



OFF-SITE ACTIVITIES AND VISITS

This Policy includes the Nursery & Early Years Foundation Stage

SECTION 1 – INTRODUCTION, LEGAL AND APPLICATION

Introduction

1.1. Although accident-free visits can never be guaranteed, the element of risk can be significantly reduced and controlled by the introduction of a set of approved guidelines which will help the planning process. Equally the majority of School ('School' includes the Nursery and Early Years) visits will be accident-free, the occasional incident, normally well recorded through the press, highlights the need to protect pupils and staff from risk and liability.

1.2. The aim of this document is to provide such guidance for all group leaders and associated staff. It is reviewed with regard to the current DfE Guidance, Health and Safety of Pupils on Educational Visits.

Legal Framework

1.3. Under the *Health & Safety at Work Act 1974*, the School has a responsibility to all its staff and pupils in providing a safe place of work either on or off the premises. The *Management of Health & Safety at Work Regulations 1992* require the School to assess the risks of all activities, to introduce measures to control those risks, and to inform employees about such measures. Employees have a responsibility to take care of their own, and others health & safety, to co-operate with employers over health & safety matters, to carry out activities in accordance with training, procedures and instructions provided by the School, and to inform the School about serious risks. Such duties apply equally to off-site activities and school visits, and all staff in charge have a responsibility to act as any reasonably prudent parent may do given a similar set of circumstances.

Application of Cover

1.4. In Health & Safety terms life at Hazelwood poses a daily challenge for the School and its staff; employer and employee are mindful on a daily basis of the requirements of regulation and legislation in relation to the safety of children and staff. The guidelines and procedures contained in this document, if followed accurately and conscientiously, will assist in planning, preparation, confidence and ultimately safety. It will therefore afford a high level of protection against any charge of negligence and lack of due diligence following an accident. Accidents can happen anywhere and at anytime; the potential for an accident exists equally in Limpsfield High Street as it does on a School skiing trip in France, or on a sports field at a neighbouring school or during a sailing activities afternoon. It follows

therefore that all excursions away from the School's premises should be covered by the requirements of the Health & Safety Act, and thus the procedures recommended in this document.

1.5 Visits are required therefore to follow the planning, risk assessment, parental consent and post-visit evaluation guidelines set out below:

TYPE OF VISIT	PLANNING PROPOSAL	RISK ASSESSMENT	PARENTAL CONSENT	EVALUATION REPORT
Day Visits – Annual consent form introduced Spring term 2013	YES	YES	Annual consent	YES
Residential Visits	YES	YES	YES	YES
Sports Fixtures	NO	YES (generic)	NO	NO
Activities Afternoons	YES	YES	YES	YES (at end of term only)

All trips require the Head's/Deputy Head's permission to initiate planning and to secure inclusion in the school's termly calendar.

SECTION 2 – RESPONSIBILITIES

Responsibilities

2.1. Governing Body

The Governors are obliged to ensure that regulations and procedures required by the *Health & Safety at Work Act 1974* are adopted in Hazelwood School. The detailed operational running of any activity is delegated to the Head.

2.2. Head

The Head should ensure that all off-site activities and visits comply with the School's Health & Safety policy in general and with the appropriate procedures in detail. In particular he/she should ensure that:

- All trips and visits are given his/her permission before their planning can begin.
- Adequate child protection procedures are in place.
- Risk assessments have been completed including consideration of the school's Critical Incident Plan.
- All necessary actions have been carried out prior to the visit or activity.
- The training of staff, if required, has been properly conducted.
- Suitable, and where necessary qualified, supervising staff are appointed to each visit or activity in appropriate ratios.
- Adequate planning time is provided for supervising staff.
- The Governors are made aware of any non-routine trip, involving a significant degree of risk.
- Parental consent has been properly obtained.
- Medical cover is adequate and suitable precautions taken.
- Travel plans are suitable and appropriate.
- Emergency procedures are known, and that contingencies have been properly considered.

The Head may delegate some of these responsibilities to the Bursar / Bursar's Office. However as Head of the school and its teaching staff, ensuring compliance to the process and its detail rests with the Head.

2.3.

Whilst ensuring that such matters are properly covered, he/she will delegate the detailed authorisation of each activity or visit to the Bursar who will report their recommendations to her for the School's final approval (see below).

2.4. Bursar

The Bursar has a general responsibility to all activities and visits in ensuring that adequate insurance cover is in place, and that the School's Health & Safety procedures are relevant, up to date and publicised.

The Bursar is also responsible to the Head in ensuring that each activity or visit has been adequately planned, that risk assessments have been conducted, and that all School procedures have been properly followed. Group Leaders (GL) will submit their planning forms to the Bursar who will then make recommendations to the Head. Without such permission, a trip may not be fully covered by insurance. The Bursar if deemed appropriate will involve the Health and Safety Committee to ensure best practice is communicated and understood by all staff members.

2.5. Group Leader (GL)

One member of staff is to be appointed GL. The GL will have ultimate responsibility for the detailed planning and organisation of the trip, and will assume full responsibility for its supervision. The GL is to ensure that:

- Each trip has the Head's/Deputy Head's permission to initiate planning.
- The School's policy on Off-Site Activities and Visits is adhered to.
- A risk assessment is undertaken.
- A deputy GL is appointed and participates in planning.
- The trip is fully planned.
- An appropriate number and sex of supervisory staff are appointed.
- Instructors, both external and, if appropriate, internal, are adequately qualified.
- Child protection issues have been fully considered.
- Adequate medical cover is available.
- Staff, pupils and parents are fully briefed on the trip.
- Parental consent has been obtained.
- Adequate information on each pupil and member of accompanying staff is available and taken on the trip.
- All staff and, where appropriate, pupils are aware of emergency procedures.

2.6. Assistants

Assistants to the GL, whether internal or external, are to help the GL ensure that the aims of the trip are fully met, and that Health & Safety issues are adequately covered at all times. They are to be prepared to take instructions from the GL in all matters relating to the trip, and to provide assistance as requested. They are to be prepared to offer advice to improve levels of Health & Safety as they see fit.

2.7. Parents

Parents must be given the opportunity to make an informed decision about the suitability of their child(ren) to attend any planned trip. They should be briefed on details of the trip to include travel arrangements, activities, pupil preparation required for activities, clothing list, catering and sleeping arrangements, levels of supervision and instruction qualifications, medical cover and emergency plans. Once parents have agreed to their child(ren)'s participation, parental consent forms must be obtained before their child may depart on a visit. The annual consent form applies in all cases except when, on receipt of the trip itinerary, parents write and request their child is removed from a trip or activity. Sports fixtures, as regular, repeating curriculum events sit outside of the need to secure parental consent.

2.8. Pupils

Pupils must be briefed on the aims of the visit, need to avoid taking risks, on following instructions at all times, on dress and behaviour codes in urban or rural environments, on disciplinary penalties, and on emergency procedures.

SECTION 3 – PLANNING

Planning

3.1. However apparently routine and minor a trip may be considered, all excursions from School need planning to ensure efficiency and safety. Clearly the more complex the visit, the greater the need for wider and more comprehensive planning. All plans must be detailed and thorough, well planned trips will produce confident supervision which will significantly reduce the risk of accident. Gaps in planning will quickly become exposed, particularly in an emergency, and the risks to pupils will increase significantly

3.2. Risk Assessments

As part of the planning process, GLs should conduct a full Risk Assessment, and complete the form (there is an example of a completed form at the end of this document). In essence, some factors to be considered are:

- Type of activity or visit, and the level at which activities are to be conducted.
- The location and type of terrain.
- Modes of transport, routes to and from School, and to and from the location.
- Experience and qualifications of assistants and instructors.
- Supervision ratios.
- Suitability of age group to undertake activities or visit.
- Special needs of group or individuals either educational or medical.
- Suitability of equipment to be used.
- Weather conditions and programme timings.
- Emergency procedures
- The need for continual monitoring of risks.

3.3. GLs should check with the administrators of their destination site whether Risk Assessments exist for elements under their own control. Any such available documentation should be included alongside the school RA for review by the Bursar. He/she will determine if the detail and the assessments are adequate for the school's purposes.

3.4. Reconnaissance

Where possible, a reconnaissance of the destination site should be undertaken by the GL; this is recommended for a first visit, and desirable for subsequent visits (if the GL changes each year). If a reconnaissance visit is not possible, such as foreign trips e.g. skiing, the GL must ensure that they have spoken to the staff at the centre being visited to ascertain all possible risks and to allow them to minimise these risks or to ascertain that the trip is being organised by a reputable company with prior knowledge and experience of the venue and/or activity. The GL should also refer to the notes submitted by previous years' GL's as these too may prove useful. These are available from the Bursar's office. Questions asked should cover those points raised in the list below.

A reconnaissance visit will significantly improve planning and it will increase the level of parental confidence. The aim of a reconnaissance is to:

- Ensure that the site(s) will meet the aims of the visit.
- Obtain advice from the site manager to assist in planning and programming.
- Assess the risks.
- Check on standards of accommodation, catering and equipment.
- Check instructors' qualifications.
- Gather information on medical provision for review by school's Welfare Officer.
- Confirm emergency procedures with site manager(s).
- Familiarise the GL with the site(s).

3.5 GLs conducting repeat visits year after year, will wish to ensure that any change in factors concerning the site(s) are reflected in programming and risk assessments. An evaluation should be undertaken after every trip and, if used to inform a change in the risk assessment, be highlighted in the planning and risk assessment forms.

3.6 Planning Factors

GLs will wish to consider a range of factors in planning their trip and these may include:

- Aim of visit or activity.
- Dates for the trip.
- Numbers of pupils to be taken.
- Numbers of staff required to assist.
- Type of activity to be undertaken.
- Location and nature of site(s) to achieve aim.
- Need for external instructors.
- Need for training internal instructors/supervisors.
- Clear and practical programme including "bad weather" programme.
- Clothing and equipment list.
- Provision of equipment by site.
- Catering and accommodation requirements.
- Medical cover whilst on activity and at base.
- Communicating with groups, with the site office, and with School and parents.
- Insurance cover.
- Financial plan.
- Contingency plans.
- Emergency plans.
- Briefing of staff, parents and pupils.
- Issue and collection of parental consent forms.
- Preparing pupils for trip.

3.7. Transport

The majority of accidents occur whilst groups are in transit. It is essential for GLs to arrange for appropriate transport to meet the needs of each journey and group, and to select routes which are likely to reduce the risk.

- a. *Planning Factors* With this in mind, GLs will wish to consider:
- A suitable vehicle to carry the group and its baggage with comfort.
 - The competence of the coach company to provide a safe vehicle in meeting the necessary standards under the *Road Traffic Act* (or similar when travelling abroad) Minibuses and coaches are required to be fitted with forward facing seats and seat belts for children between the ages of 3 – 15. (The Bursar can advise on individual companies.)
 - The necessary qualification held by drivers. For internal drivers, the Approved Drivers list is held in the Estates Office.
 - For long journeys, the need for relief drivers. The School Transport Policy states that journeys over 3 hours require a relief driver.
 - The appropriate stowage of baggage in the coach's hold or, if inside the vehicle, clear of the aisles.
 - Supervision of pupils during the journey to ensure standards of behaviour. This is not normally the driver's responsibility, unless the driver is an experienced member of staff. If need be a member of staff should be appointed as supervisor who would normally check seat belts and the stowage of baggage, as well as conducting head checks at every stop.
 - Agreeing with the driver a plan of rests and stops. The Bursar can advise on current practice and regulation.
 - Ensuring passengers are aware of emergency exits and what action to take in case of an accident.
 - What action to take if a coach or minibus breaks down. (Emergency accommodation and catering.)
- b. *Private Cars* If private cars are to be used in any trip, the GL is to ensure that he or she is satisfied as to the roadworthiness of the vehicle(s) to be used, that it is suitably taxed and insured and that the driver is competent and suitably licenced. Parents'/Carers' agreement is to be sought on the consent form before any pupil can travel in a private car for a journey organised by the School.

3.8. Medical Cover

The Risk Assessment will allow GLs to come to a conclusion about the level of suitable medical cover and first aid provision. All trips and visits will require some medical cover, and this must be included in the planning process. GLs will wish to consider:

- Arrangements for medical cover at destination.
- Medical plan in transit.
- Location of hospitals and doctors near destination site.
- From the parental consent forms, consideration for those individuals with special medical needs.
- The need to take a fully qualified "first aider".
- Provision of first aid packs on transport and on activities.

3.9. The School Office can provide further advice on the medical cover plan and first aid packs can be collected by the GL from the medical room. GLs should especially consider skin protection creams and the provision of liquids during outside activities.

3.10. Financial Plan

GLs will need to prepare and brief parents on the financial plan. This must be a transparent process so that all involved have a clear understanding of costs and provisions. All costs must be covered by parents whose children attend the trip. GLs will normally assess the total of likely costs which may include staff costs, the hire of facilities, equipment and instructors, visit tickets, transport including airfares, accommodation, catering and insurance. Contingencies must also be considered and an estimated sum should be added to the costs. Once all costs are known, a per capita rate can be assessed and publicised. It will not be unusual for financial plans to show a surplus as part of contingency arrangements. Charges to parents will normally be collected on the end of term invoices. GLs should avoid dealing directly with cash and cheque payments, except where deposits are required.

3.11. To assist final planning, GLs will want to know as quickly as possible a confirmed number attending. Where appropriate, parents should be asked to pay a deposit by a specified date well in advance of the departure date; it is School policy that deposits are non-refundable and this must be made clear at the time of publication to parents. The value of the deposit should be a balance between a figure that is not too demanding but yet one that will encourage parents to consider carefully the effect of their child subsequently withdrawing.

3.12. Staff would not normally be expected to pay for the trip, and the costs of their travel, accommodation and catering only should be included in the overall provision.

3.13. GLs are responsible for retaining payment/charge card slips and invoices to justify any additional expenditure. On extended trips, for example on overseas tours, it will not be unusual for a tour administrator to be appointed to look after miscellaneous cash and expenses, amongst other co-ordinating duties. GL's should familiarise themselves with the school Expenses Policy.

3.14. The Bursar or Finance Manager is available to assist in any part of financial planning and their advice should be sought before letters are sent to parents.

3.15. Emergency Planning See Section 9

3.16 Visit Evaluation Report Once the visit has been completed, a short report should be given to the Bursar. This will enable staff to establish the value of the visit undertaken, to learn from experiences gained and, where weaknesses in the system have been reported, for all to improve the organisation and safety of future trips. This report should include a record of the repeated Head Counts taken during the trip.

SECTION 4 - SUPERVISION

Supervision

4.1. Ratios

Although there is a School policy on basic supervision (paragraph 4.3), there are no hard and fast rules about staff/pupil ratios as each trip or visit will have its own characteristics and factors that will determine an acceptable minimum level. No trip or visit is to be undertaken if in the opinion of the Head and the Bursar there are insufficient staff to satisfactorily supervise children with safety. During the planning stage, GLs should make a "task list" as part of the Risk Assessment to ascertain all jobs to be covered; examples may include bus supervision, first aider, sub-group leaders, person in charge of accommodation, checkpoint manning and activity preparation.

4.2. There must be at least two adults to every activity. This provision will allow one to fetch help in an emergency and one to remain with the group. When travelling abroad it may prove more beneficial to have two individuals fetch help (especially if language barriers exist), leaving at least one other adult from the school with the rest of the party.

4.3. The School's guidance on basic supervision is below: Please note that these ratios are subject to the GL's Risk Assessment for individual offsite activities and visits.

- Nursery: aged 2 1 adult per 2 children
- Nursery: aged 3 1 adult per 3 children
- Skylarks 1 adult per 4 children
- Oak Reception 1 adult per 5 children
- Years 1 – 3 1 adult per 6 children
- Years 4 – 6 1 adult per 10-15 children
- Years 7 & 8 1 adult per 15 – 20 children

4.4. The Use of Parent Volunteers

Parents who volunteer their services to assist in a trip may be permitted to do so under certain conditions:

- The parent is known to the GL who must be satisfied that a competent and efficient service will be offered by the volunteer. No security checks are required on day trip helpers unless they are involved in any aspect of the pupils' personal care. Parent supervisors need a full DBS check if accompanying pupils on a residential trip.
- The parent understands that the GL is solely responsible for the trip or visit and that the parent is prepared to take instructions from the GL under all circumstances.
- Volunteer assistants should never be allowed to take charge of a group; this must remain the responsibility of a member of the School's staff except in an emergency where clear instructions from a member of staff will be given following the schools Critical Incident Management Plan.

4.5. Responsibilities

The GL must make clear to all members of staff and volunteer assistants the requirements of their duty with regard to supervision and child care. If any member of staff or volunteer assistant is in any doubt about their duties, they should seek clarification from the GL before departure.

4.6. Head Counts

GLs must arrange for regular head counts during a trip or visit as they feel appropriate. This task could be delegated, but a record of checks must be maintained showing time and location and the number of staff and children. Accompanying staff should be included in this process. Head checks would normally be conducted on departure from School, at every transit stop *en route*, on arrival at the destination, each morning and night, and at regular intervals during the activity or programme period. These are to be recorded and submitted along with the end of visit evaluation report.

4.7 Residential Visits

GLs will wish to appoint at least one Supervisor for evening/night duty. They are to be able to carry a mobile phone, to be available immediately if a problem arises, and are not to drink alcohol whilst on duty. (See also Section 7.7.d) All staff and non staff supervisors must be fully DBS checked with Hazelwood.

SECTION 5 - PREPARING PUPILS

Preparing Pupils

GLs should consider the age of the children when preparing them prior to the trip.

5.1. The below information should be included in the Risk Assessment. The underlined points must be communicated to all on the trip at the briefing:

- The aim of the visit.
- Description of the destination site and activities on offer.
- Identification of supervisors.
- Programme of activities.
- Travel arrangements, behaviour and safety in transit.
- Clothing, equipment, passports, pocket money etc.
- Codes of behaviour.
- Local customs and language tuition (if travelling abroad).
- Personal safety.
- Risks on activities or during visit.
- Action on being separated from group and emergency rendezvous.
- Emergency procedures and contacts.
- Communicating with home and School.
- Special guidance for those with educational and medical needs.

SECTION 6 – COMMUNICATING WITH PARENTS

Communicating with Parents

6.1. Invitation Once the GL is satisfied that the initial planning for a trip or visit is complete, parents of the target group attending will need to be informed. A letter outlining the trip should include:

- Dates and location of visit.
- Aim.
- Identification of GL and supervisors.
- Size and Years of the group.
- Programme including dealing with identified risks.
- Methods of travel (including departure and arrival times).
- Accommodation and catering arrangements.
- Site security arrangements.
- Medical Cover.
- Clothing, equipment, passports, pocket money etc.
- Details of cover for those with special needs, medical or educational.
- Breakdown of charges including notification of non-refundable deposit.
- Explanation of consent form.

6.2 Consent

Parental consent is mandatory before a child can depart on a visit. A “one off” General Consent form for all day trips within the school year can be signed by parents when they join the school. Where it exceeds the cost that is covered by the General Consent form a permission slip is sent to all parents and must be returned prior to the trip. GL’s advise parents of the intended school trip with full details of financial costs.

6.3. Briefing

Once deposits have been received, the GL should brief parents of children attending. This session should aim to clarify certain issues, and to give parents complete confidence in the organisation of the trip being undertaken.

6.4. Debriefing

In some circumstances, the Head and GLs may feel it appropriate to hold a debrief for parents on return; this could be done with a view either to highlight the success of a trip or to explain circumstances in which a trip has faced difficulties resulting in serious parental concern.

6.5. Pupil to Parent Communication

GLs will wish to use their discretion about the level of communication afforded to pupils with their parents during a trip. Normally this should be discouraged. If a serious incident has occurred, GLs should implement the school’s Critical Incident Plan thereby empowering the school to take over parental communication.

6.6. Parent to Pupil Communication

If considered appropriate (in special circumstances only), GLs may make arrangements for parents to be able to contact their children during an off-site activity trip. This can be done either via the School Office who will pass on messages to the site, or if appropriate, by allowing parents to telephone the site directly.

6.7. Arrangements should be made to inform parents that pupils have arrived safely.

6.8. The school’s twitter account will be updated regularly with news and, if appropriate, images. GL should nominate someone within the staff team to take on this responsibility. They should familiarise themselves with the uploading of messages and images to the account prior to their departure. No individual children should be featured within the twitter feed.

SECTION 7 – ACTIVITIES GUIDANCE

It is the GL’s responsibility to ensure that the providers of outside activities are fully trained and qualified.

Activities Guidance

7.1. Activities Requiring A Licence

Under the *Activities Centre (Young Persons Safety) Act 1995*, and the associated *Adventure Activities Licencing Regulations 2004*, when those under 18 years old, and not accompanied by a parent, undertake certain activities under the auspices of a commercial firm, a licence may be required by that company to supervise and instruct. Those activities include:

- *Caving*
- *Climbing* including abseiling over terrain and man made structures which require the use of special equipment and expertise.
- *Trekking* by foot, horse, cycle, skis, skates and sledges over terrain when it would take more than 30 minutes to access a road or suitable refuge.
- *Water sports* including sailing, canoeing, kayaking, rafting, windsurfing on water which is more than 50 metres from land. (See also paragraph 7.7 below).

7.2. GLs should contact the Adventure Activities Licencing Authority at 17 Lambourne Crescent, Llanishen, CARDIFF CF4 5GG (Tel: 01222-755715. Fax: 01222-755757) to check either on licencing requirements for particular activities or the validity of a centre's licence in covering the required activities.

7.3. Where a licence is required, an activity centre must be able to demonstrate that one exists before the GL can agree to their hosting the School's visit.

7.4. Activities Not Requiring A Licence

Once it is established that a licence is not required to supervise and instruct a particular activity, the GL must obtain the following assurances from the centre(s) or site office(s):

- The centre has carried out adequate Risk Assessments, and copies are available for the GL.
- Centre staff instructors and supervisors are adequately qualified. Each activity's National Governing Body (NGB) should issue a certificate of competence. If the GL is in doubt, contact should be made with the NGB concerned.
- The equipment to be hired or loaned appears well serviced and is in satisfactory condition for the activity to be undertaken.
- Emergency procedures are in place.
- Procedures for supervision of evening activities where appropriate.

7.5. GLs may wish to take up references with other schools having experience of using the site.

7.6. School-led Activities

The Head must satisfy him/herself that any internal instructors are suitably qualified and competent before they can undertake supervision of an activity.

7.7. Water Activities

Activities based on or near water statistically provide the greatest risk. Some guidance is offered for specific situations:

a. *Coastal Visits* GLs should seek the advice of the local coastguard, lifeguard or tourist office to ascertain known risks in a coastal area. In particular, the following should be borne in mind when planning such visits:

- The risks posed by tides, rip tides, currents, shelving, sandbanks and weeds can be severe; tide timings and beach exit routes should be checked.
- All members of the group are to be made aware of beach warning signs and flags.
- A rendezvous is to be established at a safe point to the rear of the beach near an exit, in case pupils become separated from the group.
- Identify hazards such as glass, barbed wire, sewage outlets and partially sunken vessels.
- Identify dangerous cliff top walks.
- If swimming is to be allowed, ensure that one member of staff remains on the beach as a look-out, and that another is available to rescue those in difficulty in the water.
- Be aware of the effects of sudden immersion in cold water.
- Ensure that pupils have a period of at least 30 minutes between eating and swimming.
- Practise the group in responding to distress signals and recall procedures.

b. *Swimming Pools* When considering the use of a swimming pool, GLs should bear in mind:

- Supervision ratios should be:

Nursery	N/A
Reception to Y2	1 adult to 8 pupils
Years 3 – 6	1 adult to 12 pupils
Years 7 & 8	1 adult to 20 pupils
- The provision of suitably qualified guard to at least Rescue Swim Test standard.
- Water clarity and temperature.
- Depth – and is it suitable for diving?
- Check the operator's Normal Operating Procedures and Emergency Action Plan.
- Separate, hygienic changing facilities for boys and girls.

c. *Farm Visits* GLs should satisfy themselves that the farm to be visited provides a suitable environment for animal welfare, that it appears well managed, and has adequate cleaning facilities. The risks posed by farm machinery cannot be underestimated, and GLs should ensure that plant and vehicles are either garaged safely away from pupils, or there is proper supervision in guiding pupils around machinery. Pupils should not be allowed to:

- Place their faces against animals, or put hands in their own mouths having fed animals.
- Eat until they have washed their hands.
- Ride on farm machinery unsupervised.
- Drink from farm taps, unless a designated drinking outlet.

d. *Residential Visits* If the visit is to be residential, GLs will wish to consider certain factors:

- The concentration of the group in easily controlled accommodation.
- There must be at least 1 adult per 10 pupils and, if the group is mixed, supervisors should preferably be represented from each sex.

- Separate accommodation and ablutions for the sexes.
- The proximity of the supervisors' accommodation.
- Appropriate heating (and particularly if gas-fired, it is essential to have adequate ventilation), hot water and bathing facilities.
- Fire procedures and practice drills (to be carried out as soon as possible after arrival).
- Security procedures (head checks, door security, equipment safety).
- Have staff at the site been checked as being suitable to work with children?
- Duty supervisor nominated for each night.

SECTION 8 – VISITS ABROAD

Visits Abroad

8.1. The School encourages trips abroad, but GLs need to bear in mind that the organisation requires a significant effort and the potential of risk will be also be greater.

8.2. Travel Agents

Most trips will be organised through a travel agent and although this will help to reduce the work load on the GL, the need for supervising and monitoring the agent's plans remains essential. The School will only contract with companies who can demonstrate that their business is protected by licence or affiliation to a recognised "bonding body". All agents should belong to ATOL (Air Travel Organisers Licence), and ABTA (The Association of British Travel Agents) is the most widely used affiliated bonding body. The Bursar holds a list of other bodies that have been approved by the Department of Trade and Industry, and with whom the School could potentially agree to contract.

8.3. Companies or Agents should be given a clear idea of the School's programme and requirements: these should be itemised on a schedule with costs clearly shown for each category, before any contract is entered into or any payment made.

8.4. Transport

Buses and coaches will require tachographs, and there are regulations on drivers' licenses, and drivers' hours in the EU which differ from those in the UK. Similarly there is a list of required documentation for driving in the EU. Coach operators will be aware of all these requirements, but clarification on specific situations, particularly if using School transport, must be sought from the Bursar.

8.5. Planning

It is desirable for a reconnaissance visit to be made of the destination, but this may not always be possible. Advice and background information can be sought from travel agents, other schools, the Internet, embassies and consulates and the Foreign & Commonwealth Office (Travel Advice Unit). Advice on personal safety issues can be sought from the Suzy Lamplugh Trust.

8.6. Staffing Ratios

These should be no less than for trips in the UK.

8.7. Medical

Advice must be sought not only on medical arrangements at the point of destination, but also on the requirement for prophylactics to counter prevalent disease in the region to be visited.

8.8. Visas and Passports

Once the GL is satisfied about the need for visas and passports, they should be applied for or requested from parents at the earliest opportunity. Passports should be checked to make sure they do not expire before the end of the trip, and photocopies taken of each one in case they are lost.

8.9. Financial

GLs should consider an enhanced financial contingency to cover emergency accommodation, catering, medical and repatriation situations. The method of accessing emergency funds should be discussed with the Bursar at least eight weeks prior to departure.

8.10. Documentation

The following documents should be carried by the GL on the trip and safely stored at the arrival destination:

- Travel tickets, passports and visas. Photocopied passports should be carried and stored separately by another member of staff.
- A copy of the travel agent's contract.
- Medical forms (EHIC and significant medical histories).
- Parental consent forms.
- Emergency contact list for UK but including local doctors, clinics or hospitals, and British Embassy or Consulate.
- Group Nominal Roll.
- Insurance details (from the Bursar).

8.11. The following documents are to be lodged with the School Office before departure:

- Photocopy of all passports and visas.
- A copy of the travel agent's contract.
- A copy of all medical forms.
- A copy of parental consent forms.
- Group Nominal Roll.
- Telephone list at destination to include host organiser, accommodation centre, and nearest British Embassy or Consulate.

SECTION 9 – EMERGENCY PROCEDURES

Emergency Procedures

9.1. Emergency Planning

The document “Managing a Critical Incident”, which is contained in the Policy Manual, highlights the main issues to be considered, and **GLs should read this before departure** and make reference to it in their Risk Assessments. It contains a list of emergency contacts, a copy of which must be taken on each trip or visit. Factors to consider are:

- a. *Communication* In addition to the Managing a Critical Incident contact list which should be carried at all times, GLs should prepare additional contacts relevant to their trip. This will include parents’ contact details, the site main office, local hospital, local police and, if abroad, both the British Embassy and nearest British Consul. Mobile telephones are to be carried by all staff involved in activities. These can be provided by the school or the staff’s own. Staff mobiles are not to be used for the taking of pupil images unless registered as a device on the school’s list.
- b. *Routes and Locations* A detailed plan of routes and locations to be visited by any group is to be left either with the School Office, the site’s main office or the hotel.
- c. *Immediate Action* As soon as an incident occurs, the GL should:
 - ❑ Assess the situation.
 - ❑ Arrange for first aid to be administered to those injured, and ensure that all others are supervised and sheltered whilst awaiting further instructions.
 - ❑ If no site instructor is available, telephone the site main office to organise an ambulance, and police if necessary.
 - ❑ On a self-help outing, directly telephone for a medical assistance and police as required.
 - ❑ Telephone the School Office giving details of the incident:
 - What has happened?
 - Where has it happened?
 - What time did it happen?
 - Name and mobile phone number of member of staff in charge.
 - Confirm identity of group (and total number, pupils and adults) involved.
 - Names of those injured and their location (e.g. hospital).
 - Damage to vehicles/property etc.
 - Who has been informed of the incident?
 - What is being done now?
 - What assistance is required from the School?
 - ❑ Arrange with the School Office the passage of information to parents and relevant staff.
 - ❑ Organise the return of those uninjured to the site or main base of the outing.
 - ❑ Remain with any injured persons until medical assistance has arrived.
- d. *Follow Up Action* GLs should ensure that:
 - ❑ The emotional effects of the incident on all children and staff are fully considered. (See paragraph 11 of the document Managing a Critical Incident.)
 - ❑ Focal point communication is rapidly established. (See paragraph 8 of the document Managing a Critical Incident.)

- Unless authorised by the School's Critical Incident Management Team, press interviews and photos must be avoided.
- Where appropriate, evidence should be gathered. (See paragraph 10 of the document Managing a Critical Incident.)

e. *School Action* The School, probably through the CIMT, will need to:

- Ensure that all parents of children involved are informed without delay.
- Consider informing all parents if the situation warrants it.
- Inform the School's insurers.
- Inform the Health and Safety Executive, if appropriate, and complete the necessary RIDDOR documentation.
- Inform the press and media if appropriate.
- Consider sending a member of staff to the scene of the emergency to help the GL and to provide liaison at the scene.

9.2 Managing people

Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.

- Staff may be the understandable target of parental anger and they may be afraid. The Head and Deputy Head will ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- If dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Deputy Head and/or Assistant Head, Lower School and the other the Head of Hazelwood.
- The remaining staff need to be focused on caring for the other children and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff and pupils may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time.
- Staff must not discuss any missing child incident with the press. Any enquiries from the press are to be channelled through the Head, the Deputy Head or the Bursar.



Hazelwood School

OFF SITE ACTIVITIES AND VISITS

PLANNING PROPOSAL

- All to Complete section 1, Outline Plan, and pass to, or discuss with, the HoY for approval and signing.
- Once approved, see Finance Manager for agreement on costings,
- Complete section 2, Main Planning (All Trips)
- For residential trips, complete Section 3, Main Planning (Residential Trips)
- Complete the Risk Assessment section then pass to the Bursar for approval.
- All copies must be submitted in hard copy with all relevant attachments. No emails will be accepted nor processed.
- Trip Leader MUST sign the confirmation of having read the school's Off Site Activities Policy.
- Head will sign final approval. Head's PA will return copy to Trip Leader.

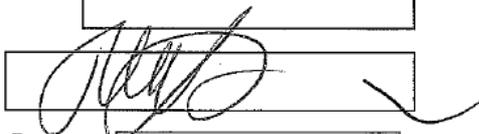
(Main Planning section is needed for all journeys except Sports fixtures at another school.)

Before departure, leave a full list of all participants, together with contact details and medical information plus a copy of this planning proposal with the Office. The Office must pass the information to the Duty Officer, if any part of the trip will be out of office hours. A copy of the signed form (with any attachments) MUST be taken with you on the trip.

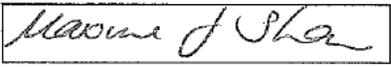
Please give yourself enough time to complete the form, to think about the detail and for it to be properly reviewed and commented on

SECTION 1 OUTLINE PLAN

Group leader/s:	Mr Thomas Lloyd		
Date/s:	19/03/16 - 26/03/16	Approximate timings:	19/03/16 - 26/03/16
Group: Age/Year:	Ski Trip	Numbers – Boys / Girls:	22 children (14boys/8girls)
Destination:	Val di Fassa Ski Resort, Italy		
Aim of trip:	School Ski trip		
Summary of Activities:	Skiing Apres ski activities – swimming, tubing other in house activities such as movie night and quiz		
Staff Supervisors	Mr Thomas Lloyd Mr Duncan Fotheringham Mrs Lynne Brighting Miss Stephanie Wilson	Other supervisors	

I have read the School's Off-Site Activities Policy Signed: Group leader 

Head of Year's Agreement Date: **9-3-16**

Head's final approval:  Date: **14-3-16**

TO BE GIVEN ONCE THE BURSAR HAS CHECKED HEALTH AND SAFETY DETAILS

SECTION 2 MAIN PLANNING (ALL TRIPS)

Group: Boys' nos. Girls' nos.

Contact details: Name: Mobile no.:
 Leader/s:
 Others:

NB. It is not necessary to list all mobile numbers but might help you if you need to contact other supervisors on the trip.

Have you carried out a preliminary visit? If no, is the site well known to the leader? Comment:

Travel	Date	Departure time	Arrival time
Outward journey:	<input type="text" value="19/03/16"/>	<input type="text" value="11.20"/>	<input type="text" value="14.25 (Italian time)"/>
Return journey:	<input type="text" value="26/03/16"/>	<input type="text" value="12.15 (Italian time)"/>	<input type="text" value="13.25"/>

Are you using private cars? If Yes - Whose cars? Driver/s' name/s?

Are you using a school minibus? If Yes - Driver/s' name/s?

Are you using a coach company? If Yes - ABAKENA (Trento)

Activities:

List any activities not stated in the outline plan:

Are you using an activity centre, museum or other body to provide activities?

If Yes, complete:

Activities:

Name of centre/s or company/ies	Address/es	Telephone/s
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are they qualified to organise these activities? Comment:

Are you taking a 1st Aid at Work or Paediatric qualified First Aider? YES

SECTION 2 MAIN PLANNING (ALL TRIPS)

Please name your qualified First Aider

Does anyone in the group have a chronic medical condition? YES

Name/s:

Condition:

Do you have information to deal with problems from those conditions? YES
Is there adequate medical cover available where you are going? YES

Administration:

Parental permission: Have the parents signed a permission form? YES

Insurance: Are you satisfied that insurance exists to cover public liability, loss of School owned equipment, comprehensive vehicle cover and cancellation as appropriate? YES

Have you advised parents to take out additional cover as appropriate? NO

Comment:

Finance:

- Costs
- Travel
- Activities
- Insurance
- Other items
- Contingency

Cost of trip covered by parental payment.
Contingency fund accounted for to pay for activities such as swimming and tubing and other costs should they arise.
Additional insurance not taken with ski tour operator as school has Winter Insurance Extension on the school policy to cover the trip, advised by bursar.

Charges to parents =

Total costs & contingency, divided by min. no. of pupils.

Total cost of trip is 1000 pounds with parents providing additional pocket money for children

Charge per pupil

Assistant Bursar's Initials

SECTION 4 AUTHORISATION

The Health and Safety matters have been checked by the Bursar and he recommends its authorisation with the following comments:

Signed: Bursar

Date

SECTION 3 MAIN PLANNING (RESIDENTIAL TRIPS)

Travel:

If using a Travel Agent

Agent's name: Contact's name:

Address:

Telephone/s: Is the company licensed (ATOL) and bonded (ABTA)?

If using air travel	Date	Airport	Airline/Flight	Departure time	Arrival time
Outward journey:	<input type="text" value="19/03/16"/>	<input type="text" value="London Gatwick"/>	<input type="text" value="Easyjet 5267"/>	<input type="text" value="1120"/>	<input type="text" value="1425"/>
Return journey:	<input type="text" value="26/03/16"/>	<input type="text" value="Venice Marco Pol"/>	<input type="text" value="Easyjet 5264"/>	<input type="text" value="1315"/>	<input type="text" value="1425"/>

Overnight Accommodation:

Type of accommodation?

Have you checked the accommodation suitability? and safety?

Name of accommodation:

Address:

Telephone/s:

Are you satisfied that adequate medical cover is available at the accommodation?

Do you have details of local A&E departments, doctors or other medical help?

Comment:

Other information:

Hotel website: www.hoteldolasilla.com
 Email: info@hoteldolasilla.com
 Phone: 0039 0462 764159

Resort rep. Renato and Paula
 Phone: 0039 0462 764159

RISK ASSESSMENT (ALL TRIPS)

Leader Date/s of visit Destination

Activity	Risk	Precautions
All	Losing child	Pupils will be assigned a number for "roll call" where they will number off to complete a quick and accurate register. This will be done in all instances when we take a register from when the group have all arrived at the airport.
Coach journeys	Accident Lost child Staff	Check that all are wearing seatbelts Pupils are clearly briefed before departure about acceptable behaviour. Pupils visit loo in groups, adult waiting outside the facilities Pupils know where the base is at a comfort break Staff members positioned on coach i.e. by exit points and towards the back We will read and follow coach company risk assessment
	Ski bus	Possible that we may have to use the local ski bus to reach ski lifts. Store equipment in specified location on the bus. Board the bus in single file and take particular care on steps when wearing ski boots. Check all pupils are on the bus before departure
Air journeys / Airport	Lost child	All are briefed about acceptable behaviour and expectations – specific attention to behaviour through security i.e. appropriate language and no liquids A base area will be identified, always manned by adults. Pupils are only allowed to leave the base in small groups (4 or more) to visit loos or tuck shop. Pupils will be assigned a number for fast roll call to take register when moving locations, will practice this roll call several times to ensure it is done quickly and correctly. Passports etc to be collected by staff / supervisors in school and then again through security. All emergency procedures are clearly explained and pointed out to all and will follow the guidance from the Airline in a major incident.
Hotel overnight- for all nights	Room security	A record will be kept of room allocations by all staff. Pupils rooms will be locked from inside. We have keys to access rooms, and hotel locks at 10.00 p.m. Adult rooms (spread amongst pupils and at any exits) will be clearly marked and pointed out. Acceptable behaviour will be pointed out to pupils as they may be sharing the hotel with other guests, especially in communal areas.
	Fire	Upon arrival pupils will be made aware of the fire procedure as per the hotel's instructions and guidelines.
Skiing	Injury / Death / Lost Child	*see risk assessment from Ski Adaptable. Walking to ski lift (approximately 300m to lifts) – brief pupils on appropriate behaviour and etiquette when carrying ski equipment to ensure their and surrounding people's safety. Children will be under supervision of ski school instructors (1 to 12 max. ratio) with teacher / supervisor. Only if we believe ski instructors adequate will the group be left without a teacher / supervisor (Instructor will have Tom's contact number). Tom to ski between groups to ensure correct supervision with Duncan, Lynne and Steph allocated to beginner, intermediate and advanced groups. Each adult will be in communication with each other – "walkie talkies" (if they work) and mobile phones. Pupils will have staff contact details on them at all times if they get lost. If staff are not contactable they will also have local emergency contact number. All pupils will be briefed (reinforced by local knowledge of ski instructors) as to best practice in a situation when they are lost i.e. if safe to do so, go to the nearest lift operator and say they are lost and who their instructor is. All pupils will be given a whistle (to be kept in their ski jacket) to alert anyone in case of an emergency. In the event of lost child 2 staff will remain skiing or in the hotel with main group of children.
Meals	allergies	*see medical notes for specific details Staff will be briefed on medical conditions of children and given list of children with any medical or dietary requirements that may be in their group. The hotel is aware of group dietary needs – confirm on arrival. Ski instructors will be given a list of pupils who may be in their group who have any allergies or dietary needs.
Walking into town	Road/traffic	Brief pupils before leaving on appropriate behaviour and traffic direction. Making sure pupils only cross road under supervision.

		Pupils will have staff contact details on them at all times. Stranger danger – be polite with locals but also sensible with interaction and always in a minimum group of 3.
Apres Ski Activities	Dependent on Activity	Risk will be appropriately assessed when required, depending on the availability of the activities.
First Aid	Medical/ Allergies	Staff will carry first aid kit. Names of children with allergies will be on a card given to each staff member and instructor. All children with allergies must ensure they have the correct medication and treatment with them at all times i.e. on the plane or whilst skiing Any medicines to be given to Miss Wilson prior to departure other than essentials whilst travelling on the plane such as epi-pen and inhaler.

Please ensure that you share this Risk Assessment and Off Site Planning Proposal with all members of staff going on the trip. Failure to do so will be in contravention of the school's Off Site Activities Policy.

Please remember to submit on your return a copy of your headcount register for the trip and any comments you wish to make with regard to the visit or venue which may be of help to staff planning future trips. These should be returned to the Bursar within ten days of your return.

Have a good trip!

More information for this trip includes the report from the place where the staff/pupils were staying – this is available from the Bursar's Office.

A further example is below:



Hazelwood School

OFF SITE ACTIVITIES AND VISITS

PLANNING PROPOSAL

- All to Complete section 1, Outline Plan, and pass to, or discuss with, the HoY for approval and signing.
- Once approved, see Finance Manager for agreement on costings.
- Complete section 2, Main Planning (All Trips)
- For residential trips, complete Section 3, Main Planning (Residential Trips)
- Complete the Risk Assessment section then pass to the Bursar for approval.
- All copies must be submitted in hard copy with all relevant attachments. No emails will be accepted nor processed.
- Trip Leader MUST sign the confirmation of having read the school's Off Site Activities Policy.
- Head will sign final approval. Head's PA will return copy to Trip Leader.

(Main Planning section is needed for all journeys except Sports fixtures at another school.)

Before departure, leave a full list of all participants, together with contact details and medical information plus a copy of this planning proposal with the Office. The Office must pass the information to the Duty Officer, if any part of the trip will be out of office hours. A copy of the signed form (with any attachments) MUST be taken with you on the trip.

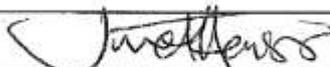
Please give yourself enough time to complete the form, to think about the detail and for it to be properly reviewed and commented on

SECTION 1 OUTLINE PLAN

Group leader/s:	Juliet Housego		
Date/s:	Thursday 11 th Feb 2016	Approximate timings:	12 – 6.30pm
Group: Age/Year:	Year 8 26 Pupils	Numbers – Boys / Girls:	11 Girls 15 Boys ✓
Destination:	New London Theatre, Covent Garden, London		
Aim of trip:	To travel to London to see a theatrical production of 'Warhorse' ✓		
Summary of Activities:	Walk to Hurst Green Station. Take the train to Clapham Junction and then to Waterloo. Walk to the theatre. Watch the show. Return by the same route back to Hurst Green.		
Staff Supervisors	Juliet Housego Nikki Davies Fiona Harvey ✓	Other supervisors	Parent – x 1 ✓

 I have read the School's Off-Site Activities Policy

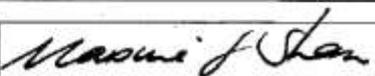
Signed: Group leader



Head of Year's Agreement

Date:

Head's final approval:



Date:

12.1.16

TO BE GIVEN ONCE THE BURSAR HAS CHECKED HEALTH AND SAFETY DETAILS

SECTION 2 MAIN PLANNING (ALL TRIPS)

Group: Boys' nos. Girls' nos.

Contact details: Name: _____ Mobile no.: _____
 Leader/s:
 Others:

NB. It is not necessary to list all mobile numbers but might help you if you need to contact other supervisors on the trip.

Have you carried out a preliminary visit? *If no, is the site well known to the leader?* Comment

Travel	Date	Departure time	Arrival time
Outward journey:	<input type="text" value="Thursday 11<sup>th</sup> Februarv"/>	<input type="text" value="12.21pm"/>	<input type="text" value="1.13pm"/>
Return journey:	<input type="text" value="Thursday 11<sup>th</sup> Februarv"/>	<input type="text" value="5.42pm"/>	<input type="text" value="6.34pm"/>

Are you using private cars? *If Yes - Whose car/s? Driver/s' name/s?*

Are you using a school minibus? *If Yes - Driver/s' name/s?*

Are you using a coach company? *If Yes - Company name?*

Activities:

List any activities not stated in the outline plan:

Are you using an activity centre, museum or other body to provide activities?
 If Yes, complete:

Activities:

Name of centre/s or company/ies	Address/es	Telephone/s
<input type="text" value="New London Theatre"/>	<input type="text" value="166 Drury Lane, London WC2B 5TH"/>	<input type="text" value="02044 4124654"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are they qualified to organise these activities? Comment:

OFF SITE ACTIVITIES AND VISITS

Are you taking a 1st Aid at Work or Paediatric qualified First Aider?

SECTION 2 MAIN PLANNING (ALL TRIPS)

Please name your qualified First Aider
 Does anyone in the group have a chronic medical condition?

Name/s:
 Condition:

Do you have information to deal with problems from those conditions?
 Is there adequate medical cover available where you are going?

Administration:

Parental permission: Have the parents signed a permission form?

Insurance: Are you satisfied that insurance exists to cover public liability, loss of School owned equipment, comprehensive vehicle cover and cancellation as appropriate?

Have you advised parents to take out additional cover as appropriate?

Comment:

Finance:

Costs	
Travel	Train Tickets: 26 x Children £100
Activities	Train Tickets 3 x Adult s = £ 36
Insurance	Theatre Tickets x 31 Tickets = £652.50
Other items	Credit of £25 for selling one ticket to a parent
Contingency	Total cost £ 762

Charges to parents =
 Total costs & contingency, divided by min. no. of pupils.

Charge per pupil Assistant Bursar's Initials

SECTION 4 AUTHORISATION

The Health and Safety matters have been checked by the Bursar and he recommends its authorisation with the following comments:

Please familiarise yourself and team with pupils' medical notes. Please note additional points on next page.

Signed: Bursar
 Date

SECTION 3 MAIN PLANNING (RESIDENTIAL TRIPS)

Travel:

If using a Travel Agent

Agent's name: Contact's name:

Address:

Telephone/s: Is the company licensed (ATOL) and bonded (ABTA)? YES / NO

If using air travel	Date	Airport	Airline/Flight	Departure time	Arrival time
Outward journey:	<input type="text"/>				
Return journey:	<input type="text"/>				

Overnight Accommodation:

Type of accommodation? Tents Huts Hostel Hotel Other

Have you checked the accommodation suitability? YES/ NO and safety? YES/ NO

Name of accommodation:

Address:

Telephone/s:

Are you satisfied that adequate medical cover is available at the accommodation? YES/ NO

Do you have details of local A&E departments, doctors or other medical help? YES/ NO

Comment:

Other information:

RISK ASSESSMENT (ALL TRIPS)
 Leader Date/s of visit Destination

Activity	Risk	Precautions
<ul style="list-style-type: none"> STAFF MEMBERS TO FAMILIARISE WITH FIRE EGES, EXITS ON ARRIVAL AT THEATRE PUPILS TO GO TO TOILETS IN PAIRS 		Head counts and a register should be completed and documented. Head counts should be completed at every change of location / activity. Formal registers should be also be completed. Evidence that these have been completed should accompany the evaluation and submitted to the Bursar*
Walking to Hurst Green Station	Getting lost	At the start of the trip give each child a number and practice a Roll Call so that at any time during the day I can check every child is present very quickly.
ROLL CALL At Hurst Green	TIME:	ALL PRESENT:
Walking to Hurst Green Station	Traffic	All pupils walk in pairs with a 'Buddy' they have for the whole trip. They must always be with their 'Buddy' One teacher is at the front of the line of pupils, one in the middle and one at the end. Children wearing V-bands
Travelling by Train	Strangers	Pupils might not all be in the same carriage but one teacher will be with the different groups if they get split up which is likely if the train is busy.
Changing platform	Getting separated	Buddy System. Teachers supervise and check all pupils are safe Teachers supervise getting on and off the train Roll Call is taken with each change of train. All pupils have their train tickets with them.
ROLL CALL At Clapham	TIME:	ALL PRESENT:
ROLL CALL At Waterloo	TIME:	ALL PRESENT:
Walking to the Theatre	Traffic. Strangers.	One teacher is at the front one in the middle and one at the end. They supervise the crossing of roads. Talk to pupils about how busy and fast the cars and buses move in London Children wearing V bands.
Stop off at the Playground	Accident on equipment	Teachers supervise. This is a good way for pupils to release some energy but it is not a full on playtime and must be restrained and calm.
In the Theatre	Getting lost	All pupils given their own tickets for the show. Staff sit in amongst pupils
ROLL CALL After the show	TIME:	ALL PRESENT:
Train Journey	Rush hour Getting separated	Teachers are with children in train carriage even if the group are not all together.
ROLL CALL At Waterloo	TIME:	ALL PRESENT:
ROLL Call At Clapham	TIME:	ALL PRESENT:
Collection of children	Parked and moving cars	Teachers Sign off pupils and keep them all in a group together till parents collect them.

- Group leader to take school mobile and to give children numbers for emergency use.
- Please ensure that you share this Risk Assessment and Off Site Planning Proposal With all members of staff going on the trip. Failure to do so will be in contravention of the school's Off Site Activities Policy.

*Please remember to submit on your return a copy of your headcount register for the trip and any comments you wish to make with regard to the visit or venue which may be of help to staff planning future trips. These should be returned to the Bursar within ten days of your return. Have a good trip!