



WETHERBY SENIOR SCHOOL

EDUCATIONAL VISITS POLICY

Reviewed by David Lawrence: Deputy Head Staff & Operations July 2021

Adopted: September 2016

Next review: June 2022

**This policy must be read in conjunction with APG's
Off-site Visits and Related Activities Policy (August
2021)**

PART 1: INFORMATION FOR PARENTS

INTRODUCTION

At Wetherby Senior School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to your son's development and education in the broadest sense of the word.

OUR TRIPS AND VISITS

We regularly take pupils on day trips to support the curriculum of the School's departments. There are regular theatre trips for boys of all levels and we also run age appropriate residential trips.

Our games department works very hard to organise trips to suit all talents and allow the boys to practice and enjoy their sports. We also cater for other non-academic disciplines and our various departments organise regular offsite activities.

Every week the boys are taken out of school to do Games and Physical Education at the Wetherby Sports Ground.

Our teaching staff conduct extensive risk assessments and look at all aspects of health and safety when planning and carrying out external visits. In most situations (this applies specifically to residential trips) parents are invited to a meeting where they are given information about the trip and have the opportunity to have their queries answered.

You can find more about the trips, visits and activities that are available to each year group from our website, parent handbook and in the weekly newsletter.

INFORMATION ON PLANNED TRIPS AND ACTIVITIES

The school calendar lists the trips and visits that are due to take place over the coming term, together with a list of planned home and away sports fixtures. Parents are always notified in advance:

- If boys has been selected for a sports team parents will be notified on the Friday before the week of the fixture. All fixture lists are appended to the weekly newsletter email. Family and friends are very much welcome at all our matches, both home and away.

- If boys are going to be out of school during the school day then parents will always be informed if the visit involves an extra charge; if a packed lunch is provided or required; or if there will be a late return to school [or collection from another place, such as a theatre].
- Details of planned residential trips and activities are sent well in advance to all parents of boys of the relevant year group or cohort via the school newsletter and calendar card.

CONSENT

Individual consent is requested from parents/guardians if the School is to take boys on a trip that involves: an overnight stay or overseas visit, is at extra cost to the parent or falls outside of the school day (0830-1800 hrs). Parents should note that the School is unable to take a boy without a completed and signed consent form. This form will be sent to parents through the Evolve platform well in advance and must be complete at least 3 working days before the start of the trip. See Appendix 2.

The School will not request consent for off-site trips and fixtures which take place during the school day in line with Education Act 2002 section 29. The School will, however, ensure that parents are informed of these trips and fixtures through letters/emails home and that they are entered into the School's calendar card.

SAFETY

Safety is the School's top priority. It is expected that parents support the school in ensuring that boys follow the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. The School reserves the right to send any pupil home early, at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or fail to abide by the school's behaviour policy (refer to staff and parent handbook for the school's behaviour policy).

PART 2: GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS

INTRODUCTION

The School has a large number of trips which are an important part of our educational ethos. The School expects that every member of staff endorses the educational value of activities outside the classroom. The School encourages everyone possible to participate in them, and to help with the arrangements.

All staff planning out of school trips should be aware of the guidance given in this Alpha Plus Group document:

<https://egiportal.alphaplusgroup.co.uk/Alpha%20Plus%20Group%20Information/Educational%20policy%20guidance%20and%20templates/APG%20Educational%20Visits%20Guidance.docx>

ROLE OF THE EDUCATION VISITS COORDINATOR

James Sullivan, Head of Co-curricular (maternity cover), is the School's Education Visits Coordinator (EVC). The EVC supports the Headmaster in the process of approving visits, ensuring that they are spread through the different age groups, and the school year. The EVC also helps staff involved with organising tours, checking parental consent forms and keeps records of all previous visits. All new staff have a session on planning school visits as part of their induction training with the Deputy Head.

ROLE OF THE GROUP LEADER

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. Staff will always have had experience of accompanying school visits before taking on the role of Group Leader. At Wetherby Senior School the EVC holds a training session with all new staff, which covers practical guidance on conducting risk assessments, emergency procedures, the School's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed, for instance if weather or sea conditions suddenly deteriorated. With the exception of the very shortest visits, such as to a local library or museum, most of the Group Leaders either hold a valid first aid certificate themselves or the School tries to ensure that wherever possible one of the other teachers accompanying the visit holds one. A Deputy Leader is also nominated for all trips.

PERSONAL LIABILITY AND INSURANCE

The law places all staff "in loco parentis". Staff are therefore to act as any reasonable parent would do in the same circumstances. Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Wetherby Senior School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the School's guidelines.

For further information on public and private liability insurance see Appendix 4.

Personal belongings: the School or other affiliates will not be held responsible for any property, i.e. electrical devices and/or valuables brought on trips.

Wetherby Senior School's policy is that staff are not permitted to transport boys in their private cars and never to allow them to be transported in cars belonging to parent helpers.

PREPARATORY ARRANGEMENTS

The amount of advance preparatory work needed will obviously vary considerably with the type of activity. Very little preparation may be needed for walking with a group of boys to a local museum, spending an hour there and walking back in time for school lunch. By contrast, a visit lasting a week or more to a country outside the EU, requires considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for school holidays and half-terms. (Group Leaders may draw upon the EVC's stock of existing background material when planning regular repeat visits to familiar destinations, such as language exchanges).

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

PLANNING STAGE 1

- *Obtain advice from James Sullivan (EVC) on suitable dates, precedents etc and read the APG guidance: <https://eqiportal.alphaplusgroup.co.uk/Alpha%20Plus%20Group%20Information/Educational%20policy%20guidance%20and%20templates/APG%20Educational%20Visits%20Guidance.docx>*
- *Prepare a draft itinerary and trip proposal (www.evolve.edufocus.co.uk) and send to the EVC.*
- *Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number and age of participants with EVC*
- *Calculate the staff to pupil ratio (see below)*
- *Decide mode of transport for all legs of the journey.*
- *Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included). **Final cost to parents must be agreed with the EVC.***
- *Check that the provider of adventurous activities holds Adventure Activities Licensing Authority accreditation.*
- *Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. The School's preference is for providers we use to be Learning Outside the Classroom accredited to ensure the high possible quality and safety on our trips. If the provider does not have this accreditation then a completed Independent Provider's Contract (see appendices) must be completed before any booking can take place to ensure the safety of our pupils.*
- *Prepare the risk assessment(s) - see Appendix 5.*

- *Check the School's insurance cover, (see appendices) if the visit involves adventurous activities.*
- *Find other members of staff who are willing to participate in the trip, bearing in mind the need to have both male and female teaching staff, especially in the case of joint visits. It is desirable to have at least one member of staff who speaks the language of the country to be visited. Sports coaches and visiting music staff are encouraged to participate in sports and music tours. They are also welcome to help with other visits. Office staff may assist with day trips and theatre visits. The School does not usually encourage parents to accompany school visits, although they are welcome to all sports fixtures.*
- *If parent volunteers participate arrange for any volunteers participating in the trip to obtain an enhanced DBS disclosure. (The Bursar will make the necessary arrangements) and to have the appropriate training specific to that visit.*
- *Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.*
- *Carry out a reconnaissance visit if the location is not one that the school has visited before. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice).*
- *Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)*
- *Ascertain the medical and visa requirements*
- *Establish when the deposits are required by tour operators/airlines/activity centre etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)*
- *[Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office]*
- *Complete and send through final trip proposal on Evolve.*

STAFF/PUPIL RATIOS

The ratio of staff/pupils is not fixed for any one trip. Group Leaders must consider the following when supervisory ratios are being determined:

1. The competence of the adult supervisors
2. The result of the risk assessment
3. The pupil's level of experience
4. Where activities are taking place and what they are
5. If required, the results of the Independent Provider's Contract
6. Visits abroad
7. Environmental factors
8. Downtime activities

RISK ASSESSMENTS

All Group Leaders at Wetherby Senior School are trained in conducting risk assessments on the potential hazards involved in a visit, trip or activity that they are planning. The School provides staff with a framework for risk assessment. Many of the trips involve similar activities and so a set of generic 'standard procedures' has been created which staff can use – Appendix 5. All staff are responsible for assessing the risks unique to their trip and must strictly adhere to the 'standard procedures' or create their own procedures to mitigate the specific risks for their trip. Risk assessment should include the following:

1. Identifying the potential hazards of the place being visited.
2. Listing the groups of people that are especially at risk from the significant hazards.
3. Listing existing controls or notifying where the information may be found.
4. Considering how he/she would cope with the hazards which are not currently identified or fully controlled.
5. Carrying out continual monitoring of hazards throughout the visit.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The School does not require risk assessments from tour operators. The Learning Outside the Classroom certification is sufficient, or failing that then a signed copy of the Independent Provider's Contract will suffice as evidence of complete risk assessment.

Additional risk assessments will be needed to ensure complete coverage of all aspects of the visit, for example: For management of pupils during downtime.

PLANNING STAGE 2

- *Work out the cost for parents (including contingency to cover delays etc).*
- *Write a preliminary letter to send to parents and guardians of the target age group, outlining the purpose of the trip, the programme and the expected maximum cost (see appendices for letterhead). Send e-consent via Evolve to parents together with the final costings (this will always be paid via Parent Pay). Mention that parents will be invited to a briefing meeting within six weeks of departure. Explain any restrictions on numbers. These letters must be cleared in advance with the EVC and proofed by the Headmaster.*
- *Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.*
- *Brief the pupils about the visit, its dates and purpose.*
- *Check names of all pupils wishing to participate with medical and dietary requirements list. Discuss with EVC concerns about special arrangements that may be required for handling any specific medical or SEN issues (also refer to the SEN register and dietary and health requirements which the Administration team*

- hold). Risks specific to any of these pupils identified from these registers need to be planned for in the risk assessment.
- Arrange for the Bursar to collect the initial deposit for the cost of the trip from parents via Parent Pay.
 - Print off boys' medical, dietary and emergency contact information from the register on Evolve. Add this to the field file.

PLANNING STAGE 3

- Where appropriate, insist that all coaches are fitted with seat belts. (This may not be possible in every country).
- Arrange for the Bursar to collect the final cost of the trip from parents via Parent Pay.
- Arrange for the Bursar to pay deposits on hotels, flights, activity centre etc. / costs of tickets.
- Arrange for a school credit card to be issued for the duration of the visit.
- Arrange with the Administrator for loan of school mobile with pre-paid SIM card valid for the country to be visited to be available on a specific date.
- Brief and prepare the pupils in advance.
- Ensure that pupils are given plenty of advance notice if they need special equipment (e.g. for skiing).
- Prepare an appropriate kit list for parents/ pupils and staff
- Get the Bursar to pay deposits on hotels, flights, activity centre etc. / costs of tickets.

PLANNING STAGE 4

- If needed, file a request for foreign currency with the school finance officer (see appendices for petty cash request form)
- Agree collection arrangements. At the Group Leader's discretion a meeting with parents can be arranged (advised for residentials – particularly trips abroad) to brief them on all aspects of the trip, including:
 - The itinerary, including the meeting and collection points.
 - Contact details for the hotels/hostels/names.
 - The number of the school mobile phone issued to the Group Leader. (See school details in appendices)
 - The money, kit and equipment that the pupils need. [The dress code of the country].
 - The medical and visa requirements.

- *The expected standards of behaviour (refer to school behaviour policy in staff and parent handbook), and the potential risks of irresponsible behaviour.*
- *Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense (see school behaviour policy in parent/teacher handbook). Pupils remain subject to school rules throughout the visit.*
- *Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances. Whist on trip ensure that any medical or behavioural incident is recorded for future reference (see accident record and pastoral forms in appendices)*
- *Arrangements for communicating with parents in the event that the return is delayed.*
- *The need to notify the school in the event of contact with an infectious disease within four weeks of traveling.*
- *The reasons why a completed consent form is essential.*
- *The need for a copy of each pupil's passport.*
- *Email all parents a copy of the consent form, via Evolve, which can be electronically signed and with a specified return date*
- *Brief pupils on expectations of standards of behaviour and cultural differences.*
- *Ensure that a full traveling first aid kit is available.*

PLANNING STAGE 5

- *Chase parents who have not returned their consent forms. Remind them that their child cannot participate unless the form is received within 3 working days of departure.*
- *Obtain photocopies of each pupil's passport.*
- *Check all tickets for accuracy.*
- *Sign for school credit card. Store in safe place. Give copy to Administrator*
- *Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.*
- *Prepare packs for each member of staff that contains the following information :*
 - *The itinerary (including address, phone numbers etc of all locations where the party is staying).*
 - *The Group Leader's mobile number/the school mobile,*
 - *Mobile numbers of all participating staff,*
 - *A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions),*
 - *Emergency contact numbers for the Headmaster, Deputy Head, member of the SLT designated to be on-call – Appendix 1.*
 - *Out of hours contact details for the School Caretaking or Security Staff.*
 - *The address and contact details of the nearest British Consul.*

- *A copy of the tickets, travel insurance document (including emergency contact details).*
- *A copy of the risk assessment.*
- *Location of local hospital*

PLANNING STAGE 6

- *Collect tickets, credit card and foreign currency.*
- *Give trip information packs to designated school recipients and to other staff participants.*
- *Give each pupil the names, addresses and phone numbers of their accommodation.*
- *Remind pupils about the rendez-vous, dress code, standards of behaviour etc.*
- *Remind pupils about their responsibility; if they choose to bring any electronic device or other valuables with them on the trip they will be held responsible for them if they are lost*
- *Remind pupils of the potential risks of irresponsible and inappropriate behaviour.*
- *Remind pupils to bring passports. Ask to see each passport.*
- *Collect traveling first aid kit(s). Check contents.*
- *Collect packed lunch*
- *Collect School Mobile and charger from the office*

DURING THE VISIT OR ACTIVITY

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- *Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.*
- *Checking that all pupils wear their seat belts.*
- *Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.*
- *Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).*
- *Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).*
- *Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups.*
- *Hand out bracelets with school phone number.*
- *Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.*
- *Enforcing expected standards of behaviour.*
- *Looking after – or reminding pupils to look after – passports and valuables*

- *Storing cash, passports, tickets and any other valuables in the hotel safe.*
- *Keeping an account of all expenditure.*
- *Recording all accidents and near misses.*

ILLNESS OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill, the Group Leader, or another member of staff will take him to the local hospital or clinic. If the trip is outside the UK, they will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the trip is outside the UK but in Europe, all boys must bring their EHIC card and give to the Group Leader at the start of the trip. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The Group Leader or Headmaster will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises. All incidents should be recorded on the School's Incident Report Form – Appendix 3.

If such an incident should arise, it is the Group Leader's responsibility to report the incident to a school based senior member of staff and complete a full incident form (see incident record sheet in the appendices - this should be filed in the completed Risk Assessment with the evaluation form). Mrs Tessa Stewart, the school administrator, will also keep a record of any incidents and or near misses which occur during the normal school day and or on trips.

EMERGENCY PROCEDURES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Headmaster or on-call member of the SLT of what had happened would be the next tasks for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Headmaster are maintained. They would also need to arrange (perhaps using the Deputy Leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be written up of the incident, the injuries and of the actions taken (see incident record sheet in the appendices).

At Wetherby Senior School, depending on the nature of the incident, we will implement our own model communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break

the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our website, messages on the activity blog, Twitter or local radio) for communicating with those whose children are not affected. The group leader will be in constant contact with Mr. Baker, the Headmaster, who will issue daily updates concerning the trip on Twitter. Parents will be able to receive constant reports about the ongoing trip.

Where possible, communication with the media should be left to the Head Master. The Group Leader should refer the media to the school should there be a need to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

DELAYED RETURN

If a visit is delayed, the Group Leader should phone the school office, or the Headmaster (out of school hours), who will in turn issue a message or failing that phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival. All trips should ensure that boys deploy with an excess of medication to cover any potential delay in return.

ON RETURN

Each Group Leader is asked to provide the EVC with an evaluation on the visit, specifically for residentials, reports of accidents and near misses on his/her return (see appendices for evaluation form). Personal observations and lessons learned are always valuable, as are the experiences of the children. The Group Leader should return all school property, together with a report of any lost or damaged property. *He or she should also:*

- *Instruct all pupils to delete their records of the school mobile and of any staff mobiles.*
- *Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit.*
- *Complete an evaluation of the trip on Evolve*

EXPENDITURE

The Group Leader is responsible for returning any unused cash to the administrator or Headmaster. The school credit card should be returned, together with all related transaction vouchers. The Group Leader is also responsible for producing a schedule of all expenditure on the trip.

PART 3: APPENDICES

APPENDIX 1

SCHOOL CONTACT INFORMATION

School contact details and phone numbers

Wetherby Senior School
100 Marylebone Lane
London
W1U 2QB
020 7535 3520

Headmaster: Joe Silvester (Day): 020 7535 3534
(Mob for evening use): 07387 109020

Deputy Head. David Lawrence: (Day): 020 7535 3535
(Mob for evening use): 07469 850798

CONSENT FORM TEMPLATE FOR RESIDENTIAL TRIPS

The consent form template is stored electronically on Evolve for staff to access.

Consent Form for Wetherby Senior School Residential Trip

This section to be completed by the Parent and returned to the Group Leader at the school

AUTHORISATION AND CONSENT OF PARENT(S) OR LEGAL GUARDIAN(S) for emergency medical care

I do hereby solemnly swear that I have legal custody of the aforementioned minor child.

I grant my authorisation and consent for staff members of Wetherby Senior School (hereafter "Supervising Adult") to administer general first aid treatment for any minor injuries or illnesses experienced by the minor. If the injury or illness is life threatening or in need of emergency treatment, I authorise the Supervising Adult to summon any and all professional emergency personnel to attend, transport and treat the participant; to issue consent for any X-ray, anaesthetic, blood transfusion, medication or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licenced to practise in the state in which such treatment is to occur.

It is understood that this authorisation is given in advance of any such medical treatment, but is given to provide authority and power on the part of the Supervising Adult in the exercise of their best judgment upon the advice of any such medical or emergency personnel.

I understand that my son will be subject to the normal school rules of behaviour throughout the visit. I agree to him following the guidance given either by a member of staff or by an instructor at the activity centre at all times with regard to health and safety. I accept that where his disregard for the code of behaviour either causes danger to himself and to others, or offence to the local customs or is a serious breach of school discipline, he may be sent home forthwith at our expense.

On enrolment, the school requested medical information and emergency contact information from all parents/carer for your son. If this information is still current then there is no need to fill out the section below. If you are at all unsure, then please provide the necessary updated information in the space provided so that we can care for your son as best as possible.

Name, address and contact numbers of other person(s) who can be contacted in case of an emergency:	
1)	Relationship to young person:
2)	Relationship to young person:
Please give name and dosage of any medication currently being taken:	
Please indicate allergies (e.g. medicines, food etc. - please specify):	
Please indicate any food not eaten for religious or health reasons:	
Date of last known anti-tetanus injection:	
Please provide any other information which might be useful in an emergency, or which you as a parent feel the Group Leader should be aware of, for example any recent illness, allergies, phobias, epilepsy, hyperventilation, sleepwalking, diabetes, travel sickness, toileting difficulties, etc:	

Consent:

Having read all the information provided, I agree to my son taking part in any or all of the activities described in the itinerary.

Name: _____ may take part in the visit or journey described in the itinerary.

Signature of parent/carer: _____ Date: _____

INCIDENT REPORT FORM

The Incident Report Form can be found on the shared drive:

Name of person in charge

Site where incident/accident took place

Date of incident/accident

Name of injured person

Address of injured person

Nature of incident/injury and extent of injury

Give details of how and precisely where the incident took place.

Describe what activity was taking place, for example training/game/getting changed.

Give full details of action taken during any first aid treatment and the name(s) of first-aiders.

Were any of the following contacted?

- Parents/carers Yes No
- Police Yes No
- Ambulance Yes No

What happened to the injured person following the incident/accident?

E.g., carried on with session, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

Signed:

Date:

Name:

Once complete please save this document in the Incident Report folder here: S:\Co-Curricular\Residentials and trips\Incident Report Folder. The staff member reporting the incident should then inform the Head of Co-Curricular and the boys' Head of Year.

SCHOOL INSURANCE POLICY FAQs

The most up to date insurance policy for the school can be found on the Portal.

Which off-site activities does the school need to insure?

The policy covers all activities organised by the school outside of from a walk in the park to sports matches or activities abroad.

Can cover be provided for accidents within the school boundary?

Yes, a quotation will be provided to extend the Personal Accident section to include a £50,000 benefit scale for on-site activities so 'home' sports & activities can also be covered, if selected.

How much administration is involved?

We simply need to know the number of pupils at the school. The annual premium is based on pupil numbers and staff, governors & voluntary helpers are automatically covered under the policy (many schools recover the annual premium by applying a small charge to the cost of each activity).

Will I have to remember to notify insurers about each trip?

No, the annual policy provides blanket cover for all off site activities anywhere in the world however we list a few countries where it makes sense for insurers to request prior approval i.e. Afghanistan, Chechnya, Iraq etc.

Will I need to advise insurers every time that there is a change in staff/pupil numbers?

No, cover applies for all off site activities regardless of the size of the party.

Will the policy also cover winter sports & are these charged at a higher rate?

There is no additional premium charge for winter sports or 'hazardous' activities (the only activities that you need to refer beforehand are flying other than as a passenger or use of other aerial devices).

Do I need to inform insurers of pre-existing conditions?

Providing that an individual is deemed fit to travel i.e. not travelling against the advice of a medical practitioner, our policy will respond subject to the standard terms & conditions. If you are concerned about an unusual medical condition, then please contact us for further advice.

Will staff pre-visiting venues to approve suitability also be insured?

Yes, and the policy will also cover staff on external courses/conferences.

Can advice be obtained regarding visas or vaccinations?

As part of the service, Chubb Assistance provides pre-travel advice on Visa's, overseas driving or possible vaccination requirements and information on climate, currency, travel & healthcare facilities.

What support is provided in the event of an emergency?

Each insured school will receive a supply of emergency assistance cards so that trip leaders have access to 24-hour international assistance in the event of serious illness or injury. A separate serious incident counselling service is also available to those engaged on an off-site activity.

Which insurer provides the Schools Advisory Service Off-Site Activity insurance cover?

Cover is provided by Chubb Insurance Company of Europe S.A., (authorised & regulated by the Financial Services Authority) who already insure numerous schools & LA's in the UK.

Can we continue to follow our existing risk assessment process?

Please continue to follow the guidance you receive from your LA, DCSF or Outdoor Education Advisor.

For completion by ‘external providers’ used by APG schools

Providers that do not hold an LOfC Quality Badge and that are to be used by APG schools are required to complete and return this form in advance of the school making a commitment.

School..... Staff member in charge

Date(s) of visit Name of provider.....

The provider or tour operator providing services to the school named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

- 1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
- 2. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

- 3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.
5. There are adequate and regular opportunities for liaison between academy staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to academy staff.
6. The provider has never been dismissed from any employment or had a contract ended

Insurance

7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

Accommodation (if provided)

8. *UK accommodation has a current Fire Risk Assessment and is safe from the hazards of fire.*
9. *If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.*
10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.

SECTION B - ADVENTURE ACTIVITIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

12. *Adventure Activities Licensing Authority (AALA) Licence covering dates of visit* YES OUT OF SCOPE

13. If YES, AALA Licence number R

For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed

with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

Activity management

- 14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
- 15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
- 16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
- 17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.
- 18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
- 19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C - TOUR OPERATORS

Where a tour operator delivers services to academies using other providers eg. ski establishments, transport operators or accommodation, the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

- 22. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.

23. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.

24. ATOL, ABTA or other bonding body name and numbers

SECTION D - OVERSEAS EXPEDITIONS

25. The provider complies with 'Guidance for Overseas Expeditions, Edition 4' (GOE4).

If any of the above specifications cannot be met or are not applicable, please give details:
Details of any other accreditation, eg with National Governing Bodies, tourist boards, etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed..... Date

Name (print)..... Position in organisation

Full name and address of company, firm, person or corporation

.....

Tel..... Fax E.mail