



ST MARY'S HIGH SCHOOL, NEWRY

Educational Visit Policy

Revised September 2018

MISSION STATEMENT

OPTIMUM SEMPER FACERE 'ALWAYS TO DO ONES BEST'

'We will work in collaboration with other educational institutions and in partnership with parents and pupils to maximise academic and creative potential of pupils, enabling them to achieve the highest educational standards, thereby enriching their lives the community and the economy.'

Introduction:

Educational visits are recognised to be a valuable part of school life. They enhance the curriculum for the pupils taking part, they allow educational knowledge to be developed by placing in context the work undertaken in class and the application of this knowledge in the wider world and they help to develop the understanding and self-confidence of the young people involved. It is also recognised that educational visits outside school pose concerns with regard to the safety of the individuals involved and the opportunity for difficulties to arise. It is in the light of these two points that this document aims to set out the agreed procedures for organising and conducting educational visits by members of St. Mary's High School, Newry, to ensure maximum benefit for the pupils concerned whilst minimising the risks associated with such activities.

Rationale:

St. Mary's High School encourages pupils to participate in Educational Visits. It recognises that such visits need to be of educational benefit to the pupils concerned, well organised and planned, carried out in an appropriate and acceptable manner, with accepted school practices adhered to at all times. All visits will be appropriately supervised to ensure the safety and well-being of the entire party undertaking the visit. This Educational Visits Policy seeks to detail the main steps involved in planning an educational visit. To outline how to deal with the issue of risk and its assessment as part of the planning process, the conduct of the visit itself, how to deal with emergencies while on an educational visit and the reporting of issues or concerns once the visit has been completed.

Aims:

The aims of this policy are to:

- outline the stages involved in planning an educational visit;
- detail the information which should be sent to parents and the need for their permission before pupils go on a visit;
- detail the information that must be available in each school in advance of pupils leaving the school grounds;

- outline the expected behaviours and supervisory arrangements which are needed to conduct a safe visit;
- list the emergency procedures which should be followed if an incident occurs during a visit;
- outline the reporting procedures which should be followed following an incident occurring on a school visit;
- detail the responsibilities of those involved in organising and conducting the visit.

Legal Context:

The legal framework to protect children from harm is provided, primarily, by the Children (NI) Order 1995. Thus, the following principles must be borne in mind by staff organising educational visits and by Boards of Governors sanctioning such visits:

- the pupil's welfare, which overrides all considerations, must always be paramount;
- the pupils have the fundamental right to be protected from harm; and
- special consideration must be given to pupils who have special educational needs, as they may be particularly vulnerable.

Under common law, children are legally entitled to receive special care and attention in terms of welfare and safety by those in whose charge they are placed. The 'duty of care', which is discharged daily by teachers and others who have a supervisory role in schools, applies to those activities which take place outside the school. It is incumbent on teachers and those with supervisory responsibilities, to act reasonably in all circumstances so that all the personal safety and well-being of those in their care are not jeopardised during a visit.

Roles and Responsibilities:

The successful planning and implementation of an educational visit requires a contribution from a number of key personnel.

Principal:

The Principal of the school has ultimate responsibility for any educational visits and so her approval must be obtained before any visit takes place.

The Board of Governors:

The Board of Governors of St Mary's High School will ensure that best practice procedures will operate with regard to safeguarding the welfare of the school pupils during Educational Visits. In pursuance of this the Board of Governors and the Principal will:

- ensure that the school applies this policy to all educational visits
- ensure that educational visits have specific educational objectives
- satisfy themselves that a risk assessment has been carried out
- ensure that appropriate safety measures are in place
- ensure that the teacher-in-charge can demonstrate how their proposal complies with the school's policies in relation to educational visits and health and safety
- be assured that all adults involved in the visit/residential are child protection vetted
- be assured that the ratio of supervisors to pupils is appropriate for the needs of the group

- insist that they are informed about less routine visits or residential activities well in advance of them happening
- contribute to the establishment of an acceptable code of conduct for both teachers/supervisors-in-charge, and pupils

The Group Leader should:

- obtain permission for the visit from the Principal or Vice Principal as early as possible to enable forward planning to take place
- follow Educational Visit guidelines as determined by school
- have written parental consent for **all** visits
- ensure there is meticulous planning in place to include a risk assessment of all activities, medical information and emergency contact numbers is available
- check adequate insurance is in place
- ensure all members of staff involved in the visit are aware of their roles and responsibilities
- be aware of the school's Child Protection Policy and ensure all volunteers are vetted
- have an emergency/ contingency plans in place
- have experience in supervising the age groups involved and expertise in the activities of the visit
- complete and provide a copy of the relevant documentation including a detailed itinerary, list of pupils, contact numbers, parental consent and passport details (if required)
- ensure pupils do not smoke, drink alcohol or use illegal drugs
- ensure all travel guidelines are followed.

The Group Leader should be satisfied that:

- there is an acceptable pupil code of conduct
- the visit complies with the requirements of school policy
- competent group leaders are selected
- child protection procedures are adhered to in the planning process
- all necessary arrangements have been completed
- all relevant checks have been undertaken if an external provider is to be used
- voluntary supervisors on the visit are appropriate people to supervise pupils
- the ratio of staff to pupils is appropriate
- there is adequate insurance cover
- there are emergency procedures in event of an emergency
- all aspects of school policy are being followed
- payment and budget procedures are in place

Accompanying Staff

Accompanying staff on Educational Visits are responsible to the Board of Governors whether the visit takes place within normal hours or outside those hours.

Accompanying staff must 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.

Accompanying staff should:

- Accept the authority and follow the instructions of the Group Leader.
- Under direction of the Group Leader assist with the organisation of activities and behaviour of the pupils.
- Ensure that the established Code of Conduct for leaders and participants is adhered to.
- Consider stopping the activity and notify the Group Leader if they think the risk to the Health and Safety of the group members in their charge is unacceptable.

Central Contact back at School

The Group Leader or responsible adult will deal with unexpected situations can be aided by a central figure, who will act as the Contact Person for both the group and the participant's families. This should be a responsible adult directly linked to the school who is fully briefed on the details of the visit – normally the Principal or Vice Principal, Pastoral Care.

Group Leader should:

- Retain details of the visit address, contact personnel and telephone number and mobile number if appropriate.
- Retain a copy of the contact details of all the participants' parents/guardians/next of kin.
- Retain a copy of the contact details of the Principal.
- Be fully briefed and aware of his/her responsibilities including the action to take in the event of a serious incident.

Parents/ guardians

Parents/guardians should:

- be informed of all out of school visits and their consent sought for specific occasions or through a generic approach if there is a series of visits
- where visits involve the whole day, overnight stays and/or hazardous activities, parents/guardians must be given full details
- be asked to supply appropriate information to the group Leader regarding:
 - ✚ **health considerations**
 - ✚ **medications (including written consent to oversee their administration)**
 - ✚ **special needs**
 - ✚ **parental/ guardian consent**
- be advised that where behaviour is causing disruption or danger to their child or the group, they will be contacted to bring the child home. They should also be advised that any additional expense incurred in having pupils sent home because of inappropriate behaviour must be borne by themselves
- be informed that it is inadvisable for pupils to bring valuable items on a school visit. If they do, they must accept full responsibility for their care and safekeeping. The school cannot accept responsibility for loss or damage to such items
- assume full responsibility for their child once the visit is completed and pupils have returned to school.
They must ensure their child is collected at school if outside school hours.

Pupils

The Group Leader should inform all pupils that they too have important responsibilities.

The pupils should:

- Act in accordance with the established Pupil Code of Conduct at all times.
- Avoid taking unnecessary risks.
- Follow the instructions of the Group Leader and leaders including those at the venue of the visit.
- Dress and behave sensibly and responsibly.
- Respect the property of others.
- Be sensitive to local codes, customs and the environment.
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell a leader of their concern
- Any pupil(s) whose behaviour within the school may be deemed inappropriate or who may be considered to be a danger to themselves or to the group may be refused permission to participate on the visit.

Code of Conduct for Pupils:

Code of Conduct General Principles:

- In advance of an Educational Visit, accompanying staff, volunteer supervisors, parents and pupils should all be fully aware of the code, including possible sanctions. All pupils and their parents participating in an educational visit must agree to the Code of Conduct and pupils must adhere to it at all times.
- The code aims to ensure that respect for the individual is maintained at all times and that neither peers nor others expose the pupils to risk of physical, sexual or emotional abuse or harassment
- It is the responsibility of the leaders to maintain standards of behaviour while on Educational Visits. Leaders will set an example to group members in everything they do or say.
- While on a residential, leaders remain responsible for the conduct and safety of pupils 24 hours a day. This should be taken into consideration when deciding on appropriate behaviour, practice and supervisory arrangements.

Code of Conduct on Educational Visits

- Pupils are expected to adhere to completion of all tasks assigned to them by their Supervisors.
- Pupils are expected to display exemplary manners at all times.
- Pupils are expected to be well behaved and adhere to the Pupil Code of Conduct. (Normal school sanctions will apply – including Anti Bullying Policy).
- Foul, abusive sexual or sectarian language will not be tolerated
- If school uniform/PE kit are required to be worn pupils must adhere to the School's Uniform Code. When non-uniform items are worn then clothing must be appropriate for the activity undertaken
- Smoking is prohibited on any educational visit. Cigarettes are not permitted to be purchased for gifts on educational visits
- Alcohol must not be consumed or purchased for gifts on any educational visit

- Use of illegal drugs or mind altering substances are not permitted
- Pupils are not permitted to carry any medication other than an inhaler. (Pupils who require medicines must have parental consent – The Teacher in Charge will hold and administer medications as stated on the forms).
- Pupils' behaviour and relationships with others they meet on a visit must reflect the high standards of behaviour and conduct expected by the school
- Pupils must adhere to at all times curfews and deadlines. (This includes meeting times, activities and meal time arrangements). Pupils need to be mindful of differences in European time zones
- Pupils are expected to take responsibility for their personal belongings. Expensive items or items of value should not be brought on educational visits. (See list of permitted items). The school is not liable for lost, damaged or stolen property
- Pupils must respect the right to privacy. (This includes use of camera phones/filming equipment.) Any breach of this will be dealt with in line with school policy.

Procedures:

Planning an Educational Visit

- ✚ All visits outside the school must be authorised by the Principal or Vice Principal. No trip should be organised without prior approval and at least 5 working days' notice must be given before a trip takes place. Educational Visit Procedures must be followed (**Appendix 1**). Applications to the Principal or Vice Principal for such visits should be made on the Educational Visit Form (**Appendix 2**)

Following Approval of a School Trip

A letter should be drafted to inform parents about the trip (**Appendix 3**) and on the back of the letter a copy of the 'Young Persons Responsibilities' (**Appendix 4**). The Consent Form should also be given to parents and returned to the Teacher in charge of the visit. The letter should include details of:

- The nature of the trip
 - The reasons for the trip
 - The duration of the trip
 - The location of the trip
 - Any special arrangements for clothing, footwear etc.
 - Any special arrangements for pupils in relation to lunches etc.
 - Any costs associated with the trip
- ✚ If the trip involves travel to a destination outside Northern Ireland, parents should be reminded to check with their GP that their child has received all vaccinations recommended as being necessary for the area being visited. The Department of Health advises schools to reinforce this view, even for visits to European countries, noting that children travelling on school trips should be vaccinated against diseases such as measles etc. due to recent epidemics within the EU. It is our responsibility as Group Leaders to inform parents and encourage them to seek proper medical advice but it is ultimately the responsibility of each child's parents to decide what is best for their daughter.

- ✚ **NB It is the responsibility of each pupil's parents to ensure that their child is medically fit to participate in all of the activities associated with any school trip and to ensure that any medical information is passed to the staff involved in organising the trip, if it is pertinent to their child's ability to participate in some or all of the intended trip activities.**
- ✚ The Consent Form allows parents to indicate that they approve of their daughter participating on the trip. The Form should be returned to and retained by the teacher organising the trip.
- ✚ If pupils are leaving on a trip before the normal school starting time, or arriving back after the normal school finishing time, then details of the times that pupils need to be at the school/collected from the school should also be included in the letter.
- ✚ Once a trip has been approved appropriate arrangements should be made to organise the practical processes associated with the trip e.g. booking transport etc.
- ✚ Pupils entitled to a free school meal at lunchtime will be provided with a packed lunch by the Dining Hall staff in their school. Such arrangements should be discussed with the Canteen manager in school and the lunches made available on the day of the trip.
- ✚ Staff should be identified and approached to go on the trip. A minimum pupil: staff/adult ratio of 15:1 is acceptable for a school trip. It is vital that adequate notice must be given for cover arrangements to be made for all Teachers involved in going on the trip.
- ✚ If additional helpers/volunteers are used to help with the visit, or to supervise pupils during the course of the trip, then it is essential that, in line with each school's Child Protection Procedures, these individuals have had a full disclosure check carried out before they go on the visit.

Charging for School Trips

- ✚ Any charges associated with such trips out of school should be outlined on the initial letter and, as far as possible, all costs connected with the trip should be communicated to parents at the earliest opportunity.
- ✚ The Group Leader should ensure that letters state that all deposits/charges once paid are non-refundable, if this is the case, and particularly if a travel company is involved in the organisation of the trip.
- ✚ Money collected from pupils should be recorded accurately and in full.
- ✚ All trips should be self-financing unless it has been agreed that some of the costs involved will be funded by the school.

On the Day of Trip

- ✚ A full and complete list of all pupils who leave the school on the day of the trip must be left with the Office Staff and the Vice Principal before pupils leave the school.
- ✚ The Group Leader must take the School Mobile Phones and the First Aid Kit on every Educational Visit

- ✚ Contact arrangements for the group should also be left in the school's office e.g. a mobile telephone contact for the teacher(s) involved
- ✚ Appropriate arrangement must be made to ensure that pupils going on the trip are recorded as being present in school. Ideally pupils should attend registration in school before the trip departs. If this is not possible then the school office should ensure that registers can be marked to show the children present but on the trip.
- ✚ Pupils requiring medication should have the necessary materials with them on the trip (medical conditions should be noted in advance using the medical record information held by the school). Particular note should be made of the arrangements for pupils suffering from serious conditions such as diabetes and allergy requiring the use of an Epi-pen. Staff must ensure that any essential medications held by the school e.g. Epi-pens etc. are collected from the school before the pupils go on the trip, or that individual pupils have appropriate amounts of the necessary medications e.g. 2 Epi-pens with them before the trip leaves school premises. It is also advisable that staff going on the trip have either been trained in administering the medications or have familiarised themselves with the protocols involved in dealing with a potentially life threatening medical condition.
- ✚ Packed lunches (if ordered) should be collected from the Canteen before leaving. Any particular dietary concerns of pupils should be addressed in advance of the trip.
- ✚ Staff should ensure that pupils are supervised at all times and in an appropriate manner when on a school visit and that no pupil puts herself or others in a situation where she or others may be harmed. Staff have a duty of care for the safety of all pupils on the trip.
- ✚ School trips are conducted in-line with normal school procedures and behaviour policies. A copy of this document should be given to the pupils involved in the trip and/or issued to parents to remind them of these conditions before going on a trip. **Appendix 4** outlines the responsibilities of the young people on the trip and a copy should be given and discussed with all the young people involved.

Risk Assessment:

It is important that any risks associated with an educational visit are identified and minimised as far as possible. If the visit is being organised through a commercial/professional organisation, then you should discuss with them the risks associated with any activities which are part of the trip and ensure that appropriate risk assessments have been carried out. **Appendix 6** outlines details of how risk should be considered and assessed and should be applied if any hazardous activities are to be undertaken as part of the trip.

If an Incident Occurs During a School Trip

- Staff must use their judgement if an incident occurs while on a school visit as to what action needs to be taken. Decisions taken on such matters will depend on the seriousness of the incident and the ability of staff present to deal with it with/or without assistance.
- If the Group Leader/ teacher-in-charge of a group involved decide that the incident is of a serious nature and that they cannot deal with the matter themselves, then they should contact the school immediately for advice and/or support. At all times the care and safety of all members of the party is the most important aspect and actions taken should always be directed towards the staff and pupils involved in the incident and doing what is in their best interests.

- If an incident is serious enough to warrant immediate action by the staff on the trip, then they should;
 - ✚ Contact the appropriate emergency service as quickly as possible if help or assistance is required.
 - ✚ Contact the school as soon as possible, once the initial emergency has been dealt with, and inform the Principal or Vice Principal of the incident and all factual details.
 - ✚ If there is a serious incident, the Critical Incident Plan will be implemented
 - ✚ The additional emergency procedures outlined below should also be noted.
 - ✚ The Group Leader should ensure that adequate first aid provision is available. This should include a First Aid Kit and an up-to-date record of any pupil medical problems and medications which they may need while on the trip.
 - ✚ A 'lost' procedure should be known in advance by all members of the group including:
 - ❖ Action to be taken if separated from the group or lost.
 - ❖ Advice on where assistance may be sought.
 - ❖ Notifiable personnel and contact details.
 - ❖ Notification of safe return.

If any leader has cause to believe that a young person has been abducted or has absconded, the police must be notified immediately and the Critical Incident Plan will be implemented in consultation with Principal or Vice Principal.

Related Whole School Policies

The school has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore complements and supports a range of other school policies including:

- Pastoral Care Policy
- Critical Incident policy
- Drugs Education Policy
- Anti-Bullying Policy
- Use of Reasonable Force Policy
- Personal Development Policy
- RSE Policy
- Child Protection Policy
- E Safety Policy
- SEN Policy
- Health and Safety Policy
- CRED Policy
- School Charter
- e Safety Code

These policies are available to parents and any parent requiring a copy should contact the school or visit the school website at www.stmarysnewry.com

Monitoring, Evaluation and Review

Miss Crawley, the Designated Teacher and Vice Principal, is responsible for monitoring, evaluating and reviewing the implementation of the Educational Visit Policy. Miss Crawley will update the Policy in light of any further guidance and legislation as necessary and review it annually. This will be done in consultation with the governors, staff, pupils and parents. The Board of Governors will also monitor critical incident activity and the implementation of the Educational Visit Policy on a regular basis through the provision of reports from the Designated Teacher. On-going evaluation will ensure the effectiveness of the Policy.

Signed by Chair of Governors: _____

Date: _____

Signed by Principal: _____

Date: _____

Signed by Designated Teacher: _____

Date: _____

Date of Review: _____

Appendix 1

Educational Visits Procedures

All documents relating to Educational Visits can be accessed from the Staff Area and hard copies will be stored in the Staffroom:

- Whole School Documents
- Educational Trips and Risk Assessments Folder

If you are taking a group of pupils on an Educational Visit, please carry out the following procedures:

- Complete an Application Form to seek approval for an Educational visit at least two weeks in advance of the visit
- Complete a Risk Assessment for the trip and return to Miss Crawley
- If the pupils are participating in a physical activity that is potentially dangerous eg Ice Skating, Trampoline, Tayto Park please ensure you receive confirmation from the business that they have a Risk Assessment in place (ask for a copy to be emailed to you)
- Ensure you have the correct Teacher/Pupil Ratio (KS3 and KS4: One Adult up to a maximum of 15 young people; Post 16: One Adult up to a maximum of 20 young people)
- Distribute a letter outlining details of the trip to each pupil and ensure the Young Person's Responsibilities are on the back of the letter to parents
- Distribute a Consent Form for completion by parents and this form must be returned to you. If a pupil does not return the consent form, permission cannot be granted to attend the educational visit
- It is the teacher's responsibility to keep the Consent Forms until the trip is over. Please take the Consent Forms with you on the trip
- Prior to going on the visit, please submit a list of the pupils attending to each of the following Miss Crawley, Ruth/Elaine (Attendance and Evacuation Procedures)
- The School Mobile Phone must be taken on the trip and the number given to the pupils:
 - Mobile 1: 07564936145
 - Mobile 2: 07752488977
 - Mobile 3: 07543319152
- A First Aid Kit must be taken on the trip (Phones and First Aid Kit can be collected from Miss Crawley's office)
- Please ensure pupils with particular medical needs have all necessary/essential medication with them

Appendix 2

Application for an Educational Visit

This application to seek approval for an educational Visit should be completed and given to the Principal or Vice Principal at least two weeks in advance of the Visit.

Name of Teacher Organising Visit: _____

Details of Proposed Visit including Dates and Times:

<p>Visit Details: _____</p> <p>Year Group/Classes: _____</p> <p>Number of Pupils: _____</p> <p>Cost to be charged to pupils for the visit: _____</p> <p>Date: _____</p> <p>Leaving Time: _____ Returning Time: _____</p> <p>Number of Staff attending: _____</p>

Educational Objective for the Visit:

<p>_____</p> <p>_____</p> <p>_____</p>
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Signed: _____ **(Teacher in Charge)**

Date: _____

Signed: _____ **(Principal/Vice Principal)**

Date: _____

Appendix 3

	ST MARY'S HIGH SCHOOL UPPER CHAPEL STREET NEWRY CO DOWN BT34 2DT				
Telephone: 028 3026 2851 Fax: 028 3026 7138 Principal: Mrs Margo Cosgrove B.Ed.PQH					
Dear Parent/Guardian					
The following educational visit has been arranged for your daughter. <u>Please complete and sign the enclosed Consent Form if you give your permission for her to participate in this event.</u>					
Department: Group	<input type="text"/>	Class/Year	<input type="text"/>		
Organiser:	<input type="text"/>				
Date of Visit:	<input type="text"/>				
Location:	<input type="text"/>	Cost of Trip:	<input type="text"/>		
Mode of Travel:	<input type="text"/>				
Time Leaving School:	<input type="text"/>				
Time to be Collected (Approx.):	<input type="text"/>				
<i>N.B. Your daughter will text/phone you if the collection time changes</i>					
Any other Information:	<input type="text"/>				
Please discuss with your daughter the information on the reverse side of this letter which details the responsibilities expected from her during this visit.					
Thank you for your on-going co-operation.					
Yours faithfully					
		 Specialist Schools and Academic Trust Excellence and Diversity		 INVESTORS IN PEOPLE Gold	

Appendix 4

Young Person's Responsibilities and Code of Conduct

- Always think about your own and others' safety
- Make sure you put the school mobile numbers on your phone and contact staff if you have any concerns when on a trip
- If you have a problem or are worried about something, always tell someone you trust. This may be the Group Leaders or Classroom Assistant
- If you have particular health or dietary needs, you must inform the Group Leaders
- Always follow the instructions of your Group Leaders including those at the venue of the visit
- If you do get lost or separated follow the procedures agreed for such an occurrence. If totally disorientated and confused go to a public place where you will be seen by members of the public and where you can ask for directions
- If approached by someone you don't know in a threatening or concerning manner, just walk away and report it to one of the Group Leaders
- If travelling on a bus or train and someone makes you feel unsafe report it immediately to your Group Leader
- Dress and behave appropriately and responsibly
- Always act responsibly and respectfully when you are representing the school on a trip
- Always have the details of the destination of the trip and times for return home
- Always keep enough money to make a telephone call and ensure your mobile is charged and has credit
- If personally carrying essential documentation, money or valuables, keep them secure in either an inside pocket, money belt or something similar – choose whichever is most comfortable and secure for you.

Appendix 5

CONSENT FORM

Name of School: _____

Date: _____

I consent to my daughter _____ (Name in Full)
_____ (Class) taking part in the educational visit to be held on
_____.

I confirm that she is medically fit to participate.

Please give details of:

1. Any current medical condition / any medication being taken

2. Any other relevant information which may affect her participation in the visit (including allergy or dietary requirements)

3. Emergency Contact Names and Numbers:

Name: _____ Mobile/Home _____

Name: _____ Mobile/Home _____

Name: _____ Mobile/Home _____

My daughter and I have discussed the importance of her adhering to the Code of Conduct and her Responsibilities on an Educational Visit.

Should an emergency arise, the Group Leader will contact you and if necessary contact the emergency services.

Signed _____ (Parent / Guardian)

Date _____


Please note: No pupil is allowed on an Educational Visit unless the Group Leader receives a signed Consent Form

Appendix 6

ST MARY'S HIGH SCHOOL EDUCATIONAL VISIT RISK ASSESSMENT

ACTIVITY: Educational Visit Details
(Location, Year Group, No of Adults and No of Pupils)

Completed by: Date:



Hazard	To Whom	Severity (1-4)	Likelihood (1-4)	Risk (Severity x Likelihood)
Lost Child	Pupils	3		
Road Traffic Accident	Staff and Pupils	4		
Travel Disruption	Staff and Pupils	1		
Minor Accidents	Staff and Pupils	1		
Exposure to adverse Weather	Staff and Pupils	1		
Activities in or near Water	Pupils	3		
Special Medical Needs of Specific Pupils	Pupils	3		
Misbehaviour	Pupils	3		
Allergic Reactions (Stings and Bites)	Staff and Pupils	3		

Severity	Likelihood	Risk
1 (Minor)	1 (Very Unlikely)	1 – Insignificant (Trivial) Can proceed
2 (Significant)	2 (Unlikely)	2-4 – Low (Tolerable) Can Proceed
3 (Serious)	3 (Likely)	6-9 – Medium (Substantial) Can Proceed
4 (Very Serious)	4 (Very Likely)	12-16 – High (Intolerable) Cannot Proceed

Existing Provisions	Please Tick if Provision Exists; and any other Comments	Action to Taken	Actioned and Completed by Group Leader
Proposals for Educational Visits agreed by Principal/VP and Governors as appropriate			
Child Protection Procedures in place			
School Policy for Educational Visits followed and understood by all Group Leaders			
List of pupils attending submitted to Admin Staff and VP			
Teacher/Pupil Ratio observed			
First Aid Kit and school medicines are available for the trip			
Risk Assessment (covered from historical/physical activities etc)			
Pupils are made fully aware of their responsibilities on school trip and advice on what they should do if anything should go wrong			
Parental permission has been received for all pupils and trip details shared with parents including collection details			
Pupils will be made aware of appropriate clothing and equipment required (eg warm clothing, sun cream)			
Group Leaders have up to date information regarding special medical needs of all group members; Pupils with medical conditions are encouraged to take essential medication on trip			
Leaders will use suitable group control measures (handy systems) and conduct regular head counts			
Returns after school hours – no pupil will be left alone and will be properly supervised by two Leaders until collected by parent			
One accompanying adult trained in First Aid (Relevant Vets Only)			
Staff are aware of particular and higher risks associated with water based activities			