

# Hill House International Junior School



## Educational Visits Policy

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## 1 Policy statement

- 1.1 This policy applies to employees and supervisors (as defined in clause 2 below) at Hill House International Junior School (the **School**).
- 1.2 This policy is provided to all employees and is available in the school policy folders.
- 1.3 This policy can be made available in large print or other accessible format, if required.
- 1.4 The Proprietors recognise the value to pupils of educational visits.
- 1.5 Such visits should:
  - 1.5.1 enhance pupils' understanding of curricular activities;
  - 1.5.2 provide opportunities to practise skills;
  - 1.5.3 develop pupils' social skills.
- 1.6 The Proprietors also recognise and accept that such educational visits may present challenges to the health and welfare of pupils. The School adopts a sensible and proportionate approach to the risks posed such visits. 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.
- 1.7 This policy is drafted in accordance with the Education (Independent School Standards) Regulations 2014 (SI 2014/3283) and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. Any legislation referred to in this policy is as amended.
- 1.8 This policy has also been drafted in accordance with the updated Department for Education (**DfE**), *Health and safety: advice on legal duties and powers* (February 2014) and the Health and Safety Executive's (**HSE**) *School trips and outdoor learning activities* (June 2011).

## 2 Definitions

**Adventure 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, water sports or activities in or around water and Cadet and other uniformed activities. 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.

**Early Years:** covers pupils who are aged five or under as defined in the *Statutory framework for the Early Years Foundation stage* (DfE-00023-2012).

**Educational Visit:** includes but is not restricted to the following activities which are arranged or facilitated by the School at any time:

- (a) off-site visits
- (b) study and cultural visits
- (c) hazardous and adventure activities and expeditions
- (d) overseas trips and residential trips.

**Educational Visits Co-ordinator (EVC):** means the person to whom the Head delegates responsibility for the administration of Educational Visits.

**Employee:** means anyone who works under a contract of employment at the School.

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

**First Aiders:** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid at Work or Emergency First Aid at Work.

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

**Licensed Activities:** means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.

**Parent:** means those having parental responsibility for a child.

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

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

### 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 everyone involved in or affected by an Educational Visit (to include but not restricted to Employees, volunteers, helpers and pupils).
- 3.2 Employers retain their legal responsibilities under the health and safety legislation but they can delegate the statutory tasks to others.
- 3.3 **Employees:** Under the health and safety legislation, Employees must:
- 3.3.1 take reasonable care of their own and others' health and safety;
  - 3.3.2 co-operate with their employers over safety matters;
  - 3.3.3 carry out activities in accordance with training and instructions;
  - 3.3.4 inform the employer of any serious risks.
- 3.4 Employees also have a common law duty to act towards pupils 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.
- 3.5 **The Proprietors:** will satisfy themselves that proportionate and sensible preparations have been carried out for Educational Visits, that appropriate safety measures are in place and that training needs have been addressed for Educational Visits.
- 3.6 The Proprietors will also:
- 3.6.1 ensure that the Group Leader shows how their plans comply with legislation, regulations and guidance, including the School's health and safety policy;
  - 3.6.2 ensure that they are informed about and assess less routine Educational Visits well in advance, for example, Adventure Activities and those visits which involve an overnight stay or travel outside of the UK;
  - 3.6.3 ensure that, where appropriate, the Group Leader reports back to them following trips particularly where there have been any major incidents or issues.
- 3.7 Decisions about Educational Visits are usually delegated to the Head of House who may then in turn delegate duties to others, such as the Group Leader.
- 3.8 **Head:** The Head will ensure that Educational Visit comply with legislation, regulations and guidance including that provided by the Proprietors and the School's own health and safety policy.

- 3.9 The Head will ensure that:
- 3.9.1 the EVC is competent to arrange, administer and monitor Educational Visit;
  - 3.9.2 the Group Leader is competent to plan, undertake and supervise activities and to monitor / assess the risks throughout the Educational Visit
  - 3.9.3 Educational Visits do not take place unless specific approval has been given by the Head or EVC or another suitable member of the Senior Management Team in advance;
  - 3.9.4 appropriate risk assessment(s) for the planned Educational Visit and a Plan B (where appropriate) have been carried out and that adequate health and safety measures are in place;
  - 3.9.5 those who are conducting the risk assessments have the necessary qualifications, knowledge, skills and experience to do so;
  - 3.9.6 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;
  - 3.9.7 Supervisors are properly assessed in accordance with the School's safeguarding and child protection policy and procedures;
  - 3.9.8 he / she has adequate contact details for the Group Leader and / or Supervisors on the Educational Visit;
  - 3.9.9 the Group Leader reports back after the visit and ensure that any appropriate follow up action is taken;
  - 3.9.10 adequate records are retained following the Educational visit.
  - 3.9.11 ensure that there is adequate insurance cover for Educational Visits;
- 3.10 **The appropriate Head of House** is responsible for helping to arrange and administer Educational Visits and to manage risks posed by Educational Visits.
- 3.11 The Head of House will:
- 3.11.1 consider applications for approval for an Educational Visit to take place or, where appropriate, refer the application for approval to the Head. (Forms for approval are attached at Appendix 1);

- 3.11.2 work with the Group Leader to provide details of Educational Visits beforehand to Parents, pupils and Supervisors (where required);
- 3.11.3 ensure that adequate contact details for the Group Leader and / or Supervisors and the proposed venue are retained at the School;
- 3.11.4 monitor risk assessments, systems and accident reports and general practice on Educational Visits on a regular basis.
- 3.12 **Group Leader:** is the Employee responsible for the planning, undertaking and supervision of Educational Visits delegated to him / her by the Head.
- 3.13 The Group leader must follow legislation, regulations, guidance and this policy and other applicable School policies relevant to Educational Visits.
- 3.14 Where necessary, the Group Leader should obtain specialist advice from their Head of House or another appropriate source(s) to enable Educational Visits to be undertaken safely.
- 3.15 Where required the Group Leader will be appropriately qualified and will produce first-hand evidence of such qualification e.g. original certificates.
- 3.16 The Group Leader has overall responsibility for:
  - 3.16.1 the preparation and planning of the Educational Visit (in consultation with the EVC or another appropriately qualified person) including obtaining approval for the Educational Visit to take place (Forms for approval are attached at Appendix 1);
  - 3.16.2 carrying out risk assessment(s) for the main activity and Plan B in case the primary activity is undeliverable (where appropriate) in accordance with the School's risk assessment procedures;
  - 3.16.3 the supervision and conduct of the Educational Visit;
  - 3.16.4 the health and safety of the group;
  - 3.16.5 the behaviour and discipline of pupils during the Educational Visit.
- 3.17 The Group Leader will also:
  - 3.17.1 ensure that all those attending or involved in the Educational Visit know who is in charge at any time and that all Supervisors and External Providers are clear about their respective responsibilities;
  - 3.17.2 ensure that there is a plan for emergencies and that everyone on the Educational Visit is aware of emergency arrangements;

- 3.17.3 take immediate steps to terminate the Educational Visit if the health or safety of the pupils or anyone else on the Educational Visit is at risk;
  - 3.17.4 ensure that any insurance conditions are complied with;
  - 3.17.5 ensure that there is sufficient first aid provision for each Educational Visit from appropriately qualified First Aiders, 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 pupils<sup>2</sup>;
  - 3.17.6 obtain and carry emergency telephone numbers and details of emergency points of contact.
- 3.18 The Group Leader has the full authority of the Head and has the right to return any pupil home if, after consideration of all relevant matters, he or she is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the Parent.
- 3.19 **Supervisor(s):** are those people who have been approved by the School to assist with the Educational Visit.
- 3.20 Supervisor(s) will:
- 3.20.1 be properly checked and assessed in accordance with the School's safeguarding and child protection policies and procedures;
  - 3.20.2 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;
  - 3.20.3 follow the instructions of the Group Leader and help with control, behaviour and discipline of the group;
  - 3.20.4 speak to the Group Leader or a member of staff if concerned about the health or safety of anyone attending the Educational Visit;
  - 3.20.5 be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader;
  - 3.20.6 not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- 3.21 **Pupils** must:
- 3.21.1 follow the instructions of the Group Leader and Supervisor(s) during the Educational Visit and comply with the School Code of Conduct;

<sup>2</sup> If the trip includes EYFS pupils there will be at least one paediatric first aider



- 3.21.2 not behave in a way which put themselves or others at risk;
- 3.21.3 dress and behave sensibly and responsibly, using safety equipment as instructed;
- 3.21.4 if abroad, be sensitive to local codes and customs.

**3.22 Parents must:**

- 3.22.1 provide clear information and updates on their child's health and / or any special needs, including the need for medical attention or medication;
- 3.22.2 ensure that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable;
- 3.22.3 reinforce the standard of behaviour and conduct expected of their child on the Educational Visit.

**4 Procedure**

**4.1 The Group Leader will:**

- 4.1.1 undertake and complete the planning of and preparation for the Educational Visit;
- 4.1.2 where necessary undertake an exploratory visit to areas or in respect of activities involving significant hazard, or he /she should obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk;
- 4.1.3 obtain approval for the Educational Visit to take place) (Forms for approval are attached at Appendix 1).
- 4.1.4 undertake appropriate risk assessment(s) (see clause 7 and the School's Health and Safety Manual;
- 4.1.5 ensure that appropriate parental consent has been obtained for the pupils to attend the Educational Visit (including specific written consent to the trip where required) (see clause 6);
- 4.1.6 brief Supervisors, group members and Parents (where appropriate) particularly in advance of an Adventure Activity, an overnight trip or visit outside the UK;
- 4.1.7 provide a list of attendees to the School Office and Head of Section;
- 4.1.8 report back to the Head of House after the Educational Visit (using the trip feedback form attached at Appendix 1).
- 4.1.9 retain appropriate records following the Educational Visit.

## 5 **Charging**

- 5.1 The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other associated costs. Such details will be provided to Parents prior to the Educational Visit.
- 5.2 If payment is not received in advance (or as required) or School fees are outstanding, the School reserves the right to exclude pupils from the Educational Visit.
- 5.3 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, should this be required for reasons of health and safety or breach of this policy. The School will not be obliged to refund the cost of the remainder of the Educational Visit.

## 6 **Consent**

- 6.1 Specific written parental consent is generally not required for Educational Visits that take place during the normal School day.
- 6.2 The School obtains specific written consent from at least one Parent in advance of the following types of Educational Visits :
  - 6.2.1 off-site activities that will extend beyond the normal start and finish of the school day;
  - 6.2.2 overnight and residential stays;
  - 6.2.3 activities during school holiday period or during weekends;
  - 6.2.4 visits outside the UK;
  - 6.2.5 Adventure Activities;
- 6.3 A copy of the consent form (if necessary) should be lodged in the School Office
- 6.4 If consent is refused by one or both Parents the School reserves the right to refuse to allow the pupil to take part in the Educational Visit.

## 7 **Risk assessment**

- 7.1 Sample risk assessments can be found in the Health and Safety Manual and in Appendix 1
- 7.2 The School adopts a common-sense and proportionate approach to health and safety on Educational Visits with a focus on real risks, not those which are trivial and fanciful.

- 7.3 An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Educational Visit.
- 7.4 If there is a generic risk assessment already in place for a specific type of trip or activity, the Group Leader may (where appropriate) review the generic risk assessment and check that it is still suitable. If there is no generic risk assessment for the activity, or if the visit involves one of the following factors (listed below) the Group Leader must carry out a specific written risk assessment for the Educational Visit:
- 7.4.1 high risk or Adventure Activities;
  - 7.4.2 off-site activities that take place totally outside normal School hours including during School holiday period or during weekends;
  - 7.4.3 overnight and residential stays;
  - 7.4.4 visits outside the UK.
- 7.5 If any risk is considered to be unacceptable by the Group Leader and/or Head, the Educational Visit shall not go ahead or shall be terminated if already in progress.
- 7.6 Where appropriate the Group Leader should also consider and assess a Plan B and / or contingency plan in addition to the main activity, in case the main activity is undeliverable.
- 7.7 Regardless of the type of the visit, the Group Leader must be prepared to re-evaluate and / or reassess the risks whilst the visit is taking place taking into account of any relevant changes in circumstances or factors such as fatigue or changes in the weather. If the risks become unacceptable the Educational Visit shall be terminated and / or a Plan B activity carried out instead.

## **8 Insurance**

- 8.1 There shall be appropriate insurance cover in place for each Educational Visit.
- 8.2 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. Parents should be told of any insurances that have not been verified.
- 8.3 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.

## **9 Supervision**

- 9.1 Supervision of pupils can be close or remote but must always be 24 hours a day.

- 9.2 There must be an adequate ratio of adults to supervise pupils throughout Educational Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified.
- 9.3 Where a Supervisor is also a Parent of a pupil on the Educational Visit, that Parent shall not usually count in the ratio for the group as a whole.
- 9.4 Where appropriate, there should be provision within the ratio for a different Supervisor, in the event of an emergency or incident, to:
- 9.4.1 deal with any emergency or incident;
  - 9.4.2 seek emergency and / or medical assistance;
  - 9.4.3 supervise the remainder of the party.
- 9.5 For local low risk visits in normal circumstances and subject to any special considerations the following ratios may be appropriate:
- |                    |                                    |
|--------------------|------------------------------------|
| Reception          | 1:6 (EYFS Statutory Framework 1:8) |
| Years one to three | 1:6                                |
| Years four to six  | 1:10-15                            |
| Years seven onward | 1:15-20                            |
- 9.6 The ratio should become closer the more complex or hazardous the activity.
- 9.7 For overnight stays, residential visits or visits outside of the UK, at least two of the adults will be Employees.
- 9.8 Mixed gender groups should have at least one male and one female Supervisor.
- 9.9 Where pupils are supervised remotely, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved. Pupils must however be able to contact a supervisor in the event of an emergency.
- 9.10 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.

## 10 Child protection

- 10.1 The School's safeguarding and child protection policy and procedures will apply at all times during Educational Visits.
- 10.2 Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns which occur whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the School's Designated Safeguarding Lead in accordance with the Safeguarding Policy and Procedures. The member of staff will then follow the instructions of the Designated Safeguarding Lead.

## 11 Adventure Activities and External Providers

- 11.1 Where the main activity is an Adventure Activity or any activity, which is facilitated by an External Provider, the Group Leader will have regard to the appropriate legislation and guidance available at that time. The Group Leader may wish to refer to the guidance *Handbook for group leaders* (DFES-0566-2002), *Standards for adventure* (DfES 0565 2002) and *Group safety at water margins* (DfES/CCPR/2002).
- 11.2 Anyone who leads an Adventure 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 or association for the sport or activity concerned. Where no such body can be identified, the School will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. 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.
- 11.3 The Group Leader should check if External Providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) and, if so, that they hold a current licence at [www.aals.org.uk](http://www.aals.org.uk) and a record maintained.
- 11.4 If the Group Leader assigns the technical instruction of the group to an External Provider he / she should agree with the External Provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of Supervisors and External Providers.
- 11.5 The Group Leader and School staff retain responsibility for the moral and emotional wellbeing of pupils during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress. Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.
- 11.6 Prior to commencement of any Adventure Activity the Group Leader should be fully satisfied with arrangements for health and safety. 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 a Plan B.

## **12 Transport**

- 12.1 Pupils will be properly supervised at all times whilst on school-arranged transport (see general guidance attached at Appendix 1).
- 12.2 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, safety and supervision arrangements.
- 12.3 The Group Leader will ensure that the mode of transport is appropriate for the Educational Visit. Where required, the School will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.

## **13 Off-site accommodation and trips abroad**

- 13.1 The School will ensure that all off-site accommodation provided for use by pupils on Educational Visits is satisfactory and, where possible, has been assessed by the School before use.
- 13.2 Where this is not possible, for example: for exchange visits in private households and / or on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as by seeking references from other schools.
- 13.3 Group Leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of External Providers, host families and others, including criminal background checks insofar as these are available and keep a record of checks that are made.

## **14 First aid**

- 14.1 The Group Leader will have regard to the School's first aid and medical policies and procedures and will ensure that there is adequate first aid provision on each Educational Visit.
- 14.2 The minimum requirements for Educational Visits are:
  - 14.2.1 a suitably stocked first aid container;
  - 14.2.2 at least one appointed person to take charge of first aid arrangements / First Aider;

14.2.3 in Early Years settings at least one person who has a current paediatric first aid certificate must attend the Educational Visit.

## 15 Accidents and emergencies

15.1 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.

15.1.1 In the event of an emergency all members of the group should:

- (a) assess the nature and extent of the emergency;
- (b) take immediate action to safeguard themselves and other members of the group;
- (c) remain calm.

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

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

15.2.2 seek assistance from a First Aider, if appropriate;

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

15.2.4 seek assistance from the EVC where appropriate;

15.2.5 follow the procedures below.

15.3 The Group Leader should ensure that the incident is properly recorded and that the Head is contacted as soon as reasonably practicable.

15.4 The Group Leader will make arrangements to inform parents of any accidents or injuries affecting their child as soon as practicable.

15.5 Consider whether the accident should be reported to any external agencies, including the Police or the HSE pursuant to RIDDOR 2013.

15.6 Under no circumstances should anyone make a statement to the press or any admission of fault.

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



<b>Authorised by</b>	Resolution of the Proprietors
<b>Signed on behalf of the Proprietors</b>	William Townend  .....
<b>Date</b>	<b>7<sup>th</sup> March 2017</b>

<b>Effective date of the policy</b>	<b>7<sup>th</sup> March 2017</b>
<b>Review date of the policy</b>	<b>7<sup>th</sup> March 2018</b>

## Appendix 1

### **Model forms**

The following model forms are attached and can be used for all Educational Visits, although not all sections will be relevant to every visit:

- 1 Trip Proposal
- 2 General Guidance
- 3 Trip Overview Form
- 4 Trip Feedback Form

Appendix 1



# HILL HOUSE

## Educational Visit: Proposal



<b>Group Leader</b>		<b>Group</b>	
<p>The Group Leader should complete this form as soon as possible once the preparations are complete.</p> <p>The Group Leader should have already received approval of the proposed Educational Visit in principle and should have regularly updated the EVC on the progress of the preparations.</p> <p>The Group Leader should complete risk assessments and obtain parental consent where appropriate.</p>			
<b>Purpose of visit and specific educational objectives</b>			
<b>Places to be visited</b>			
<b>Preferred date range</b>		<b>Time of departure</b>	
		<b>Time of return</b>	
<b>Transport arrangements</b>			
<p>Include the name of the transport company and vehicle registration number(s) if appropriate.</p>			
<b>Proposed cost (approved by Head of House)</b>			
<b>Details of programme of activities</b>			

<b>Size and composition of the group</b>						
<b>Age range</b>					<b>Adult to pupil ratio</b>	
<b>Number</b>					<b>Leader / participant ratio</b>	
<b>Information on parental consent</b> Information on whether the Group Leader received all consent forms duly completed and signed (parental consent may precede or follow approval)						
<b>Names of pupils with special educational or medical needs</b>						
<b>Signed</b> ..... Group Leader						
<b>Date</b> .....						



Appendix 2



# HILL HOUSE

## Educational Visit: Guidance

### **Minimize incidents by:**

- Familiarizing yourself with the children in your group, especially any 'characters' or those with special medical needs
- Give each child a number and practice 'numbering off'
- A group name can add to cohesion and encourage the children to stick together
- Make sure you have the trip leader's phone number
- Make sure you know where you are going, which station to get off at, when and where to meet up etc.
- If in doubt, ask!

If an incident does occur, keep calm and use your common sense. Other staff members will help and support you.

Knowing the procedures outlined on these cards is particularly important on the underground, as mobile phones do not generally work and it can be difficult to communicate.

### **Child left on a tube train as the group gets off**

Establish whether there is an adult still on the train.

If not, contact station staff immediately and arrange for the child to be met at the next station. A teacher gets on the next train and goes to retrieve the child. The rest of the group proceeds to the ticket hall of the station where they are and waits.

If a teacher is on the train with a child, they get off at the next station and get a train back to the station where the rest of the group is. The rest of the group proceeds to the ticket hall of the station, (do not go through the barriers) and waits for the missing parties to return.

ASK FOR HELP from station staff if in doubt

*Minimise risk: lead teacher is ALWAYS the last person to disembark from a train.*

### **Child left on a station**

Establish if there is a teacher with the child.

If a child has been left without a teacher, the whole group disembarks at the next station and waits on the platform. Contact a member of station staff at once, and arrange either for the child to be escorted to rejoin the group, or to be held safely at the station while a teacher goes back to get them.

Establish if a teacher is with the child. If so, carry on to the destination/ interchange station with the rest of the group. The teacher in closest proximity will need to take control of the children formerly in the care of the staff member left behind. Teacher and child take the next train to the destination and meet the group on the platform.

ASK FOR HELP from station staff if in doubt.

*Minimise risk: Lead teacher is ALWAYS the last person to board a train*

### **Child lost at a venue**

On noticing a child is missing:

Retrace your steps, children are often found round the previous corner or still in the shop/toilet. If they cannot be located quickly, notify your trip leader at once, by phone or in person. Contact venue staff as soon as possible and get their assistance in locating the child. Organise a search whilst minimizing drama and panic among the other children.

If a child really cannot be found, contact school and the police. Make sure the other children are cared for appropriately during this time.

*Minimise risk: be aware of your group at all times, especially when it is busy. Do not let yourself get distracted by other people, your mobile phone etc.*

### **Accidents and injuries**

Response depends on the individual situation. Each group carries a first aid kit, use the contents if required.

Epi-pens are carried by children with severe allergies in a rucksack or bum bag. If you need to use one, apply it into the thigh; it can go through the child's clothes.

Epileptic fits: Do not attempt to restrain the child, just move anything that could cause them harm and monitor them until the fit is over.

In case of emergency, dial 999.

*Minimise risk: Monitor your group closely, ensure appropriate behaviour. Pay extra attention to those with known severe allergies or other conditions. Find out about these in advance of the trip form the trip leader or the child themselves.*

Appendix 3



## HILL HOUSE

Educational Visit Overview

Date of visit:	Destination phone number:	Group Leader name and phone number:
School subject:	Mode of transport	Year group and classes
<del>Staff:Pupil</del> ratio:	Departure time from school:	Return time from school:
Name of accompanying adults:	Date risk assessment completed:	Signature of head of house:



Appendix 4



## HILL HOUSE

### Educational Visit Feedback Form

Name of Trip Leader:

Date of Trip:

Destination:

How easy was planning your trip?	1	2	3	4	5
How easy was it to get there?	1	2	3	4	5
Did the venue live up to your expectations and cater for your learning goals?	1	2	3	4	5
How good were any printed resources provided by the venue?	1	2	3	4	5
How good were any booked sessions?	1	2	3	4	5
How would you rate the visit overall?	1	2	3	4	5
Are there any 'lessons learnt' from taking this trip? Anything you would do differently next time?					
Do you have any other comments? (Include thoughts about trip planning procedure, logistics, whether you would recommend a repeat visit etc.)					