT.	
Calculate the staff to pupil ratio, (see below).	
Prepare a draft itinerary.	
Decide mode of transport for all legs of the journey.	
Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included).	
Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority.	
Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Request copies of their risk assessments.	
Prepare the risk assessment(s), (see below).	
<i>Check the School's insurance cover, (see above) if the visit involves hazardous activities.</i>	
Find other members of staff who are willing to participate in the trip, bearing in mind the need to have both male and female teaching staff when both sexes participate in a visit.	

Chafyn Grove School Policy for Health and Safety for Pupils on Educational Visits

It is desirable to have at least one member of staff who speaks the language of the country to be visited. At Chafyn Grove School we are always happy to include volunteers from the Medical Team amongst the supervising staff. We hope that Sports Coaches and Visiting Music Staff will participate in sports and music tours. They are also welcome to help with other visits. Office staff may assist with day trips and theatre visits. We do not usually encourage parents to accompany school visits, although we welcome them at all sports fixtures.	
<i>If parent volunteers participate – Arrange for any volunteers participating in the trip to obtain an enhanced CRB disclosure. (The Bursar's office will make the necessary arrangements).</i>	
<i>If a legal requirement for families hosting overseas students is introduced – Arrange for host families to obtain enhanced CRB disclosures. (The Bursar's office will make the necessary arrangements).</i>	
<i>Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.</i>	
<i>Carry out a reconnaissance visit if the location is not one that the school has visited before. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice).</i>	
<i>Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants).</i>	
<i>Ascertain the medical and visa requirements.</i>	
<i>Establish when the deposits are required by tour operators/airlines/activity centre, etc. and ensure that the size of the deposit requested from parents is sufficient to cover these costs, (including the costs of deposits for accompanying staff).</i>	
<i>Depending upon the destination: Check with the Travel Advice Unit of the Foreign and Commonwealth Office.</i>	
Discuss with Headmaster and SMT.	
<i>If necessary, attend a First Aid and/or minibus driving course beforehand.</i>	

Phase 2 - After Permission is Granted

Consideration	Status
Write a <i>preliminary</i> letter to send to parents and guardians of the target age group, outlining the purpose of the trip, <i>the programme</i> and the expected <i>maximum</i> cost. Ask for <i>expressions of interest/acceptance</i> , together with a <i>deposit by a specific date</i> or payment. Explain any restrictions on numbers. At Chafyn Grove School, we expect that these letters should always be sent through the Front Office.	
Brief the pupils about the visit, its dates and purpose.	
Check names of all pupils wishing to participate with the Health Centre. Discuss with SMT concerns about special arrangements that may be required for handling any specific Medical or SEN issues.	
Collect payment/ <i>deposits</i> and arrange with the Bursary to set up a unique cost centre in the school accounts for the trip.	
Arrange for the Bursary to pay <i>deposits on hotels, flights, activity centre, etc./the costs of tickets.</i>	

Chafyn Grove School Policy for Health and Safety for Pupils on Educational Visits

On exchanges: Assign pupils to host families. Encourage an exchange of letters/emails/photographs, etc.	
---	--

Phase 3

Consideration	Status
<i>Finalise the costs with travel company, etc.</i>	
<i>Insist that all coaches are fitted with seat belts. (This may not be possible in every country).</i>	
<i>Work out the cost for Parents, (including contingency to cover delays, etc).</i>	
<i>Inform Parents of the medical and visa requirements. Advise Parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.</i>	
<i>Arrange for the Bursary to bill Parents for the balance of the cost of the trip. Collect the balance directly from the pupils and hand to Bursary for crediting to the trip account.</i>	
<i>Arrange for the Bursary to pay the balance to the airline, hotel, travel company, etc.</i>	
<i>Arrange for a School credit card to be issued for the duration of the visit.</i>	
<i>Arrange for loan of School mobile with SIM card valid for the country to be visited to be available on a specific date.</i>	
<i>Brief and prepare the pupils in advance.</i>	
<i>Ensure that they are given plenty of advance notice if they need special equipment, (eg. for skiing).</i>	

Phase 4

Consideration	Status
<i>Give the Bursary details of requirements for foreign currency/travellers' cheques/pre-paid foreign currency card. Agree collection arrangements.(Group Leaders will normally be required to collect and counter-sign their own travellers' cheques from the bank or airport terminal and will be required to produce their passport details for a pre-paid foreign currency card).</i>	
<i>Inform all Parents on all aspects of the trip, including:</i> <ul style="list-style-type: none"> ○ <i>The itinerary, including the meeting and collection points.</i> ○ <i>Contact details for the hotels/hostels/names and addresses of the host families.</i> ○ <i>The number of the School mobile phone issued to the Group Leader.</i> ○ <i>The money, kit and equipment that the pupils need and the dress code of the country to be visited.</i> ○ <i>The Medical and Visa requirements.</i> ○ <i>The expected standards of behaviour, and the potential risks of irresponsible behaviour and the ground rules for behaviour in host families' houses.</i> ○ <i>Remind Parents those pupils who ignore or flout the behaviour code risk being sent home at their Parents' expense. Pupils remain subject to school rules throughout the visit.</i> ○ <i>Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.</i> 	

Chafyn Grove School Policy for Health and Safety for Pupils on Educational Visits

Consideration	Status
<ul style="list-style-type: none"> ○ <i>Arrangements for communicating with Parents in the event that the return is delayed.</i> ○ <i>The need to notify the School in the event of contact with an infectious disease within four weeks of travelling.</i> ○ <i>The reasons why a completed Consent Form is essential.</i> ○ <i>The need for a copy of each pupil's passport.</i> 	
Send all Parents a copy of the Consent Form with specified return date required.	
If appropriate, book picnic lunch from Catering Department.	
Brief pupils on expectations of standards of behaviour and cultural differences.	
Discuss First Aid kit requirements with the Matrons.	

Phase 5

Consideration	Status
Chase Parents who have not returned their Consent Forms, reminding them that their child cannot participate unless the Form is received prior to departure.	
<i>Obtain photocopies of each pupil's passport.</i>	
<i>Check all tickets for accuracy. Store them in the School safe until collection.</i>	
<i>Collect travellers' cheques from bank (if not collecting from airport terminal). Note their serial numbers before storing in School safe until collection, with the foreign currency ordered by the Bursary and store pre-paid foreign currency card in safe. Give copy to Bursary.</i>	
<i>Sign for school credit card. Store in safe. Give copy to Bursary.</i>	
Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.	
Prepare packs for the School Office, Staff Room, Headmaster, Deputy Head and Emergency Contact and for each member of accompanying staff, that contain the following information: <ul style="list-style-type: none"> ○ The itinerary (<i>including address, phone numbers, etc. of all locations where the party is staying</i>); ○ The Group Leader's mobile number and the School mobile; ○ Mobile numbers of all participating staff; ○ A list of pupils, together with copies of their Parental Contact Forms (which includes details of each pupils' medical conditions); ○ <i>Copies of all passports and travel documents</i>; ○ Emergency Numbers, Emergency Contact and Member of the SMT designated to be on-call; ○ Out of Hours contact details for the School; ○ <i>The address and contact details of the nearest British Consul</i>. ○ <i>On exchanges, the names and contact details of the exchange school and the host families that are accommodating each pupil</i>; ○ A copy of the tickets, travel insurance document, including emergency contact details; ○ A copy of the risk assessment; ○ Location of local hospital; ○ <i>Copies of the serial numbers of travellers' cheques</i>. 	

Phase 6 - The Day Prior to Departure/The Day of Departure

Consideration	Status
Collect tickets, <i>credit card, [travellers'cheques/pre-paid foreign currency card] and foreign currency from the safe.</i>	
Give trip information packs to designated school recipients and to other staff participants.	
<i>Give each pupil the names, addresses and phone numbers of their accommodation.</i>	
Remind pupils about the rendez-vous, dress code, standards of behaviour, etc.	
Remind pupils of the potential risks of irresponsible behavior.	
<i>Remind pupils to bring passports. Ask to see each passport.</i>	
Collect First Aid kit(s). Check contents.	
Collect packed lunch.	
Collect School mobile and charger.	

17. During the Visit or Activity

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. He or she will liaise with the partner school in the event of difficulties between a pupil and their host family. She/he may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

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