

Educational Visits and Activities Off Site (EVAOS)

1. Policy Statement

At Bournemouth Collegiate School (BCS) we aim to provide a broad and varied curriculum and highly value the experiences that pupils can gain from educational visits. These visits may include visits to the local area, such as the church, beach; trips further afield such as Corfe Castle, London Museums, Intech centre in Winchester. Pupils are also able to participate in residential trips, such as the Year 6 PGL camp and International trips such as Nepal, New York, France and the Netherlands. We offer a wide range of off site activities. The health, safety and welfare of pupils on outside visits is paramount. BCS seeks to make reasonable adjustments to ensure those pupils with SEN, LDD or medical needs are not prevented from participation. Any specific arrangements or provision that is put in place to ensure a pupil's well-being is explained to them before the visit to reassure and inform them. This policy is informed by:

- a) Group Health and Safety Policy p 82-88*
- b) Safety in outdoor Education (DfEE)*
- c) Health and Safety of Pupils on Educational Visits (DfEE) (www.dfes.gov.uk)*
- d) Standards for local Health and Safety of Pupils on Educational Visits (HASPEV), 1998*
- e) Standards for LEAs in Overseeing Educational Visits 2002*
- f) Standards for Adventure 2002*
- g) A Handbook for Group Leaders*
- h) Group Safety at Water Margins*

Note: The above documents are available on the BiE Cloud Compliance section, in the Original Legislation folder

BCS has regard to the National Minimum Standards for Boarding (29, 39, 42 and 52) when providing Educational Visits and Activities Off Site. (See Appendix 1)

*Full risk assessments are carried out before any Educational visit or Activity Off Site, in line with the following procedures. Risk Assessment forms relating to Educational visits and Activities Off-Site can be found on the school 'G Drive' under **Policy Documents_Whole School_current**, in the folder 'Educational Visits'.*

BCS is fully committed to ensuring that the application of this EVAOS Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This policy is applicable to all pupils in both senior and prep schools, including those in boarding and EYFS and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document. In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Prep school offices and should be read in conjunction with the following documents: Risk Assessment, Behaviour, Sanctions and Rewards, Child Protection (Safeguarding), Recruitment and Appointments Procedures, BCS and UCST Health and Safety Policy, job description for Educational Visits Coordinator

This document is reviewed annually by Assistant Principal (Pastoral), Alison Davies and the Head of prep, Kay Smith or as events or legislation change requires. The next scheduled date for review is March 2012.

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3. Key Personnel

EVAOS in the Senior school is coordinated by the Assistant Principal (Pastoral), Alison Davies
EVAOS in the Prep school and EYFS is coordinated by the Head, Kay Smith and administered by the EVAOS Administrator, Maureen Hemming.

The responsibilities of the EVAOS Coordinator are set out in the EVAOS Coordinators job description and include the following:

- a) Formally review own training requirements on an annual basis and report to the school health & safety co-ordinator
- b) Liaise with the school Business Manager to ensure that educational visits meet UCST's requirements, including those of risk assessment
- c) Support the Principal/Head of Prep and LGB members with approval and other decisions
- d) Assign competent people to lead or otherwise supervise a visit
- e) Assesses the competence of leaders and other adults proposed for supervision of visits, these may need accreditations from an awarding body – it may include practical observation or verification of experience

- f) Organise the training of leaders and the other adults going on a visit – this will commonly involve training such as first aid, hazard awareness, Risk Assessment, Health and Safety
- g) Organise induction of leaders and other adults taking pupils on specific visits
- h) Ensure that the Criminal Records Bureau disclosures are in place as necessary
- i) Work with group leaders to obtain the consent or refusal of parents and to provide the details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis (Using the appropriate BCS Forms- See G Drive under **Policy Documents_Whole School_current**, in the folder 'Educational Visits')
- j) Organise the emergency arrangements and ensure there is an emergency contact for each visit
- k) Keep records of individual visits including reports of accidents and 'near-accidents', following the BCS Accidents procedures
- l) Review systems and, on occasion, monitor practice
- m) Review Visit Evaluation forms and respond as necessary

4. Procedures

Senior, Prep and EYFS

All trips and visits must be preceded by assessment of the risks involved and there must be written risk assessments and written arrangements for individual visits and activities. When identified as necessary, training must be provided. Risk assessment training must include information on generic assessment, specific assessment and ongoing assessment. The risk assessments and arrangements must include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid, safeguarding, security, welfare of pupils, 'Plan B' procedures, emergency procedures, insurance, clothing and equipment, inclement weather and SLT contacts. Final authorisation for each visit, including approval of the risk assessments, must be made by the Principal/Head of Prep or the EVAOS who acts on behalf of the Principal/Head of Prep. Before the visit leaves, the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.

The school's Behaviour, Sanctions and Rewards policy and the Pupil Code and Conduct for Educational visits are applicable on all visits.

First Aid

The member of staff leading the visit must ensure all necessary medication for pupils is taken on the trip and the necessary forms are completed in line with school procedure for the administration of medicine.

A First Aid kit will be taken on all school visits and staff will follow the procedures outlined in the First Aid Policy. All trips in the EYFS will be accompanied by a member of staff with full paediatric First Aid Training.

Planning a Visit

A Guide to planning any Educational Visit or Activity Off Site can be found in Appendix 3

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance is usually advisable to enable the party leader to identify any potential hazards.

Pupil Ratio

Wherever possible, leaders and staff accompanying the visit should be teachers employed by the school. With younger pupils, where an increased number of extra helpers is desirable, parent helpers may be used.

In general there should be a minimum of two employees accompanying visits in the ratio of:

- 1:15 pupils in senior school (day trip)
- 1:8 pupils in Prep School (day trip)
- 1:8 Residential trips
- 1:4 pupils in EYFS

A greater number of adults may be needed for younger pupils. Ratios will depend upon risk assessment and the Head of Prep may make exceptions to the general rule, for instance, for games matches and for small sixth form groups.

Remembering that the ratios described are recommendations the Principal/Head of Prep must ensure that ratios are adequate. When considering the ratio necessary for any particular visit the following points will be taken into account:

- The ages and temperaments of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- Whether or not any hazardous activities are involved
- Any special needs of any pupils taking part

Trip 'supervisors' being accompanied by their spouse/partner and/or children should be discouraged and not be counted in the ratio. Research indicates that this has proven to compromise the interests of the group as a whole.

If a joint visit is arranged with another school, so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.

If female pupils are going on the visit a male member of staff should be accompanied by a female member of staff and vice-versa. However if compliance would result in difficulties for small groups of pupils, the Principal/Head of Prep has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of staff.

Parent and other Adult Helpers

All parents or helpers accompanying a school visit will have a List 99 check. If they are accompanying a residential trip or will have unsupervised access to pupils they will also have a CRB check. Whilst it is accepted that other suitable adults play a useful role in connection with accompanying school visits they should not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. The Principal/Head of Prep may, however, make exceptions to this general rule for instance for:

- Groups of 15 or more pupils where there are at least two members of staff accompanying the group
- Sixth form outings

Parents or other suitable adults should only be allowed to accompany the visit if:

- Their inclusion is expressly approved by the Principal/Head of Prep who should reserve the right to refuse any offer of help
- They have been informed of the nature of the visit and made aware of their duties and responsibilities

Alcohol

Adults accompanying visits are clearly informed of the School's policy in connection with the consumption of alcohol.

Staff Conveying Pupils in Minibuses or Private Cars

The use of private cars is discouraged. Before allowing a member of staff to drive a minibus or to use his/her own car to transport pupils, the EVC will check as appropriate that the:

- Member of staff has a satisfactory driving licence (employees must bring any endorsements to the attention of the Principal/Head of Prep) A copy will be held by the school
- Member of staff has fully comprehensive insurance which covers use for the purposes of his/her employer's business
- Private car, mini bus has a MoT certificate

Before being authorised to drive a minibus, school employees are required as a minimum to attend a minibus familiarisation course and have category D on their licence.

Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

Public Transport

It should be noted that not all countries have the same standard of health and safety with regard to public transport. Thus, when using public transport the party leader will ensure that pupils are in suitably sized travel groups with a designated teacher. If using the Underground, pupils will have an itinerary of which line is being used and where they are alighting.

If seat belts are provided on any form of transport they must be used. Pupils should follow the health and safety guidelines and procedures set out by those organisations providing transport.

Hazardous Activities

Where hazardous activities are involved we ensure that staff accompanying the visit are qualified¹ and competent and that all equipment used is to the appropriate safety standards and properly maintained. Generally, hazardous activities are undertaken at a specialist centre where properly maintained equipment and qualified and competent staff are available. Parents are informed in writing of any hazardous activities to be undertaken and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water-sports, pony trekking etc.

The Principal/Head of Prep must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried out and that any activity centre to be used has a licence², and must be provided with a copy of the centre's Health and Safety Policy and any other relevant documents.

Shared Responsibilities

External Providers

The provider's safety policy and risk assessments are obtained in writing and checked at the initial planning stage. One of the items checked is that all the provider's staff who may come into contact with pupils have been vetted in accordance with the safer recruitment policy. Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK' is used as a good benchmark when relevant.

Likely, there will be times when provider staff will be responsible for the pupils and in accordance with DfE guidance these times (and in what circumstances) are set out and

¹Qualifications must be those approved by the sports/activity's national governing body. See BAALPE 'Safe Practice in Physical Education'. Qualifications must be checked in advance by the party leader.

² Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.

agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

If, as in the case of some field trips, the visit is unaccompanied, then this must be made clear to parents and the Principal/Head of Prep must be satisfied with the safety procedures.

Joint Trips with other Schools

There should be one overall party leader and the Principal/Head of Prep should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.

Regular Routine Curricular Activities off the School Premises

These include PE activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for these games and activities and the Principal/Head of Prep may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.

With the consent of parents, Senior pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out. The arrangements must be included in a risk assessment.

Short Duration Outings for example from Boarding Houses

When pupils are leaving the site for short periods with a member of staff or unaccompanied (for instance for shopping or going for a run) the pupils must use the signing 'in/out' system. When the member of staff accompanies the pupils a mobile telephone number will be taken as a contact by the school.

Remote Supervision

After careful risk assessments, guidelines must be laid down by the Party Leader and clearly understood by all members of the party. The following points should be covered:

- Pupils must be in groups – appropriate group sizes should be determined by the group leader
- The geographical area in which pupils must stay should be clearly defined
- A time limit should be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, everyone should know where a Party Leader can be found during the whole of the period and exactly where to reassemble
- If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register through a signing in and out system
- Pupils will be reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. Other laws apply abroad. Pupils are clearly informed of the school's policy in connection with consumption of alcohol
- Pupils away from home may well strike up acquaintance with pupils from other school parties or people from the locality. Care should be taken to ensure proposed meetings are

avoided at times when the group is supposed to be engaged on organised activities or safely in their accommodation

- Attendance should be checked regularly, say at meal times and whenever the party is about to move from one venue to another. It is often convenient to give small group of pupils responsibility for one another, reporting to the leader if anyone is missing

Residential Trips

The Party Leader must check the fire exits in any group accommodation and ensure that pupils are aware of them and of the fire procedures. If possible a fire drill will be held on the first day.

Exchange Visits

BCS runs exchange visits where groups of pupils travel to a foreign country and stay with a host family.

The following points are adhered to:

- The Principal/Head of Prep will expect a member of staff to be resident in the country during the stay and will ensure that procedures exist for contacting school and parents in case of emergency. Pupils will be given details of the member of staff's telephone number or other contact arrangements and it will be made clear to pupils and host families when the member of staff will be available at an agreed location
- Parents will be fully informed of the arrangements and given all necessary details in connection with the host families
- A member of staff will accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio on the flight, provided that the appropriate numbers of staff accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival
- Unambiguous instructions must be given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing
- Host families must be aware of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever a member of staff is advised of the illness of/accident to a pupil s/he will personally investigate immediately and if the situation warrants inform the pupil's parents straight away
- If activities are planned with a foreign school, it is important that the extent of responsibility of that school's staff is agreed in advance and that pupils know when the foreign school staff are in charge and how to contact their own if based at a location remote from the pupils

Information Concerning Visits

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers.

Where possible the Principal/Head of Prep /EVAOSC or a senior member of the teaching staff who is not involved in the visit should also attend to give an objective view and independent advice.

Written information must include the following:

- Purpose of visit
- Accommodation type and meal arrangements
- Travel arrangements including time of return
- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- Insurance cover and name and address of insurers
- Health and hygiene requirements e.g. inoculations/safety or not of tap water
- Names of party leader and staff accompanying the visit and the address and telephone number of party leader at the destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given)
- A contact number for the pupil must be given (if pupil staying with a family it may not be possible to give this information immediately in which case further information will need to be given)
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- Advise that the Principal/Head of Prep reserves the right to exclude a pupil from a visit on behavioural or medical grounds
- Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol. For major visits and all residential visits a behaviour agreement will be signed by pupils. Parents will be informed that any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil concerned will be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents; and that the pupil may jeopardise their chances of going on another school visit. Requirements in the code could include a statement that pupils are under the jurisdiction of the school during the visit and therefore: pupils must obey the instructions of group leader and supervisors; pupils must not possess, use or purchase cigarettes, (alcohol), illegal drugs or knives; pupils must take responsibility for their own possessions; pupils must use seat belts where provided and must remain seated on coaches and minibuses; pupils must not put themselves or others at risk; pupils must remain in their allocated groups; and pupils must behave and dress appropriately.

Consent Forms

At BCS a pupil will not be allowed to participate in a school visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school. VCF1 should be used for each educational visit.

Parents are required to sign a blanket consent form at the start of each year. This is used to cover local visits such as those that will take place during normal lesson times under the supervision of school staff and it may be appropriate for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of fixture lists/homework books etc.

It is important to note that a blanket consent form must not be used for any residential visits, visits abroad and any that involve any hazardous activities.

With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the member of staff responsible for each visit will ensure he/she is aware of any medical condition affecting the pupils at the time of the visit.

Information for Pupils

Pupils will be given clear safety instructions. They will be told who is in charge of the visit, how to behave and what to do if they get lost or into difficulties. The following are other matters on which they may be given information:

- risks associated with the particular type of travel to be used
- considerations concerning special and/or medical needs
- local customs they may meet which might surprise them and warned of the possibility of giving offence
- that tap water abroad is not always safe to drink
- that in some localities abroad, that salads may need to be avoided and fruit should be carefully washed in purified water or peeled
- that the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat
- that rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals
- that hand must always be cleaned before eating

Information for accompanying staff

- Before the visit leaves, the party leader will always brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader

Emergency Procedures

Part of the written arrangements or risk assessments for a visit includes details on how to contact the school or a designated senior member of staff. This member of staff will have agreed to being the 'contact' and will have been provided with a list of names, addresses and

telephone numbers of all staff and pupils on the visit – such information will also be lodged with the school office and held by the leader.

It will be necessary to contact school or the designated member of staff or parents as appropriate if there is a “no show” by any pupil.

A first aid kit and mobile phones (where appropriate pupils’ mobile phone numbers should be collected) should be carried and ideally there should be trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine should be included in the risk assessment.

Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

Serious or Fatal Injury – Emergency Procedures

In the event of a serious or fatal injury the following procedures must be followed. Staff accompanying a trip must be familiar with them and must be able to adapt them to the situation in which they find themselves. A copy of the following emergency procedures should be taken on each visit.

The party leader (or other person in charge of small sub-group if out of contact with party leader until party leader can be contacted) should:

- Establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Head Teacher, emergency contact point or designated senior member of staff
- Call whichever emergency services are required (UK 999, Europe 112, USA 911)
- Where anyone is injured have first aid administered if possible
- Make sure all other members of the party are accounted for and are safe
- Establish the name(s) of the injured
- Advise other adults of the incident and that emergency procedures are in operation
- If possible arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the police the name and address of the hospital concerned and write it down
- Ensure that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- Commit to writing full details of the incident -

Name(s)

Nature, date and time of incident

Location of incident

Details of injuries

Details of police who attended/witnesses names, addresses (and telephone numbers if possible)

Action taken so far

Telephone numbers for future communication.

In any shared responsibility situation, the emergency procedures should be agreed in advance with the centre/other school involved.

Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.

Procedures for Other Accidents/Incidents

Complete the school accident/incident report form or commit to writing full details as above.

A copy of these emergency procedures form part of the information pack for staff accompanying a visit.

Feedback

After any Educational visit or Off site activity the member of staff leading that visit/activity must complete a Feedback Form and return it to the EVC.

5. Appendix 1 – National Minimum Boarding Standards Checklist for EVAOS

NMS 29 which deals with the fact identifiably high risk activities provided for boarders should be competently supervised and accompanied by adequate and appropriate safety measures.

- a) Does it state that risk assessments are carried out, and recorded in writing, in relation to identifiably high risk activities (including cadet and other uniformed organisation activities, and activities or instruction the school arranges to be provided by outside bodies), and reasonable measures are taken to minimise unnecessary risks?
- b) Does it provide for identifiably high risk activities to be instructed or supervised by adults holding the relevant qualification from the appropriate national governing body or association for the sport or activity concerned, where such a body can be identified; and, where no such body can be identified, the school can demonstrate that reasonable steps have been taken to confirm that those supervising or instructing such activities are competent to do so?
- c) Does it state that safety measures are taken, and safety equipment provided, for boarders participating in identifiably high risk activities, in accordance with the recommendations of the appropriate national governing body or association for the sport or activity concerned, where such a body can be identified?

- d) Does it state that written parental permission is obtained in advance for boarders to participate in identifiable high risk activities run by the school or arranged by the school with other groups or organisations.
- e) Does it provide that, where the school takes boarders to a centre providing activities requiring licensing under the Adventure Activities Licensing Regulations, the school can demonstrate that it has checked that the centre is so licensed?

NMS 32 which deals with arrangements for the supervision of boarders off site.

- a) Does it state that boarders temporarily away from the school site remain under the overall responsibility of a duty member of staff, and are able to contact a member of staff in an emergency?
- b) Does it provide that the number of staff accompanying and in charge of boarders on organised trips away from the school site, overnight stays and trips abroad should at least satisfy DfE guidance on minimum ratios with an increased ratio of staff to pupils where the nature of the trip necessitates this?
- c) Does it provide that staff numbers and deployment will be sufficient to:
 - i. supervise the pupils and activities involved
 - ii. ensure that people not on the school staff or subject to the school's recruitment checks for access to boarders (including activity instructors) do not have substantial unsupervised access to boarders
 - iii. deal with foreseeable emergencies
 - iv. ensure that, where only one member of staff is in charge of pupils on any trip, that staff member has the means to call for back up from at least one other member of staff if necessary?
- d) Does it make reference to (or set out) the school's policy for the safety and supervision of boarders during journeys, covering school transport, use of private vehicles and school use of public transport?
- e) Does it state that Gap students are not left alone in charge of boarders without a supervising member accompanying them when away from the school?

NMS 47 which deals with indoor and outdoor areas used by, or accessible to, boarders being free from reasonably avoidable safety hazards.

- a) Does it provide that staff on visits will take all reasonable steps to ensure that areas accessible by boarders (including sleeping, living and recreational areas), are free of significant hazards to safety (e.g. trailing flexes, overloaded sockets, unguarded heaters, windows without suitable opening restrictions or alternative safety measures)?
- b) Does it provide that boarders are informed which areas and activities are out of bounds?

NMS 52 which deals with safeguarding and promoting the welfare of boarders while accommodated away from the school site on short-term visits.

- a) Does it provide that any off-site short-stay accommodation arranged by the school for any of its boarders provides satisfactory accommodation and supervision, is checked by the school before use (although this may not be feasible when accommodation is in private households), and is monitored by the school during use?
- b) Does it provide that when boarders are staying in accommodation away from the school (other than private households in exchange schemes or on sports, performance or other tours), they are accompanied by school staff at all reasonable times or under the supervision of legally appointed chaperones or supervised by staff of a sporting, performance or other tour organisation which the school engages to accommodate or supervise its pupils on its behalf?
- c) Does it provide that when boarders are staying in private households on exchange schemes or on tours, there are satisfactory arrangements for boarders to contact either a member of staff from their own school who is staying locally or a named member of staff of the school it is visiting?
- d) Does it provide that the school staff will have daily contact with the boarders, and that the staff will regularly ask boarders during their stay whether they have any concerns regarding their accommodation or care?
- e) Does it state that the school assesses the suitability of any accommodation to be used for boarders away from the school site prior to boarders being accommodated there (other than exchange or tour accommodation in private houses, or accommodation already known to the school to be satisfactory), including a visit to the accommodation where this is practicable, recording its assessment in writing?
- f) Does it state that the school ensures that short stay accommodation (including accommodation for field trips, activities and exercises and camping accommodation) provided or arranged for boarders away from school provides:
 - i. sufficient and suitable bed and bedding for each boarder (or the camping equivalent)?
 - ii. separate sleeping provision for each gender wherever practicable
 - iii. sufficient access to toilet and washing facilities (separate for each gender if possible) appropriate to the nature of the activity?
 - iv. regular provision of sufficient and appropriate food and drink stored and prepared under sufficiently hygienic conditions to minimise risk of disease?
 - v. ability to contact medical services, and provision for return to school or home, in case of accident or illness?
 - vi. satisfactory and contactable adult supervision of boarders, competent to supervise activities involved and with back up staffing to deal with emergencies?
 - vii. for high risk activities, instructors/supervisors with an appropriate qualification from the relevant national governing body or association?

- viii. appropriate equipment, safety equipment and facilities, and briefing/instruction for any high risk activities to be undertaken?
- ix. sufficient clothing, suitable for the activities to be undertaken, and sufficient to ensure adequate warmth?
- x. adjustment of activities for any special needs of individual boarders (e.g. disability, asthma, enuresis, dietary needs, allergies)?
- xi. safe storage and provision for administration of any boarder's medication, by staff or the boarder as appropriate?

6. Appendix 2 – Risk Assessment/Consent forms for EVAOS

The following are examples of the risk forms to be completed as appropriate for all Educational Visits and Activities Off-Site. They are all saved on the school G Drive as follows: **Policy Documents_Whole School_current**, in the folder '**Form Store**'.)

Form AAE1 - Application for the Approval of an Educational Visit

This form should be submitted to the Head for all non curriculum off-site activities before pupils are notified or any bookings made.

| | | | |
|---|--|--------------------|--|
| Party Leader: | | | |
| Department: | | | |
| Year Group: | | | |
| Number of pupils: | | Adult/Pupil ratio: | |
| Total number of accompanying employees including party leader: | | | |
| Names of ALL other accompanying persons: CRB evidence required | | | |
| | | | |
| | | | |
| Date and time of visit: | | | |
| Venue and purpose of visit: | | | |
| Details of visit, including travel arrangements, any free time and any potentially hazardous activities: | | | |
| Cost per pupil: A costing sheet should be submitted for residential trips | | | |
| Additional cost to School: (incl. paid cover) | | | |
| For residential Visits: <ul style="list-style-type: none"> Type of accommodation Outline of any hazardous activities | | | |
| Other relevant information: <ul style="list-style-type: none"> Name of organisations, e.g. coach company, travel firm. Awareness of site, e.g. previous visit | | | |
| Approval is given to proceed with arrangements for this visit as outlined above. N.B. Any changes to the above must be communicated to the Head for approval. | | | |
| Signed: Approved subject to risk assessment and other written arrangements. | | | |
| Date: | | | |

Accident or Incident Report and Investigation

Form AR1

| Injured or affected persons if any | | | | | | | | | |
|------------------------------------|--|-----------|--|--|--|------------------|--|---------------------|--|
| Surname | | | | | | | | | |
| Forenames | | | | | | | | | |
| Age | | | | Class or form if pupil | | | | | |
| Address | | | | | | | | | |
| Nature of injury | | | | | | | | | |
| Part of body | | | | | | | | | |
| No treatment | | First Aid | | Attended GP | | Sent to hospital | | Resumed work/school | |
| Other (Specify) | | | | Total days off work excluding day of accident/incident | | | | | |

| Description of accident/incident including circumstances leading up to accident/incident | | | |
|--|--|----------|--|
| | | | |
| Include name and address of any witness | | | |
| | | | |
| Location | | | |
| Time | | Date | |
| | | | |
| REPORT COMPLETED BY | | | |
| Signature | | Date | |
| | | | |
| Name in blocks | | Position | |
| | | | |

| Possible cause of accident and recommendations to prevent reoccurrence | |
|--|--|
| | |
| <i>continue on separate sheet if necessary</i> | |
| Action taken | |
| | |
| Date | |
| | |

| Notifiable to HSE (please tick) | | | | Yes | | No | |
|---------------------------------|--|------|--|------|--|----|--|
| Notification by | | Name | | Date | | | |
| | | | | | | | |

INVESTIGATION REPORT COMPLETED BY

| | | | |
|----------------|--|----------|--|
| Signature | | Date | |
| Name in blocks | | Position | |

Emergency Procedures for Educational Visits – Form EP1

Part of the written arrangements or risk assessments for a visit includes details on how to contact the school or a designated senior member of staff. This member of staff will have agreed to being the 'contact' and will have been provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information will also be lodged with the school office and held by the leader.

It will be necessary to contact school or the designated member of staff or parents as appropriate if there is "no show" by any pupil.

A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried and ideally there should be trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine should be included in the risk assessment.

Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

Serious or Fatal Injury – Emergency Procedures

The party leader (or other person in charge of small sub-group if out of contact with party leader until party leader can be contacted) should:

- Establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Head Teacher, emergency contact point or designated senior member of staff
- Call whichever emergency services are required (UK 999, Europe 112, USA 911)
- Where anyone is injured have first aid administered if possible
- Make sure all other members of the party are accounted for and are safe
- Establish the name(s) of the injured
- Advise other adults of the incident and that emergency procedures are in operation
- If possible arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the police the name and address of the hospital concerned and write it down
- Ensure that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- Commit to writing full details of the incident -

Name(s)

Nature, date and time of incident

Location of incident

Details of injuries

Details of police who attended/witnesses names, addresses (and telephone numbers if possible)

Action taken so far

Telephone numbers for future communication.

In any shared responsibility situation, the emergency procedures should be agreed in advance with the centre/other school involved.

Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.

Procedures for Other Accidents/Incidents

Complete the school accident/incident report form or commit to writing full details as above.

Form CF1 - Blanket Consent Form

Please complete this form giving all relevant details. It will be referred to every time the pupil participates in either an off site visit within the school day or a local evening visit. You will be given written information concerning every proposed educational visit for your son/daughter and asked to sign a separate short permission form in each case.

| | | | |
|---------------------------------------|--|------------------------------|--|
| Name of pupil: | | | |
| Tutor Group: | | Pupil's mobile telephone no: | |
| Emergency contact name: | | | |
| Home address: | | Home telephone no: | |
| | | Work telephone no: | |
| | | Mobile telephone no: | |
| | | | |
| Email address: | | | |
| Alternative emergency contact: | | | |
| Name: | | | |
| Address: | | | |
| | | | |
| Tel No: | | | |
| Medical information concerning pupil: | | | |
| a | Does the pupil have any special dietary requirements? | | |
| | | | |
| b | Has the pupil suffered from any of the following? Asthma or bronchitis Heart condition Fits, fainting or blackouts Severe headaches or migraine Allergies to any known drug Other allergies, e.g. food, materials Other illnesses or disability not named | | |
| | If the answer to any of the above is YES, please give details below: | | |
| | | | |
| | | | |
| c | Is the pupil currently vaccinated against tetanus? | | |
| | Date of injection | Date of booster | |

Blanket Consent Form

| | | | |
|--|---|--|--|
| d | Is the pupil prone to travel sickness? | | |
| | If YES, please give the name of travel sickness pills normally administered (by yourself) if any. | | |
| e | Please give your family doctor's name, address and telephone number: | | |
| | Name: | | |
| | Address: | | |
| | Tel. No.: | | |
| | Is the pupil receiving medical or surgical treatment from your family doctor or hospital and/or has he/she been given specific advice to follow in emergencies? | | |
| If YES, please give details below and supply a doctor's letter confirming the treatment and that your son/daughter is fit to travel. | | | |
| | | | |
| f | Does the pupil require medication(s) | | |
| | If YES please give full details below and include name of medication(s), dose and frequency of administration and if 'self administration' is preferred. | | |
| | | | |
| g | Please write here any further information which you feel may be of assistance to the staff in charge of an educational visit. | | |
| | | | |

Transport

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

Accident/Illness

I consent to the pupil receiving medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

Remotely supervised time (senior school only)

I consent to the pupil having remotely supervised time in the daytime in a group of pupils with the prior permission of the party leader

Personal effects of the pupil

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

Insurance

I understand the extent and limitations of the insurance cover provided, and know of no information that may affect the insurance.

Blanket Consent Form

Signature of parents/guardians

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf.

I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of any journey.

Signed:

Relationship to pupil: Date:

I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of any party. I will obey the laws of the country. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the school.

Signed by the pupil: Date:

THIS FORM WILL BE KEPT IN THE SCHOOL OFFICE AND A COPY WILL BE TAKEN BY THE PARTY LEADER ON ANY EDUCATIONAL VISIT

Form VEF1 - Visit Evaluation Form

Please complete this form as soon as possible after your return by ticking relevant boxes.

| | | | | | |
|--|------------------|-------------|-------------|-------------|----------------|
| Visit to | | | | | |
| Date | | | | | |
| Party leader | | | | | |
| | Excellent | Good | Fair | Poor | Comment |
| Educational value | | | | | |
| Transport arrangements | | | | | |
| Suitability of venue | | | | | |
| Value for money | | | | | |
| Pupil behaviour | | | | | |
| Timing | | | | | |
| Review of Risk Assessment – Any accidents/incidents? | | | | | |
| Other comment | | | | | |
| | | | | | |

Risk Assessment Form

This must be submitted to the Head of Prep/Assistant Principal (A&P) for approval at least two weeks before departure.

| | | | | | |
|--------------------------------|--|-------------------|--|-------|--|
| Venue including address: | | | | | |
| | | | | | |
| Date: | | Number of pupils: | | Year: | |
| Party Leader: | | | | | |
| Person in charge of first aid: | | | | | |
| Others: | | | | | |
| | | | | | |
| | | | | | |
| School contact: | | | | | |
| Tel. No: | | | | | |
| Mobile: | | | | | |
| Assessment undertaken: | | | | | |
| Signed: | | | | | |
| Date: | | | | | |
| Review date: | | | | | |

Hazard identification:

- Identify all hazards which have the potential to do you or others harm.
- Evaluate the Risk - the chance that someone will be harmed by the hazard- as Low, Medium or High
- For example: theatre trip = Low Risk; field work on sheltered shore = Medium Risk; cliff work, unprotected ramparts = High Risk
- Describe the control measures put in place to minimise the risk so the possibility of harm is unlikely.

| Hazards (Assess risk) | Who is at risk? | Risk Rating | Control Measures |
|--|--|---------------------|---|
| Consider: journey, activities, fire precautions, weather (winds, tides etc), medical conditions of pupils, first aid, biological/chemical hazards, man-made/natural hazards, personal safety of pupils , impact on general public, possible contact with animals and contraction of disease from animals. | Consider pupils (age, temperament etc), employees and general public | Low, Medium or High | Include: reference to travel company, risk assessments from field study centres, first aid cover and measures, past experience, supervision arrangements for activities, free time and travel |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Risk Assessment Approved by the Head of Prep/Assistant Principal (Pastoral and Discipline)

Signed:
 Date:

Form VCF1 – Visit Consent Form

| | | | |
|---|---|-----------------|---------|
| Name of pupil and form: | | | |
| Mobile number of pupil: | | | |
| Proposed visit to: | | Cost: | |
| Day and date of departure: | | Departure time: | |
| Day and date of return: | | Return time: | |
| Travel arrangements: | | | |
| Passport number: | (Complete only if overseas visit) | | |
| Expiry date: | | | |
| European health card no: | (Complete only if overseas visit) | | |
| Medical information about pupil: | | | |
| Does the pupil have any conditions requiring/which may require medical treatment/medication? Delete as appropriate YES / NO | Describe and state whether self administered or not (use a separate sheet if necessary) | | |
| Does the pupil have any allergies, e.g. to medication or specific foods? | | | |
| Does the pupil have any special dietary requirements? | | | |
| (If yes to any of the above, details must be supplied when returning this form) | | | |
| To the best of your knowledge has the pupil been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? | | | |
| Contact telephone number, parent/guardian: | | | |
| Work: | | Home: | Mobile: |
| Home address: | | | |
| Alternative emergency contact: | | | |
| Name: | | Tel .No. | |
| Address: | | | |

Signature of parents/guardians

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters

set out above and overleaf and in the visit programme/other relevant information and those in the Blanket Consent Form. I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

| | | | |
|------------------------|--|-------|--|
| Signed: | | | |
| Relationship to pupil: | | Date: | |

I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

| | | | |
|----------------------|--|-------|--|
| Signed by the pupil: | | Date: | |
|----------------------|--|-------|--|

Form CLP1 - Check List for Party Leader

NB. No bookings should be made until the Head has given approval for the visit/activity and the dates have been checked to avoid clashes with other events or important classes and relevant staff informed.

| | | | |
|--------------------------|---------|------------------------|--|
| Day and date | | Party leader | |
| Destination with address | | Accompanying persons | |
| Depart | am./pm. | Year group | |
| Return | am./pm. | Number of pupils | |
| | | Employee : pupil ratio | |

Check list of action to be taken:

| Action | Tick + date | Comment |
|---|-------------|---|
| Agreed by PCHH/KS – date and feasibility | | |
| AAE1, Draft letter with VCF1, RA1 passed to KS/AJD for discussion/signature | | |
| Staff Absence Form given to PCHH/KS | | |
| Parents informed in writing with VCF1 | | |
| Copy signed Risk Assessment given to KS/AJD | | |
| Meeting with parents arranged if necessary (residential only) | | Date & time: |
| Coach/minibus booked | | |
| Other transport booked | | |
| Canteen informed | | |
| Packed lunch ordered | | |
| Pupil list for notice board – NB1 | | |
| Boarding and Office staff given copy of NB1 | | |
| Any duties swapped with another member of staff | | |
| Reminder given to office for parents via newsletter | | |
| VCF1 received for all pupils and checked if applicable | | |
| Site Manager/Caretaker informed if out of regular school hours | | |
| Pupil medical details checked | | |
| Adequate first aid cover, medical kit/ sick buckets etc ordered | | Nominated staff in charge of first aid: |
| Copy of EP1 and AR1 obtained | | |
| Awareness of site prior to intended trip/activity | | |
| VEF1 ready to be completed | | Complete after visit |
| Copy of this form given to KS/AJD before departure | | |

Appendix 3

EDUCATIONAL VISITS PROCEDURE

All visit, consent and Risk Assessment forms relating to Educational Visits and Activities Off Site can be found in Appendix 2 of this document and the School 'G' Drive under Policy Documents Whole School current, in the folder "Educational Visits Forms"

FORM CODES:

CLP1 – Check List Planning sheet

AAE1 – Application for the Approval of an Educational Visit form

RA1 – Risk Assessment

VCF1 – Visit Consent Form

NB1 – Notice Board sheet

AR1 – Accident/Incident Report Form

EP1 – Emergency Procedures information sheet

VEF1- Visit Evaluation Form

| | |
|----|--|
| 1. | <ul style="list-style-type: none"> • Use CLP1 to plan visit (a copy of this must be given to KS/AJD prior to departure) • Check date(s) and staffing with PCHH/KS • Complete Staff Absence Request form for all staff involved and pass to PCHH/KS • Arrange a reconnaissance visit to the intended location wherever possible |
| 2. | <ul style="list-style-type: none"> • Complete AAE1 and RA1 • Draft letter for parents together with VCF1 (for all trips) • Either send electronically or give hard copy to KS/AJD for discussion and signature • Photocopy signed RA and give copy to KS/AJD |
| 3. | <ul style="list-style-type: none"> • Book activities, transport, accommodation etc. • Book mini bus via transport@bournemouthcollegiateschool.co.uk |
| 4. | <ul style="list-style-type: none"> • Send out letter and VCF1 to parents. Give copy to office, finance and boarding house • Give electronic copy to Marketing Administration (RD) for inclusion on website (parents section) • Organise a parent information meeting for residential trips if appropriate • Notify parents of hazardous activities, if appropriate |
| 5. | <ul style="list-style-type: none"> • When names and numbers known: • Inform jane.mulcrone@bournemouthcollegiateschool.co.uk of those who need cost added to school account/ Inform EVAOS administrator in Prep School • Inform kitchen • Inform peripatetic staff or specialist teachers. • Cancel any clubs/activities if necessary • Inform boarding@bournemouthcollegiateschool.co.uk as appropriate |
| 6. | <ul style="list-style-type: none"> • Use NB1 to display details on notice board at least one week in advance unless short notice. • Inform KS/AJD of any significant changes. • Give copy of CLP1 to AJD/KS |
| 7. | <p><u>ON DAY OF VISIT:</u></p> <ul style="list-style-type: none"> • Inform office of any pupils that are absent from trip. <p>Ensure you take:</p> <ul style="list-style-type: none"> • Risk Assessment • First Aid kit • VCF1 forms • Emergency Procedures Form EP1 <p>If there are any problems, telephone school If there is an incident or accident, complete an incident/accident report form AR1 and give to AJD/KS/BB</p> |

| | |
|----|--|
| 8. | After the trip, complete a Visit Evaluation Form EV1 (enclosed) and hand to KS/AJD An article for inclusion in newsletter/website must be submitted to Marketing Administrator (RD) for all trips including half day trips. |
|----|--|