



Campbell Harris

**Regulations on the
conduct of
Educational Visits**

EDUCATIONAL VISITS POLICY

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1. Aims of this Policy

1.1. The Principals of Campbell Harris Tutors Limited recognises the value to students of Educational Visits. Such Educational Visits should:

1.1.1. enhance students' understanding of curricular activities;

1.1.2. provide opportunities to practise skills;

1.1.3. develop students' social skills;

1.1.4. seek to implement the aims and objectives set out within the Department for Children, Schools and Families' Learning Outside of the Classroom framework.

1.2. The Principal also recognises and accept that such Educational Visits may present challenges to the health and welfare of students. Educational Visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside of the classroom.

1.3. This policy complies with s3(2)(c) of the Education (Independent School Standards) Regulations 2003 and the Health and Safety etc at Work Act 1974 and subsequent regulations and guidance including the

Management of Health and Safety at Work Regulations 1999, as amended and Approved Code of Practice, the Health and Safety (First-Aid) Regulations 1981, as amended and Approved Code of Practice, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

1.4. In relation to Licensable Activities it complies with the Activity Centres (Young Persons' Safety) Act 1995 and subsequent Adventure Activities Licensing Regulations 2004 and Approved Code of Practice.

1.5. Further, it complies with the DfES Guidance *Health and Safety of Pupils on Educational Visits (HASPEV) 1998* as supplemented. This guidance is due to be replaced by the DCSF *Health and Safety of Learners Outside of the Classroom (HASLOC)* and the operational material on the DCSF website *Learning Outside of the Classroom (LOTC)* and has been drafted with this in mind.

2. Definitions

2.1. **"Educational Visit"** includes but is not restricted to the following activities: off-site visits, study and cultural visits, hazardous and adventure activities and expeditions, overseas trips and residential trips. It is not intended to cover routine sporting activities or physical education.

2.2. **"Educational Visits Co-ordinator"** means the College Administrator (Caleb Smith).

2.3. **"Employee"** means anyone who works under a contract of employment with the School.

2.4. **"Employer"** means the Principal of the School.

2.5. **"External Provider"** means any person or organisation other than the School or Employee of the School who provides a service and or facilitates an activity under a contract during the Educational Visit.

2.6. **"Group Leader"** means an Employee who has overall responsibility for the supervision and conduct of the Educational Visit.

2.7. **"Hazardous Activities"** include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking and water

sports or activities in or around water. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain or in or near water.

2.8. **"Licensed Activities"** means only those activities which are licensable under the Activity Act (Young Persons Safety) Act 1995 and Adventure Activity Licensing Regulations 2004 and include caving, climbing, trekking and water sports.

2.9. **"Parent"** means those having Parental responsibility for a child.

2.10. **"Plan B"** means an alternative activity in the event the planned activity on an Educational Visit cannot be undertaken safely.

2.11. **"School"** means Campbell Harris Tutors Limited.

2.12. **"Supervisor"** means any competent adult, aged 18 or over, who has responsibilities and duties assigned to him/her during an Educational Visit (to include but not restricted to volunteers, helpers, Parents, and host Parents).

3. Legal Requirements and Responsibilities

3.1. **Employers:** Under the Health and Safety at Work etc Act 1974, Employers are responsible for the health, safety and welfare at work of their Employees. This duty extends to everyone involved in Educational Visits (to include but not restricted to teachers, volunteers, helpers and students).

3.2. Employers carry out their legal responsibility by observing the Management of Health and Safety at Work Regulations 1999, as amended, made under the 1974 Act, which require them to:

3.2.1. assess the risks of activities and record any significant risks;

3.2.2. introduce measures to control those risks;

3.2.3. tell their Employees about these measures.

3.3. Employers retain their legal responsibilities under the health and safety legislation but they can delegate the statutory tasks.

3.4. Decisions about Educational Visits are made by the Principal. The Principal's agreement must be obtained before an Educational Visit takes place. The Principal may then in turn delegate duties to others such as the Group Leader.

3.5. These duties apply at all times to all Educational Visits in the UK.

3.6. Educational Visits outside of the UK will be subject to the law of that country, but if the risk assessment is carried out in the UK, it will also be subject to UK domestic law.

3.7. **Employees:** Under the health and safety legislation, Employees must:

3.7.1. take reasonable care of their own and others' health and safety;

3.7.2. co-operate with their Employers over safety matters;

3.7.3. carry out activities in accordance with training and instructions;

3.7.4. inform the Employer of any serious risks.

3.8. Employees also have a common law duty to act towards students as any reasonably prudent Parent would do in the same circumstances.

However, in some circumstances such as where Employees specialise in a particular activity or lead more hazardous or adventure activities there may be a higher duty of care.

3.9. **Principals:** The Principal will satisfy himself that

risk assessments have been carried out, that appropriate safety measures are in place and that training needs have been addressed for Educational Visits.

3.10. The Principal will also:

3.10.1. ensure that the Educational Visit has a specific and stated objective;

3.10.2. ensure that the Group Leader shows how their plans comply with legislation, Regulations and guidance, including the School's health and safety policy document and that the Group Leader reports back after the visit;

3.10.3. ensure that they are informed about and assess less routine Educational Visits well in advance, and in particular, Hazardous Activities and those visits which involve an overnight stay or travel outside of the UK.

3.11. Educational Visits Co-ordinator: The Educational Visits Co-ordinator will ensure that Educational Visits comply with legislation, Regulations and guidance provided by the Principal and the School's own Health and Safety policy.

3.12. The Educational Visits Co-ordinator will ensure that the Group Leader is competent to plan, undertake and supervise activities and to monitor/assess the risks throughout the Educational Visit.

3.13. The Educational Visits Co-ordinator will ensure that every Educational Visit will have a Group Leader who has been appointed or approved by him/her or the Principal.

3.14. The Educational Visits Co-ordinator will ensure that the Group Leader is competent to plan, undertake and supervise activities and to monitor/assess the risks throughout the Educational Visit.

3.15. If the Educational Visits Co-ordinator 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 Educational Visit.

3.16. The Educational Visits Co-ordinator will also ensure that:

3.16.1. risk assessment(s) for the planned Educational Visit and a Plan B have been completed and appropriate health and safety measures are in place;

3.16.2. those who are conducting the risk assessments and/or supervision of the Educational Visit have the necessary qualifications, training, knowledge, skills and experience to do so.

3.16.3. that the Group Leader is competent to perform that role and any

relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified and are up to date;

3.16.4. adult members of staff and volunteers are properly vetted, CRB checked and assessed in accordance with the School's Child Protection Policy;

3.16.5. there is adequate insurance cover;

3.16.6. he/she has adequate contact details for the Group Leader and/or teachers and/or Supervisors on the Educational Visit;

3.16.7. he/she has the address and phone number of the venue and a contact name;

3.16.8. there is a contingency plan for any emergency or delay.

3.17. The Educational Visits Co-ordinator is responsible for helping the School to manage risks posed by Educational Visits.

3.18. The Educational Visits Co-ordinator will :

3.18.1. support the Principal with approval and other decisions; 3.18.2. undertake an initial review of applications for approval for an

Education Visit and discuss with Group Leaders where appropriate;

3.18.3. work with the Group Leader to provide full details of the Educational Visit beforehand to Parents for those Educational Visits requiring Parental consent so that Parents can consent or refuse consent on a fully informed basis and to obtain the consent or refusal of Parents accordingly;

3.18.4. keep records of Educational Visits, including reports of accidents and "near accidents";

3.18.5. review systems and, on occasion, monitor practice.

3.19. **Group Leader:** is the teacher or other member of staff responsible for the planning, undertaking and supervision of Educational Visits delegated to him/her by the Principal and for obtaining specialist advice from the Educational Visits Co-ordinator or otherwise where appropriate to enable Educational Visits to be undertaken safely.

3.20. The Group Leader will make arrangements for another appropriately qualified person to join the party and take over his/her responsibilities in the event of the incapacity of or injury to the Group Leader.

3.21. The Group Leader has:

3.21.1. responsibility for the planning of the Educational Visit including the preparation of proper risk assessment(s);

3.21.2. responsibility for the supervision and conduct of the Educational Visit;

3.21.3. responsibility for the health and safety of the group;

3.21.4. responsibility for the behaviour and discipline of students during the Educational Visit.

3.22. The Group Leader will:

3.22.1. follow legislation, Regulations, guidance and the School's policies;

3.22.2. be appropriately qualified and will produce firsthand evidence of such qualification e.g. original certificates;

3.22.3. undertake and complete the planning of and preparation for the Educational Visit including transportation requirements and the briefing of group members and Parents, where appropriate;

3.22.4. carry out a risk-benefit analysis for the Educational Visit (see Form

1 for guidance);

3.22.5. undertake and complete comprehensive risk assessment(s) for the Educational Visit and a Plan B in case the primary activity is undeliverable (see Form 2 for guidance);

3.22.6. apply to the Principal for prior agreement for the Educational Visit to take place (see Form 3 for guidance) and obtain the Principal prior agreement (see Form 4 for guidance);

3.22.7. provide adequate information to Parents regarding the Educational Visit in order to obtain informed Parental consent, and obtain such consent where appropriate (See Form 5 for guidance);

3.22.8. prepare students, teacher, Supervisors and volunteers in advance of the Educational Visit;

3.22.9. check that all adults who will attend the Educational Visit have been adequately vetted, CRB checked and assessed in accordance with the School's policy on Child Protection;

3.22.10. obtain relevant medical information for students wishing to attend the Educational Visit;

3.22.11. ensure that there is sufficient first aid provision for each

Educational Visit from appropriately qualified personnel, have a good working knowledge of first aid and be aware of and adhere to the *School's Policies on First Aid and Administration of Medicine* and obtain relevant medical information for students planning to attend the Educational Visit (see First Aid below);

3.22.12. appraise himself/herself of students' special educational or medical needs which may be relevant to the Educational Visit and liaise with other Employees, teachers, Supervisors, where appropriate, in respect of pupil's special educational or medical needs;

3.22.13. obtain and carry emergency telephone numbers and details of emergency points of contact and communicate with the Educational Visits Co-ordinator and/or directly with Parents during the Educational Visit, where appropriate;

3.22.14. carry out a reconnoitre trip, where appropriate;

3.22.15. ensure that there is a plan for emergencies and ensure that everyone on the Educational Visit is aware of the arrangements in the event of an emergency;

3.22.16. take immediate steps to terminate the Educational Visit if the risk to the health or safety of the students or anyone else on the Educational

Visit is at risk;

3.22.17. be aware of the School Policy on Promoting Good Behaviour and make accompanying adults, the students and their Parents aware of the standards of behaviour expected during the visit and the consequences of breaching those standards;

3.22.18. involve students in trip planning, risk assessment and evaluation of Educational Visits where appropriate;

3.22.19. ensure that adequate insurance is in place and that any insurance conditions are complied with;

3.22.20. review regularly undertaken visits/activities with the Educational Visits Co-ordinator and advise the Principal where adjustments may be necessary.

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

3.24. Further guidance can be found in *Appendix 1: Guidance for Group Leaders*.

3.25. **Teachers:** act as Employees of the School, whether the Educational Visit takes place within normal working hours or outside those hours, by agreement with the Educational Visits Co-ordinator and Principal.

3.26. Teachers will do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent Parent would do in the same circumstances. They will:

3.26.1. follow the instructions of the Group Leader and help with control, behaviour and discipline;

3.26.2. do their best to ensure the health and safety of everyone on the Educational Visit and should speak to the Group Leader or teachers if concerned about the health or safety of anyone attending the Educational Visit;

3.26.3. consult with the Group Leader and, where appropriate, take immediate steps to terminate the Educational Visit if there is an unacceptable risk to the health and safety of Students or anyone else attending the Educational Visit;

3.26.4. be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.

3.27. Adult volunteers: non-teacher adults acting as Supervisors will:

3.27.1. be properly vetted, CRB checked and assessed in accordance with the School's Child Protection Policy;

3.27.2. not be left in sole charge of students except where it has been previously agreed as part of the risk assessment;

3.27.3. do their best to ensure the health and safety of everyone in the group and should speak to the Group Leader or teachers if concerned about the health or safety of anyone attending the Educational Visit;

3.27.4. follow the instructions of the Group Leader and teachers and help with control, behaviour and discipline;

3.27.5. be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.

3.28. Students: The Group Leader will make it clear to students that they must:

3.28.1. not put themselves or others at risk;

3.28.2. follow the instructions of the Group Leader, Supervisors, teachers and adult volunteers during the Educational Visit;

3.28.3. dress and behave sensibly and responsibly, using safety equipment as instructed;

3.28.4. Students (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;

3.28.5. if abroad, be sensitive to local codes and customs;

3.28.6. look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader, teacher or Supervisor about it.

3.29. Any students whose behaviour may be considered to be a danger to themselves or to the group may be prevented from going on the Educational Visit.

3.30. Reasonable adjustments will be made for children with disabilities, medical or special educational needs.

3.31. Parents: The Group Leader will ensure that Parents are given

sufficient information in writing to provide informed consent and are invited to any briefing sessions, where appropriate.

3.32. The Group Leader will also tell Parents how they can help prepare their child for the Educational Visit by, for example:

3.32.1. reinforcing the standard of behaviour and conduct expected of their child on the Educational Visit;

3.32.2. understanding the clothing and footwear that will be required and ensuring that these are provided.

3.33. Parents will contribute to the success of the Educational Visit by:

3.33.1. understanding and reinforcing the objectives and educational aims of the Educational Visit ;

3.33.2. providing clear information on their child's health and/or any special needs, including the need for medical attention or medication;

3.33.3. ensuring that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable;

3.33.4. giving clear information where relevant on their child's ability or

inability to swim.

4. Consent and Administration

4.1. Where appropriate, written Parental consent should be sought for Educational Visits.

4.2. In particular, written consent from at least one Parent should be obtained in respect of:

4.2.1. transport and travel arrangements;

4.2.2. off-site activities that will extend beyond the normal start and finish of the School day;

4.2.3. overnight and residential stays;

4.2.4. activities during School holiday period or during weekends;

4.2.5. visits outside the UK;

4.2.6. Hazardous Activities, swimming and other water activities and activities at water margins;

4.2.7. activities for which risk assessment has shown a high risk;

4.2.8. all activities involving remote supervision;

4.2.9. all activities where supervision will be exercised by an External Provider;

4.2.10. emergency and other medical treatment which may become necessary for the safety and well-being of the pupil.

4.3. A copy of the consent form must be lodged at the School Office by the Group Leader.

4.4. If consent is refused by one or both Parents the pupil shall not take part in the Educational Visit.

5. Risk Assessment

5.1. The Group Leader should make a written assessment of the risks that are likely to arise on the Educational Visit. The risk assessment should cover but is not restricted to the following factors:

5.1.1. ratios of adults to students, supervision and vetting;

5.1.2. gender, age, size, ability, competence and behaviour of the group;

5.1.3. general and specific competences of the Group Leaders, teachers, Supervisors and External Providers;

5.1.4. first aid requirements and knowledge of the Group Leaders, teachers, Supervisors and External Providers;

5.1.5. special educational and medical needs (including allergies and phobias) and disabilities;

5.1.6. duration and nature of the activity;

5.1.7. travel and transport arrangements;

5.1.8. accommodation;

5.1.9. security arrangements;

5.1.10. quality and suitability of available equipment;

5.1.11. environment and conditions in which the activity will take place;

5.1.12. a Plan B in addition to the main activity;

5.1.13. contingency plans and emergency procedures

5.1.14. plans for dealing with recalcitrant students.

5.2. 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.

5.3. If the risk is considered to be unacceptable by the Group Leader and/or the Educational Visits Co-ordinator and/or Principal the Educational Visit shall not go ahead.

5.4. The Group Leader should continue to assess and reassess risks throughout the Educational Visit, taking account of changes, for example complaints or changes in weather conditions. If the risks become unacceptable the Educational Visit shall be terminated.

5.5. The Group Leader must also risk assess a "Plan B" in addition to the main activity, visit or itinerary.

5.6. Any risk assessment must:

5.6.1. identify the potential risks involved in an activity;

5.6.2. decide who might be harmed;

5.6.3. identify control measures which would reduce the risk;

5.6.4. record the finding;

5.6.5. review the risk assessment as appropriate.

5.7. There are 3 different types of risk assessment:

5.7.1. **generic activity risk assessments:** apply to the activity wherever and whenever it takes place. Generic risk assessment material and guidance can be downloaded from <http://www.hse.gov.uk/> and <http://www.lotc.org.uk/>.

5.7.2. **visit or site specific risk assessments:** which will differ from place to place and group to group. They will be undertaken for each venue and address the specific needs of each group.

5.7.3. **dynamic or ongoing risk assessments and reassessment:** should be undertaken immediately prior to the Educational Visit and whilst it is taking place to take account of any relevant changes in circumstances or factors such as changes in the weather.

5.8. 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 Educational Visit takes place.

6. Supervision

6.1. Supervision can be close or remote but must always be 24 hours a day.

6.2. There shall be an adequate ratio of adults to supervise students during the Educational Visit. This ratio should derive from the risk assessment undertaken and the risk factors identified.

6.3. Ratios for students are for guidance only. The ratio should become closer the more complex or hazardous the activity.

6.4. Where an adult is a Parent of a pupil on the Educational Visit, that Parent shall not usually count in the ratio for the group as a whole.

6.5. Where appropriate there should be provision within the ratio for a different Supervisor or competent adult, in the event of an emergency or incident, to:

6.5.1. deal with any emergency or incident;

6.5.2. seek emergency and/or medical assistance;

6.5.3. supervise the remainder of the party

6.6. For local low risk visits in normal circumstances and subject to any special considerations the following ratios may be appropriate:

Seniors 14-18 Years Old 1: 15-20

6.7. For overnight stays, residential visits or visits outside of the UK, at least two of the adults will be Employees. Mixed gender group should have at least one male and one female Supervisor. The following ratios may be appropriate:

Seniors 11-18 Years Old 1:10

6.8. **Unsupervised Students:** Where students are working unsupervised, for example, on a Duke of Edinburgh Award expedition, the students must have the aptitude for, and be appropriately trained, briefed

and experienced for the activity involved.

6.9. There must be emergency backup available for students and students must have the means and ability to use it.

6.10. Accounting for individual students: 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.

6.11. Students over the age of 18 will generally be expected to behave in the same manner as younger students on the trip and they will be supervised similarly.

7. Child protection

7.1. The School's child protection policy and procedures, including any procedures for vetting, CRB checking and assessing the suitability of staff and volunteers will apply at all times during Educational Visits.

7.2. Vetting of host families abroad cannot be undertaken through the CRB checking process. Exchange or home stay visits abroad can be arranged through agencies in which case the agency should have some responsibility for vetting the host families. Group Leaders making their

own arrangements need to be clear about procedures in the relevant country for vetting the suitability of host families, including criminal background checks insofar as these are available.

7.3. If the host School or placing agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange of home stay students, the Group Leader should seek further assurances and/or reconsider whether the Educational Visit should take place.

7.4. The Group Leader will carry out the duties of the Designated Person or will name an appropriate adult member of the group to do so.

7.5. 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 appropriate designated person immediately on return.

8. Disability, medical and special educational needs

8.1. The School will make every effort to ensure that Educational Visits cater for and are accessible to all, irrespective of disability, special educational or medical needs, ethnic origin, religion or gender.

8.2. Where there are doubts over the inclusion of a Pupil on the grounds of disability, special educational or medical needs, ethnic origin, religion or gender, there will be consultation between the School, the pupil and the Parent(s).

8.3. If despite making reasonable adjustments there remains a significant, unmanageable and unacceptable risk to the health and safety of pupil(s) or anyone else on the Educational Visit, it may be reasonable to exclude a pupil from the Educational Visit on those grounds.

8.4. A record should be maintained by the School of the reasons for the exclusion of that pupil from the Educational Visit.

9. Charging

9.1. The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other related costs, such details will be provided to Parents prior to the Educational Visit.

9.2. If payment is not received in advance or as required or School fees are outstanding, the School reserves the right to exclude students from the Educational Visit.

9.3. Parents will also be informed of the arrangements for sending a

pupil home early. Parents will normally be required to meet the costs of such arrangements. The School will not be obliged to refund the cost of the remainder of the Educational Visit.

10. Hazardous Activities and External Providers

10.1. Where the main activity of the Educational Visit is a Hazardous Activity or any activity which is facilitated by an external provider, the Group Leader will have regard to the appropriate up to date DCSF guidance available at that time. This should include but is not restricted to *A Handbook for Group Leaders (2002)*, *Standards for Adventure (2002)* and *Group Safety at Water Margins (2002)*.

10.2. Anyone who leads a Hazardous Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations and from <http://www.aala.org.uk> in respect of Licensed Activities.

10.3. The Group Leader should check if External Providers are required to have a licence to provide Licensed Activities and, if so, that they hold a current licence at www.aals.org.uk.

10.4. If an External Provider is used, the Group Leader should ensure that they are competent and should endeavour to use **Quality Badge Scheme** member or other accredited providers, wherever possible. More details can be found relating to the Quality Badge Scheme can be found at <http://www.lotc.org.uk/>.

10.5. If the Group Leader is not leading the activity he/she should agree with the External Provider their respective roles and in particular who is going to be responsible for students during the activity and for what period of time.

10.6. Prior to commencement of any Hazardous Activity, whether licensable or not, the Group Leader should be fully satisfied with arrangements for health and safety.

10.7. In the event that he/she is not satisfied he/she will consider whether it is appropriate to abort the activity altogether or whether it is safe and/or appropriate to undertake Plan B.

11. Transport

11.1. The Group Leader, as part of the planning and risk assessment of an Educational Visit shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements.

11.2. The Group Leader will ensure that the mode of transport is appropriate for the Educational Visit.

11.3. The Group Leader should ensure that journeys are properly planned with adequate rest stops and that second driver is provided, if appropriate.

11.4. The Group Leader should ensure that the driver of the vehicle has the appropriate licences, insurances and is competent to drive the vehicle concerned.

11.5. Those authorised to drive any Students in the party should normally:

11.5.1. be over 21 years of age;

11.5.2. have a minimum of two years' driving experience;

11.5.3. ensure that they hold the appropriate licence to drive the vehicle in

the country of use;

11.5.4. never have been disqualified;

11.5.5. have experience in handling the size or type of vehicle that will be used;

11.5.6. ensure that the vehicle is roadworthy and has a valid tax disc and MOT certificate and appropriate insurance cover;

11.5.7. be able to comply with the minimum eyesight requirements applicable to that vehicle;

11.5.8. wear a seat belt;

11.5.9. ensure that all passengers under the age 14 use the appropriate restraints or seatbelts;

11.5.10. not drive for more than 4.5 hours or less, if tired, without taking at least a 45 minute break.

12. Insurance

12.1. There shall be appropriate insurance cover in place for each

Educational Visit which should include, but is not restricted to, employer's liability insurance, public liability insurance and personal accident insurance.

12.2. The Group Leader should consider whether the whole of the Educational Visit is covered by the School's existing insurances. If not, the Group Leader should consider whether separate travel insurance is recommended for the Educational Visit and, if so, arrange such insurance.

12.3. Parents should be informed of the insurance arrangements made by the School 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.

12.4. 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.

12.5. Parents should be informed that the School cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

13. First Aid

13.1. The Group Leader will have regard to the School's First Aid Policy and ensure that there is adequate first aid provision on each Educational Visit.

13.2. The minimum requirements for Educational Visits are:

13.2.1. a suitably stocked first aid container;

13.2.2. at least one appointed person to take charge of first aid arrangements;

13.2.3. an adequate risk assessment dealing with first aid requirements and in particular, considering the following factors;

13.2.3.1. the nature and complexity of the activity;

13.2.3.2. the number of students and other members of the group;

13.2.3.3. the risk and type of possible injury and how effective first aid would be in those circumstances;

13.2.3.4. availability of ambulance services and other medical assistance

and proximity to hospitals.

13.3. Further guidance can be found in *First Aid at Work, The Health and Safety (First-Aid Regulations) 1981 Approved Code of Practice and Guidance*.

14. Accidents and emergencies

14.1. All members of the Educational Visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

14.2. In the event of an emergency all members of the group should:

14.2.1. assess the nature and extent of the emergency;

14.2.2. take immediate action to safeguard themselves and other members of the group;

14.2.3. remain calm.

14.3. The Group Leader or Supervisor (in the event that the Group Leader is unable to carry out this role) should:

14.3.1. summon emergency assistance and/or medical assistance and/or inform the police, if appropriate;

14.3.2. if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;

14.3.3. seek assistance from the First Emergency Contact and EVC where appropriate;

14.3.4. follow the reporting procedures below.

15. Reporting Procedures Following an Incident

15.1. The Group Leader should ensure that the incident is properly recorded and that the Educational Visits Co-ordinator is contacted as soon as reasonably practicable.

15.2. **Students:** Any death or incident where a pupil is taken from the accident site to hospital should be reported to the Health and Safety Executive and must be recorded.

15.3. **Employees:** Any death or serious injury or disease to any Employee or accident which prevents the injured person for doing their

normal work for 3 days should be reported to the Health and Safety Executive and must be recorded. Dangerous occurrences, sometimes known as near misses or near accidents may also need to be reported. Further guidance can be found <http://www.hse.gov.uk/riddor/index.htm>

15.4. An initial report should be made to the HSE's Incident Contact Centre on **0845 300 99 23** as soon as possible.

15.5. Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice.

15.6. Any statements to the police, HM Revenue and Customs or other officials should only be made in the presence of a lawyer and on his/her advice.

15.7. Where a claim might be brought following theft or other loss, the local police must be informed.

15.8. The Group Leader should note down the name, address and reference of the official and the time and date the report is made and written confirmation should be obtained from the official if practicable.

Authorised by THE CO-PRINCIPALS OF CAMPBELL HARRIS

TUTORS LIMITED.

Circulation Co-Principals/all staff /Parents /students (on request)

Status Complies with: Education (Independent School Standards) (England) Regulations 2003. Health and Safety etc. at Work Act 1974. Management of Health and Safety at Work Regulations 1999, as amended and HSE guidance "Five Steps to Risk Assessment". Activity Centres (Young Persons' Safety) Act 1995. Adventure Activities Licensing Regulations 2004, as amended and Approved Code of Practice. Health and Safety (First Aid) Regulations 1981, as amended. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Appendix 1 Further guidance for group leaders

The **Group Leader** is responsible for:

- Undertaking a risk-benefit analysis in relation to a proposed Educational Visit (see Form 1 for guidance);
- making all necessary preparations and risk assessments, with a view to ensuring the safety and welfare of students;
- maintaining discipline and good order at all times;
- delegation to responsible adults when groups are split;
- ensuring that the good name of the School is upheld.

Group Leader's checklist

The Group Leader must take:

- all documents covering booking, travel arrangements and accommodation;
- receipts for payments;

- a card or means to access emergency funds;
- full insurance details and documents;
- a detailed itinerary;
- a full list of the party members;
- details of emergency contacts;
- details of weather forecasts where appropriate;
- the consent forms, including medical consent which may need to be produced at a hospital;
- details of emergency contacts and contacts for first aid;
- an appropriate first aid kit;
- passport documents (where appropriate);
- one, and preferably two, mobile telephones with charger.

A copy of all relevant information should be retained at the School Office.

First aid and skin care

The first aid kit should include:

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

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

Reconnoitre

Areas or activities involving significant hazard should have been reconnoitred if at all possible; alternatively reliable information should be obtained concerning the nature of any hazards and means of avoiding or minimising risk.

Briefing Supervisors

The Group Leader is responsible for ensuring that Supervisors, helpers and host Parents know the travel arrangements, the types of activity permitted, the emergency contacts, the special needs of individual students and the arrangements for welfare.

Appropriate clothing and equipment

Students (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 students will be allowed to carry mobile phones should be provided to Parents and students in advance of the visit.

Medication and pocket money

The Group Leader must appoint one Supervisor to be responsible for medication. This includes the needs of students who self-medicate.

Mobile telephones and students' property

Mobile telephones can be very useful in emergencies. However, there are reasons why their use by students should be restricted on Educational Visits, for example:

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

For each visit, the Group Leader will formulate a clear policy on the use of

mobile telephones which will be circulated to Parents and students well in advance of the visit. Such a policy may vary depending on the type of visit.

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

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

Emergency contact

The Group Leader must arrange a point of emergency contact.

The Group Leader must have the name, address, telephone and fax (if available) number of "home" for each pupil both in the UK and in any other country visited and must supply details to each relevant Supervisor, teacher, adult volunteer or host Parent and the School.

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, avoidance of panic and so on.

Ensuring good conduct

The Group Leader has the full authority of the Co-Principals.

The Group Leader has the right to return any pupil home if, after consideration of all relevant matters, they are of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the Parent(s).

Educational Visits Outside the UK

Care should be taken over selection of the supplier of transport and accommodation and only firms with ABTA membership should be used.

The Group Leader will ensure that each pupil has their passport and necessary visas and other travel documents before embarking on an

Educational Visit outside the UK.

If possible one of the Supervisors should be able to speak and read the language of the country visited, or at the very least be able to hold a basic conversation and know what to say in an emergency.

It is advisable for students to carry a note in the relevant foreign language in case they get lost asking the reader to reunite them with the group and/or take them to the police station. They should also carry the Group Leader's name and contact number.

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.

Each pupil attending a visit in another EU member state should have a European Health Insurance Card (EHIC). This can be applied for on-line, by telephone or by post and is obtainable free of charge. See www.ehic.org.uk <<http://www.ehic.org.uk>>

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