

EDUCATIONAL, HOLIDAY & RECREATIONAL VISITS & EXPEDITIONS PROCEDURES

INTRODUCTION

Expeditions to all manner of occasions and venues are an integral part of many of the academic, cultural and sporting activities that the School offers and are much appreciated by pupils and their parents.

What follows are the detailed regulations which a member of Common Room must follow in organising an expedition both to ensure that it runs smoothly and to safeguard their position as the adult responsible for it.

Throughout this document the term 'Expeditions' includes outings and visits and some words are interchangeable:

Blundell's/Blundell's Preparatory School

Common Room/Staff Room

Sanatorium/Matron (for Blundell's Preparatory School only)

Second Master /Blundell's Preparatory Head/Deputy Head/Head of Pre-prep (as applicable)

If at any time there is an area which is not covered in the document, or the procedure is not clear, please consult with Yan Yates, Randall Thane, David Chambers or Frances Jenner.

CATEGORIES OF EXPEDITION

Expeditions are classified into the following three categories. Please then follow the respective detailed guidance that is given in respect of each particular category:

CATEGORY A

(see detail under *Running Category 'A' Expeditions*)

Expeditions where pupils do not spend a night away from the School and which do not involve pupils in any hazardous activity; i.e. the element of risk is similar to that encountered in daily life.

- i.) to other schools, e.g. for sports matches, meetings and lectures.
- ii.) organised activities in the Tiverton area, e.g. social service, charity walks and field work.
- iii.) to theatres, concerts, galleries and museums
- iv.) to universities or to industrial or business establishments for lectures
- v.) other out of school trips such as non-hazardous Field Day Trips

CATEGORY B

(see detail under *Running Category 'B' Expeditions*)

Expeditions where pupils spend one night or more away from the School or those which involve **hazardous activities**.

Hazardous activities are those which may take place in hazardous or remote environments and require specific skills, experience and safeguards in order to contain risk at an acceptable level. Often these activities will be outdoor pursuits and would include, moorland walking, climbing, potholing, skiing, sub-aqua, sailing, canoeing, windsurfing, parachuting and any other hazardous activity not specified here.

CATEGORY C

(see detail under *Running Category 'C' Expeditions*)

Any overseas trip, however short the duration, or out of term expedition in this country lasting five days or more.

MINIMUM STAFF / PUPIL RATIOS

ACTIVITY		MINIMUM STAFF / PUPIL RATIO
Camping		1:10
Canoeing / Kayaking	Very sheltered inland waters/sheltered waters	1:8
	Moderate Water	1:6
	Advanced Water	1:4
Caving	No technical difficulty / no wet areas	1:12
	Technical caves	1: 6
Cycling	On Road	1:10
	Off Road / or on road if pupils have no experience	Smaller ratio than 1:10 (ratio not specified)
Fishing	Inland	1:10
	Coastal	1:6
Horse Riding		1:6
Mountain / Moorland Activities		1:12 (ideally 2 staff regardless of no. of pupils)
Orienteering	Numbers dependant on complexity of terrain	1:15
Pony Trekking		2:6
Rock Climbing	Introductory session	1:8
	Multi-pitch climbs	1:2
Sailing (dinghy)		1:12 (6 boats)
Skiing	Snow	1:10
	Artificial Slopes	1:12
Snorkelling / Sub-Aqua		1:1 (1:4 in a pool)
Surfing	Level 1	1:6
	Levels 2 & 3	1:8
	Body Boards	1:8
Swimming	Year 7 onwards	1:20
Windsurfing		1:6
<p>Whilst taking part in these activities these ratios apply, and can include qualified instructors who are not members of Blundell's staff. Blundell's Preparatory School may feel that, due to the ages of the pupils involved, that these ratios could be lowered.</p>		

INSURANCE

The following applies to all expeditions run under the auspices of the School.

Employer's Liability

This policy covers the school's legal liability to members of Common Room and other employees. Cover is provided on a worldwide basis, in respect of educational or other visits.

Public Liability

This insurance covers the legal liability of the School, members of Common Room and pupils in connection with injury to third parties, including pupils, and loss of or damage to the property of third parties. The cover provided is on a worldwide basis; the limit of Indemnity is £20,000,000 in respect of any one accident. **If a visit involves hazardous activities, details should be given to the Estates Assistant, Frances Jenner ext. 311, so that the position may be confirmed with the Insurers.**

ISJC Personal Accident Scheme

This insurance provides cover for pupils, in respect of any permanent disability. The maximum benefit is £600,000 and a scale of compensation applies in respect of various disabilities. The Personal Accident Insurance is an automatic payment and is not subject to proof of negligence on the part of the School, as is the case in respect of the Public Liability Insurance. This cover is effective worldwide.

Personal Accident / Travel Insurance

The benefits available in the case of injury or loss or damage to possessions is too wide to summarise here, however, details can be obtained from the Bursary, together with emergency contact numbers, if you are organising an expedition. There is no restriction regarding hazardous pursuits, but Insurers need to be notified of some visits – so please ensure that details of the planned trip are advised to the Bursary, during the planning stage.

RISK ASSESSMENTS

It is essential that a risk assessment is carried out prior to any expedition. A template is on the School computer, (under Resources) and whilst it may seem a time consuming exercise, it will enable the organiser to focus on areas that could cause concern, as well as safeguarding all those taking part in the visit.

Site specific and Generic Risk assessments

There are two categories of risk assessment. Site specific assessments will need to be carried out for each off-site activity. A Generic assessment will be completed for regular activities such as games and activities held on campus.

Completing the paperwork

The step by step guide below should be followed. It is suggested that either before compiling a risk assessment or once it has been drafted, members of staff seek assistance from Yan Yates.

Examples and Generic risk assessments are in the Appendix along with completed examples of Site specific Approval.

Once completed, two copies must be submitted for approval to Yan Yates. This should be done at least three working days in advance of a Category A expedition to allow for any amendments, which may be required. One week is required for a Category B expedition and a month for Category C. Risk Assessments must be approved and signed by Yan Yates to be valid. Once this is done they will be forwarded to the Second Master for his approval. One copy will be kept on file, the other returned to the party leader.

The group leader/person I/C should take the following factors into consideration when assessing the risk

- ❑ The type of visit/activity, and the level at which it is being undertaken;
- ❑ The location, routes and modes of transport;
- ❑ The competence, experience and qualifications of supervisory staff;
- ❑ The ratios of member of staff to pupils. (Please see page 196 of the hand book);
- ❑ The group members' age, competence, fitness and temperament and the suitability of the activity;
- ❑ The special educational or medical needs of the pupils;
- ❑ The quality and suitability of available equipment;
- ❑ Seasonal conditions, weather and timing;
- ❑ Emergency procedures;
- ❑ How to cope when a pupil becomes unable or unwilling to continue;
- ❑ The need to monitor the risk throughout the visit.

(Revised April 2010 RWT/GRY)

□

An exploratory visit should be made by any member of staff, who is to lead a group abroad or on a residential visit or who is to instruct or lead the group in an Outdoor activity such as trekking in a location that is not familiar to them.

In other cases the member of staff should undertake an exploratory visit, wherever that is possible to;

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the visit/activity;
- Obtain name and address of other schools who have used the venue;
- Obtain advise from the manager;
- Assess potential areas and levels of risk;
- Ensure that the venue can cater for the needs of the staff and pupils in the group
- Become familiar with the area before taking a group of young people there.

If an exploratory visit is not possible, then the member of staff needs to consider how to complete an adequate assessment of the risk. A minimum measure would be to obtain specific information from the venue, such as a copy of their risk assessment covering school visits, emergency and accident procedures. Contact other schools that have visited the venue recently, and from local organisations such as the tourist boards.

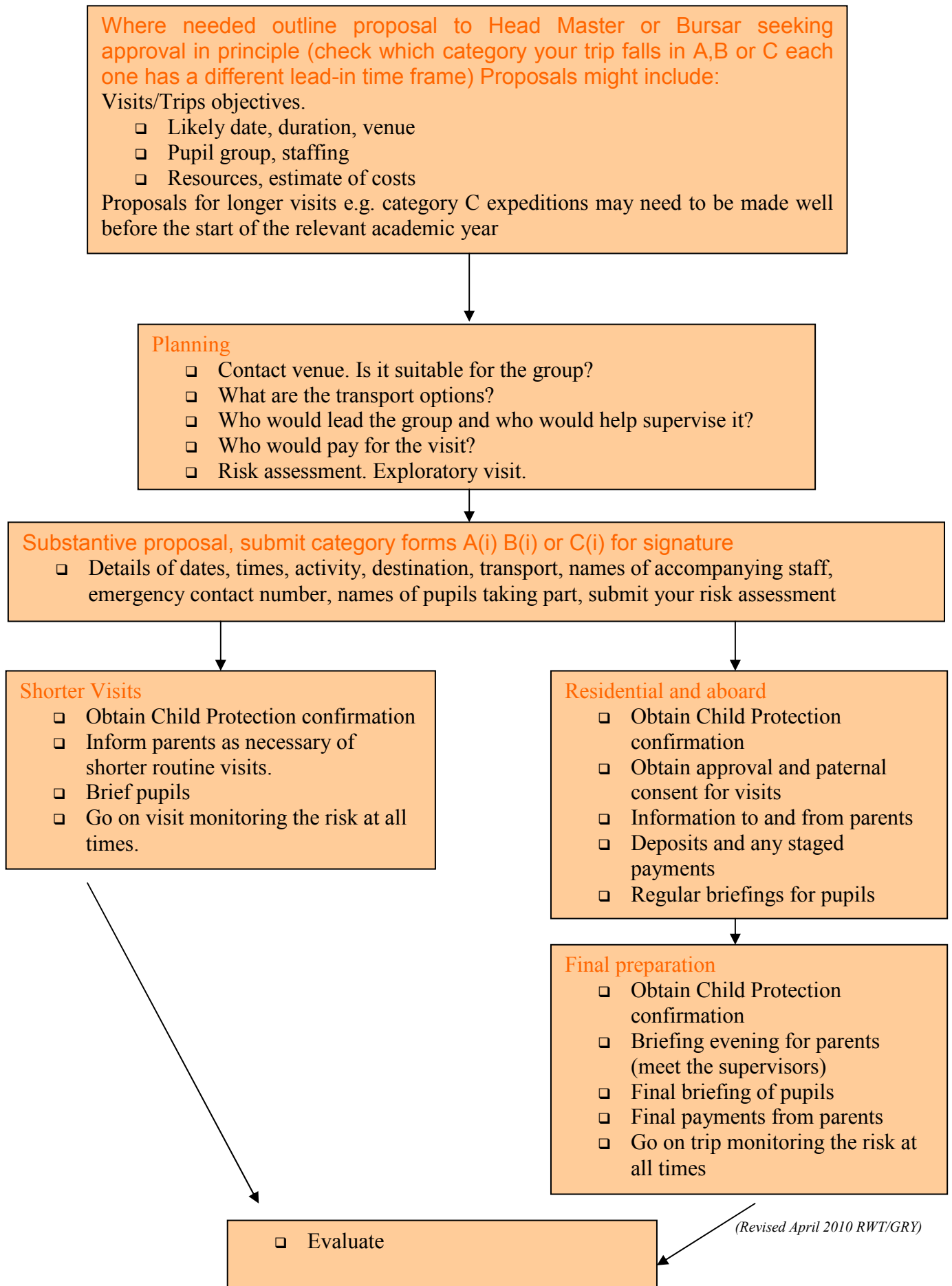
Whether the site is visited or not, you must obtain written confirmation that all members of staff employed by the organisation and any voluntary /temporary/part time staff have been checked and have the appropriate child protection in place. The 'confirmation satisfactory clearance form' is to be completed. If in doubt seek assistance from Yan Yates.

Many staff will take new groups to the same location/venue each term/year. As some factors will change from year to year, it is a requirement that you re-assess the risk each time – even if the member of staff stays the same.

First aid should form part off the risk assessment. Before undertaking any off-site activities the member of staff should assess what level of first aid might be needed. On any kind of visit at least one member of the staff with the group should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken. For adventurous activities, visits abroad or residential visits it is sensible for at least one member of staff to be a fully-trained first aider. The member of staff should also know the contact detail and whereabouts of the nearest Hospital.

PLANNING THE VISIT/TRIP – FLOW CHART

This page charts the likely stages of planning a visit/trip



Step by step guide to completing the Risk Assessment

The steps to be taken in carrying out both Site specific and a Generic assessment, and are set out in detail below.

STEP 1 – Describe the Activity – The Subject of the Risk Assessment.

1. Describe the activities involved in column (a) it is important that all the elements of the exercise/trip/activity is taken into account.

STEP 2 – Identify the Hazard Associated with the Activity.

2. List the Hazards in column (b).
3. The following factors should be considered in the identification of Hazards.
 - a. Personnel.
 - b. Environment.
 - c. Equipment.
 - d. Materials.
 - e. Medical.
 - f. Relevant publications such as National Governing Bodies (NGB) guidelines, School rules as published in the Expeditions Policy

STEP 3 – Identify any Existing Controls.

4. Existing controls can be found in NGB guidelines, school Rules and activity related approved codes of practice.
5. Existing controls should be listed in Column (c)

STEP 4 – Calculating the Risk Rating

6. To calculate the Risk Rating take the Likelihood rating + the Severity Rating, see rating guide on the form
7. Enter the Risk rating in column (d)

STEP 5 – Identify any Residual Risk, taking into account Existing Controls.

8. Taking into account the Hazards identified and the existing controls, decide whether there is any residual risk remaining and whether that risk is **Acceptable** (the risks are adequately controlled) or **Not Acceptable** (the risks are not adequately controlled)
9. Ask yourself the question “Is the residual risk acceptable?”
10. Enter **Yes** or **No** in Column (e) together with your **Risk Rating**
11. If the answer is **No**, proceed to Step 6. If the answer is **Yes**, proceed to Step 7. The Risk Assessment (RA) should be signed and dated by the Leader/Coordinator/Person I/C.

STEP 6 – Identify the Need for further Controls.

12. Hazards categorised as having residual risk ‘Not Acceptable’ will need further control measures applied.
13. The additional control measures required should be listed in Column (f)

STEP 7 – Identify any Residual Risk, taking into account the Further Controls.

14. Taking into account the controls identified at Step 6, decide whether there is any residual risk remaining and whether that risk is **Acceptable** (the risks are adequately controlled) or **Not Acceptable** (the Risks are not adequately controlled).
15. Ask yourself the question “Is the residual risk acceptable?”

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16. Enter **Yes** or **No** in Column (g) together with your **Risk Rating**.
17. If the answer is NO! **the activity/trip/game or expedition must not continue.**
18. The Risk Assessment should be signed and dated by the Leader/Coordinator or Person I/C of the activity/trip/game or expedition, and further endorsed by the Educational Visits Coordinator and the Second Master.

STEP 8 – Communicate and Implement the Controls.

19. It is essential that specific instructions are issued regarding the Hazards and the control measures to be implemented by the Leader/Coordinator/Person I/C and communicated to those affected by the activity/Trip act.

STEP 9 – Review the Risk Assessment/Retention of Records.

20. Risk Assessments and relevant control measure instructions are living documents. Reviews should be carried out on the following occasions:
 - a. If there is a reason to suspect that the Risk Assessment is no longer valid;
 - b. If there are significant changes to the activity:
 - c. Termly for Generic Risk Assessment.

STEP 10 – Activities/Trips involving outside Agencies or Instructors.

21. Where activities/Trips are/fall outside the normal educational structure, such as using Outdoor Pursuit Centres or freelance Instructors, the following must be ensured.
 - a. School staff retain overall responsibility for the activity.
 - b. The Leader/Coordinator must seek assurance and copies from the outside agency that a Risk Assessment has been completed for the activity, and that all Instructors involved are FULLY qualified.
 - c. Suitable and sufficient insurance policies are in place (the school has a very comprehensive policy but it only takes one telephone call to Frances Jenner on Ext 311 to check).
 - d. Whether the site is visited or not, you must obtain written confirmation that all members of staff employed by the organisation and any voluntary /temporary/part time staff have been checked and have the appropriate child protection in place. The 'confirmation satisfactory clearance form' is to be completed. If in doubt seek assistance from Yan Yates.

SUMMARY

22. A good Risk Assessment good supervision and a strict application of school rules will all help to reduce the Hazards or Severity of the Risk.
23. The mechanics of conducting a Risk Assessment are largely a matter of common sense and are quite simple provided the step-by-step procedures described in this guide are followed.
24. A record of the Risk Assessment must be kept for future reference for a period of 3 years, or longer if an incident of some sort occurs during the activity.
25. Follow the checklist and flow chart as this will help with the mechanics of assessing the risk.
26. Check which category your Activity/Trip/Expedition falls into (A, B or C) if it is B or C there may well be more forms to complete. Information can be found in the Expeditions Policy.

(Revised April 2010 RWT/GRY)

BLUNDELL'S SCHOOL RISK ASSESSMENT

EXPEDITION/ACTIVITY/GAMES	DATE	TIME
LOCATION	NUMBER OF PUPILS	AGE GROUP OF PUPILS
LEADER/COORDINATOR/PERSON I/C	NUMBER OF ACCOMPANYING ADULTS	

Activity/Element (Step 1) (a)	Hazards Identified (Step 2) (b)	Existing Controls (Step 3) (c)	Risk Rating (Step 4) (d)	Residual Risk Acceptable Yes/No (Step 5) (e)	Additional Controls Required (Step 6) (f)	Residual Risk Acceptable Yes/No (Including the Risk Rating) (Step 7) (g)

Continuation if necessary overleaf

Signed Leader / Coordinator _____

Date _____

Signed Risk Assessment Officer _____

Date _____

Signed Headteacher/Deputy _____

Date _____

Likelihood of Harm Rating

Harm may occur
1-2. Most Unlikely
3-4 Unlikely
5-6 Likely
7-8 Most Likely

Severity of Injury Rating

Severity of Injury
1-2 Trivial Injury/ies
3-4 Slight Injury/ies
5-6 Serious Injury/ies
7-8 Major Injury/ies or Death

Risk Rating

Rating Bands
1-4 Minimal Risk
5-8 Low Risk
9-12 Medium Risk
13-16 High Risk

Action Required

Maintain control measures
Review control measures
Improve control measures
Improve control measures immediately
and reconsider the activity/trip/game

NOTE; - RISK RATING = LIKELIHOOD RATING + SEVERITY RATING

MORE INFORMATION AND A GUIDE TO HELP COMPLETE THIS FORM CAN BE FOUND IN THE EXPEDITION POLICY

TWO COPIES MUST BE SUBMITTED TO Yan Yates FOR APPROVAL 3 WORKING DAYS IN ADVANCE OF THE TRIP/ACTIVITY

BLUNDELL'S SCHOOL RISK ASSESSMENT Con't

Activity/Element (Step 1) (a)	Hazards Identified (Step 2) (b)	Existing Controls (Step 3) (c)	Risk Rating (Step 4) (d)	Residual Risk Acceptable Yes/No (Step 5) (e)	Additional Controls Required (Step 6) (f)	Residual Risk Acceptable Yes/No (Including the Risk Rating) (Step 7) (g)

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(SAMPLE) BLUNDELL'S SCHOOL RISK ASSESSMENT

EXPEDITION/ACTIVITY/GAMES	U14 Hockey Tour	DATE	27th/31st May 2006	TIME	0745 27th – 1830 31st
LOCATION	Cork and Waterford Ireland	NUMBER OF PUPILS	14	AGE GROUP OF PUPILS	Year 9
LEADER/COORDINATOR/PERSON I/C	DJH	NUMBER OF ACCOMPANYING ADULTS	2		

Activity/Element (Step 1) (a)	Hazards Identified (Step 2) (b)	Existing Controls (Step 3) (c)	Risk Rating (Step 4) (d)	Residual Risk Acceptable Yes/No (Step 5) (e)	Additional Controls Required (Step 6) (f)	Residual Risk Acceptable Yes/No (Including the Risk Rating) (Step 7) (g)
Hockey	Injury by ball or stick	First Aid kit + qualified staff	11	Yes	Qualified umpire, Pre match/Halftime talk, check Pitch	Yes Risk rating now 6
Cuts Grazes. Trips, Falls and Collisions	Blood loss and infection bruises, sprains	Mobile phone for emergency	9	Yes	Correct footwear, shin pads, gum shields, etc. correct GK Equipment	Yes risk rating now 6
Shopping Cork/Waterford	Injury or Lost	Groups of 4 with Mobile numbers	2	Yes	Road safety brief stay together DO NOT talk to strangers	Yes

Continuation if necessary overleaf

Signed Leader / Coordinator	<i>DJHosking</i>	Date 25/05/06
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Signed Risk Assessment Officer *A N O'her*
Signed Headteacher/Deputy: *R W Thane*

Date: 25 May 2006
Date 26th May 2006

Likelihood of Harm Rating	Severity of Injury Rating	Risk Rating	Action Required
Harm may occur	Severity of Injury	Rating Bands	
1-2. Most Unlikely	1-2 Trivial Injury/ies	1-4 Minimal Risk	Maintain control measures
3-4 Unlikely	3-4 Slight Injury/ies	5-8 Low Risk	Review control measures
5-6 Likely	5-6 Serious Injury/ies	9-12 Medium Risk	Improve control measures
7-8 Most Likely	7-8 Major Injury/ies or Death	13-16 High Risk	Improve control measures immediately and reconsider the activity/trip/game

NOTE;- RISK RATING = LIKELIHOOD RATING + SEVERITY RATING

MORE INFORMATION AND A GUIDE TO HELP COMPLETE THIS FORM CAN BE FOUND IN THE EXPEDITION POLICY

TWO COPIES MUST BE SUBMITTED TO Yan Yates FOR APPROVAL 3 WORKING DAYS IN ADVANCE OF THE TRIP/ACTIVITY

(Revised April 2010 RWT/GRY)

(SAMPLE) BLUNDELL'S SCHOOL RISK ASSESSMENT Con't

Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Risk Rating (Step 4)	Residual Risk Acceptable Yes/No (Step 5)	Additional Controls Required (Step 6)	Residual Risk Acceptable Yes/No (Including the Risk Rating) (Step 7)
(a) Swimming	(b) Injury Drowning	Life guard at pool, first aid post	11	Yes	Brief about pool rules sensible behaviour look out for one another Safety brief	Yes Risk rating now 8
Visit to Blarney Castle	Height	Using hand rail Guide at top	9	Yes	Stay as a group, Check weather and footwear	Yes Risk rating now 6
Mini Bus travel	Travel sick, seat belts	Tablets and emergency procedures	2	Yes	Poor travellers at front of bus Max 2 hrs driving without break Min 15 mins break	Yes
Ferry Crossing	Sickness and injury	Groups of 4, tablets and mobile contact	9	Yes	Briefing on boat. Central point inform pupils of staff location	Yes Risk rating now 8
Girls health Medical	List from San	Medication as given from the San such as Migraine tablets	2	Yes	List of Parental Nos, Form B returned collect emergency details from FJ	Yes
Accommodation	Fire Exits	Emergency Procedures	2	Yes	Pre booked – Trabolgan Holiday Village, Waterford Hotel	Yes

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PROCEDURES FOR STAFF IN CHARGE WHEN AN OFF-SITE INCIDENT OCCURS

These procedures are for guidance and may well need to be adapted to suit the situation.

1. Establish the nature and extent of the emergency.
2. Make sure all involved are accounted for and safeguard the uninjured members of the group.
3. If there are injuries, establish their extent and administer appropriate First Aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis-à-vis blood contact. Call the appropriate emergency services and anyone who needs to know of the incident.
4. Advise other staff present of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
5. If staffing allows:
 - An adult should accompany any casualties to hospital.
 - Remaining pupils should be adequately supervised and arrangements made for an early return to base.
 - Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all pupils are accounted for.
 - If there is a lack of available staffing then a decision will have to be reached as to the best course of action.
6. Contact the senior member of staff on call:

The senior member of staff will contact the Head Master (or, if absent, the designated deputy) who will take charge of the situation and activate the emergency plan. The Head Master will advise the Chairman of Governors.

Control access to telephones (including the pupils' mobile phones) until a senior member of staff has contacted parents and others directly involved, giving full details of the incident including:

- a) nature, date, location and time of the incident.
 - b) names of person/s involved and details of their injuries.
 - c) names of others involved so that parents can be reassured.
 - d) actions taken so far.
 - e) actions yet to be taken (and by whom).
 - f) telephone numbers for future communication.
7. No member of staff or pupil should discuss matters with the media - in particular under no circumstances should the name of any casualty be given to the media. Media enquiries should be referred back to the Head Master or his designated representative.
 8. If an emergency occurs abroad the British Embassy/Consulate should be notified.

9. The party leader should, at the first opportunity, make notes of the incident, as should other people directly involved. A record should be kept of the names and addresses of any witnesses or people involved. Ensure the Bursar is advised immediately (by the party leader or the Head Master) and accident forms are completed as soon as possible.
10. Neither blame nor legal liability should be discussed.
11. In an emergency and on the advice of a qualified medical practitioner, if parents cannot be contacted quickly a senior member of staff may need to give medical consent in loco parentis. Permission for blood transfusions should not be given to those whose parents have refused permission for such to be given.
12. Do not interfere with any equipment etc. which may be relevant to any subsequent inquiry.

(Revised April 2010 RWT/GRY)

RUNNING CATEGORY 'A' EXPEDITIONS

[Day trips during term not involving a hazardous activity]

1. Approval

If you are organising an expedition you must give reasonable notice to other members of staff either through the Calendar or by a Head Master approved notice on the Common Room notice board. Houseparents' permission must be sought for pupils to participate in occasional expeditions, e.g. those mentioned in (iii) and (iv) Category A of Categories of Expedition, but not for regular absences from the School, e.g. away matches. If the organiser of the expedition is in any doubt then he/she should consult the Houseparent concerned or the Second Master.

2. Risk assessment

Risk assessments must be carried out at least three working days in advance by the expedition leader or by an appointed professional advisor before the trip commences. See 'Risk Assessment' section.

Whether the site is visited or not, you must obtain written confirmation that all members of staff employed by the organisation and any voluntary /temporary/part time staff have been checked and have the appropriate child protection in place. The 'confirmation satisfactory clearance form' is to be completed. If in doubt seek assistance from Yan Yates.

First aid should form part of the risk assessment. Before undertaking any off-site activities the member of staff should assess what level of first aid might be needed. On any kind of visit at least one member of the staff with the group should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken.

3. Supervision

Pupils should normally be supervised at all times and should always be accounted for. If unsupervised time is to be considered the age of the pupils, the situation and means of contact must be carefully assessed in the risk assessment. Pupils should usually remain in groups of 4-6 and a specific time limit should be given perhaps with regular contact. They must remain in mobile phone contact.

Personal supervision will not be required, however, when a pupil in the Sixth Form goes for an interview to an establishment of Higher or Further Education, or of possible employment, sponsorship or work experience, provided that the Parents or House Parents' permission has been obtained.

4. Staff / Pupil ratios

Organisers should be aware that any member of staff whose own children are also present on an expedition will not count as a supervisor, and therefore cannot be included when counting the ratio. The member of staff therefore becomes a parent / helper for the purpose of supervision on the trip.

The organiser and leader of the expedition must be a Member of Common Room; other adults, who are not members of Common Room, may assist with supervision.

At least 50% of the adults must be members of Common Room. Good practice would suggest that where possible when a group includes boys and/or girls, the accompanying adults should include appropriate male and/or female supervisors.

The level of supervision appropriate to the activity – please see the table of ratios on page 3. Each expedition will vary according to the circumstances - and these must all be taken into

account and assessed - but the minimum number of adults to accompany any group of pupils for a Category A trip is:

Blundell's: one adult for up to **16** pupils
one additional adult for (up to) **15** extra pupils.

Blundell's Preparatory School: one adult for up to **15** pupils
one additional adult for up to **15** extra pupils.

5. Arrangements

1. Once the Risk assessment form has been completed two copies must be submitted to Yan Yates at least three working days in advance. A copy of Form A(i) should be attached stating the event, the date, the venue, times of departure and expected return and a provisional list of pupils with any need to know medical conditions indicated.
2. A check should be made with the Sanatorium or by checking the 'Need to Know' list on the website to see whether any pupil has a particular medical condition and/or needs or is taking medication. These should be indicated on Form A(i).
3. See Form A(ii) for pupils at risk of Anaphylaxis. If needed a copy of Form A(ii) should be attached to the risk assessment
4. Teachers should make it clear well in advance to all pupils who are going, exactly what their expectations are. These should cover the precise nature and purpose of the expedition, times of departure and return, standards of dress and behaviour, e.g. that normal School Rules apply throughout an expedition.
5. Teachers should draw up a provisional list of all those going, well in advance. (Pupils who unaccountably fail to appear for the trip will still be charged.)
6. If pupils are likely to miss another regular commitment they should seek permission to be absent from the teacher in charge of that activity well in advance.
7. If a pupil's behaviour or work is poor, or if they have been on too many trips away from Blundell's, Houseparents are perfectly within their rights to refuse permission for that pupil to go. In this case, the Houseparent will inform the organiser within 48 hours: otherwise silence may be taken as consent.
8. An updated copy of Form A(i) with accurate party details should be pinned on the notice board in the Common Room before departure.

6. Charging

As soon as possible after the expedition a copy of the list with details, including the cost should be sent to the Bursary/ Blundell's Preparatory School Bursarial Assistant, who will make charges on the school bills and reimburse the organiser. If there are differing charges they should be listed separately. The list should be signed by the teacher responsible to authorise the charge.

(NB the cost of the coach should be added to the cost of the tickets, if any, when you are calculating the total cost of the trip.)

7. School Rules

These apply in full on all organised school expeditions. No boy or girl is permitted to purchase alcoholic drink; Smoking is not allowed. The policy regarding the consumption of alcohol should be clearly explained to all students and staff on the trip. This policy should be in accordance with what is normally expected at School. Teachers should be familiar with the Rules and ready to enforce them. Teachers should report any serious breach of Rules or instances of gross misbehaviour to the pupil's Houseparents and to the Second Master.

8. Courtesy

It is the teacher's responsibility to ensure that standards of behaviour and courtesy are high. At any social event away from the School, boys and girls should greet their hosts on arrival, make a real effort to be sociable, and each thank the organising staff at the end. On a theatre trip, the teachers should see that the group is well behaved entering and leaving the theatre as well as in the auditorium. Large groups are conspicuous and the School's name depends on their good behaviour. What happens during the interval of a play is an area for particular care.

Dress

The teacher organising the trip should make very clear in advance what dress is required. This may vary according to the nature of the occasion. A pupil who turns up improperly dressed can certainly be turned away from the bus.

9. Transport

- For trips involving fifteen pupils or fewer the use of a School minibus should be the first recourse. Teachers need to be over twenty-five years old, to have a minimum of three years' driving experience (as per Legal Requirements) and to have passed a Devon County Council (or equivalent) Minibus Assessment Course and of course to have a valid driving licence. Reservations are made via Yan Yates – complete an application form well in advance. The keys for the minibuses are kept in the School Reception and should be returned there as soon as possible after use. The minibuses are kept on the Westlake car park. Fuel should be obtained by using the Agency Fuel Card kept behind the driver's visor. Teachers should consult Yan Yates before using a minibus for the first time so that he can explain things in more detail; it is the teacher's responsibility to familiarise him/herself fully with all the controls.
- Under no circumstances may drivers consume alcohol immediately before or during each journey. For single journeys of 150 miles or more there should always be two qualified drivers per minibus.
- All the School minibuses are equipped with seat belts for all passengers. It is the teacher's responsibility to see that seat belts are worn at all times during the journey. The driver must not drive the vehicle until all pupils are wearing their seat belts.
- If a vehicle with a driver is required, consult Yan Yates.
- The Westlake car park (or the Blundell's Preparatory School car park) is the starting/end point for all journeys (except for individual House groups). Users of a School minibus should leave it on the Westlake car park at the end of a trip, with enough fuel in the tank for the next user, with the lights off, locked and empty of rubbish.

(NB the cost of the coach should be added to the cost of the tickets, if any, when you are calculating the total cost of the trip.)

10. Food

Packed lunches and/or packed suppers may be ordered from the kitchens, preferably 48hrs in advance.

11. Checking and Safety

Teachers are responsible for the personal safety of members of the party. Names should be checked before leaving and at the start of the return journey. If the trip arrives back at night, pupils must be taken back to their Houses or in the case of Blundell's Preparatory School directly to their parents.

12. Communicating whilst away from the School

Staff should ensure that there is one mobile telephone per trip and that the main office is notified of the contact number. The Bursary can supply a mobile, given sufficient notice prior to the trip, and the phone must be returned immediately after the trip.

13. Procedures for staff in charge when an off-site incident occurs.

A copy of the 'Procedure for staff in charge when an off-site incident occurs' should be taken and the procedure followed if necessary.

(Revised April 2010 RWT/GRY)

RUNNING CATEGORY 'B' EXPEDITIONS

[Overnight in term time and/or hazardous activity]

1. Approval

The Governors need formally to approve all expeditions that fall into this category and the Bursar has authority delegated to him to approve these. Members of Common Room should submit a **Category B(i) form** to the Bursar at least three weeks in advance of the expedition. Once this has been approved a copy of **Form B(i)** should be attached to the risk assessment and forwarded to Yan Yates at least one week before the expedition.

Once approval has been given the following appropriate forms for each pupil should be sent out:

Form B(ii) for Full Boarders - for signature by a boarder's Houseparent when the trip is taking place entirely in term time and within this country;

Form B(iii) for Day and Flexi Boarders – for signature by (both) parents when the trip is taking place in term time.

Form B (iv) for pupils at risk of Anaphylaxis.

Category B forms (ii) or (iii) do not need to be completed when 'blanket' permission has already been given by a pupil's parent(s) or guardian(s) for Outdoor Activities or CCF activities – Both these lists are held by Yan Yates.

2. Dates

If you are organising an expedition you must give reasonable notice to other members of staff either through the Calendar or by a Head Master approved notice on the Common Room notice board.

In order to avoid clashes and to minimise interference with work and other commitments, a teacher organising an expedition should consult the Second Master before making any detailed arrangements - i.e. bookings.

3. Risk assessment

- Risk assessments must be completed at least a week in advance by the expedition leader or by an appointed professional advisor before the trip commences. *See 'Risk Assessment' section.*
- First aid should form part of the risk assessment. Before undertaking any off-site activities the member of staff should assess what level of first aid might be needed. On any kind of visit at least one member of the staff with the group should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken. For adventurous activities, visits abroad or residential visits it is sensible for at least one member of staff to be a fully-trained First Aider. The member of staff should also know the contact detail and whereabouts of the nearest Hospital.

4. Supervision

- Pupils should normally be supervised at all times and should always be accounted for. If unsupervised time is to be considered the age of the pupils, the situation and means of contact must be carefully assessed in the risk assessment. Within this category special account should be taken of the activity involved. Pupils should usually remain in groups of

4-6 and a specific time limit should be given perhaps with regular contact. They must remain in mobile phone contact.

5. Staff / Pupil ratios

- Organisers should be aware that any member of staff whose own children are also present on an expedition will not count as a supervisor, and therefore cannot be included when counting the ratio. The member of staff therefore becomes a parent / helper for the purpose of supervision on the trip.
- The organiser and leader of the expedition must be a Member of Common Room; other adults, who are not members of Common Room, may assist with supervision.
- At least 50% of the adults must be members of Common Room.
- The level of supervision appropriate to each expedition will vary according to the circumstances - and these must all be taken into account and assessed - but the minimum number of adults to accompany any group of pupils for a Category B trip is:

Blundell's: two adults up to **20** pupils

one additional adult for (up to) **15** extra pupils

Blundell's Preparatory School: one adult for up to **9** pupils

one additional adult for up to **9** extra pupils.

Notes:

- For all Category B expeditions it must be made clear which member of Common Room is the Leader; he/she is responsible for ensuring that all other adults know the extent of their responsibilities and that the pupils are fully and clearly briefed (see below). The Leader must have relevant experience.
- For Hazardous pursuits, the Leader, or one adult accompanying the activity, must have appropriate qualifications and experience. Local instructors can lead an activity, but overall responsibility for the expedition remains with the School staff. A check should be made that the local instructors are fully qualified.
- An exploratory visit should be made by any member of staff, who is to lead a group abroad or on a residential visit or who is to instruct or lead the group in an Outdoor activity such as trekking in a location that is not familiar to them
- In other cases the member of staff should undertake an exploratory visit, wherever that is possible to;
 - Ensure at first hand that the venue is suitable to meet the aims and objectives of the visit/activity;
 - Obtain name and address of other schools who have used the venue;
 - Obtain advise from the manager;
 - Assess potential areas and levels of risk;
 - Ensure that the venue can cater for the needs of the staff and pupils in the group
 - Become familiar with the area before taking a group of young people there.

- If an exploratory visit is not possible, then the member of staff needs to consider how to complete an adequate assessment of the risk. A minimum measure would be to obtain specific information from the venue, such as a copy of their risk assessment covering school visits, emergency and accident procedures. Whether the site is visited or not, you must obtain written confirmation that all members of staff employed by the organisation and any voluntary /temporary/part time staff have been checked and have the appropriate child protection in place. The ‘confirmation satisfactory clearance form’ is to be completed. If in doubt seek assistance from Yan Yates.
- Contact other schools that have visited the venue recently, and from local organisations such as the tourist boards.
- For expeditions where the group includes both boys and girls the accompanying adults must include male and female supervisors. (Any dispensation from this may be granted only by the Second Master or by the Head Master.)
- For expeditions of one night or more away from the School one of the adult supervisors must be responsible for welfare matters; including a first aid kit and any medication required by any pupils.
- Check with the School's Sanatorium to see whether any pupil has a particular medical condition and/or needs or is taking medication.

6. Arrangements

- Well in advance teachers should draw up a provisional list of all those going.
- Once the Risk assessment form has been completed two copies must be submitted to Yan Yates at least a week in advance. **A copy of Form B(i) should be attached** stating the event, the date, the venue, times of departure and expected return and a list of pupils with any need to know medical conditions indicated.
- A check should be made with the Sanatorium or by checking the ‘Need to Know’ list on the website to see whether any pupil has a particular medical condition and/or needs or is taking medication. These should be indicated on **Form B(i)**.
- See **Form B(iv) for pupils at risk of Anaphylaxis**. If needed a copy of **Form B(iv)** should be attached to the risk assessment
- A copy of **Form B(i)** should be pinned on the Common Room Notice board and go to each House Parent concerned.
- Teachers should make it clear well in advance to all pupils who are going exactly what their expectations are. These should cover the precise nature and purpose of the expedition, times of departure and return, standards of dress and behaviour, e.g. that normal School Rules apply throughout on away expeditions.
- If pupils are likely to miss another regular commitment they should seek permission to be absent from the teacher in charge of that activity well in advance.
- If a boy's or girl's behaviour or work is poor, or if he or she has been on too many trips away from Blundell's, Houseparents are perfectly within their rights to refuse permission for the pupil to go. In this case, the Houseparent will inform the organiser within 24 hours: otherwise silence may be taken as consent. Boys and girls must, however, ask their Houseparents personally for leave to go on an expedition.
- An updated copy of **Form B(i)** with accurate party details should be pinned on the notice board in the Common Room before departure. A copy must be given to the Main Office.

7. Charging

- A detailed budget should be discussed with the Accountant before costs are published to parents. If a compulsory academic trip (i.e. Geography Field Trip) is involved the parents should be contacted well in advance outlining details and, in particular, cost. **Any such communication to parents should be shown in advance to the Second Master and the Head Master.**
- Overseas trips should be paid for in advance by parents and not charged through school bills.
- As soon as possible after other expeditions a copy of the list with details, including the cost, should be sent to the Bursary, which will make charges on the school bills and reimburse the organiser. If there are differing charges they should be listed separately. The list should be signed by the teacher responsible to authorise the charge.
- In the last fortnight of term, charge sheets should be submitted in advance and any necessary adjustments made after the event. Where it is necessary to pay for a booking a long time beforehand, the Bursar is prepared to authorise an advance payment to cover this.

(NB The cost of the coach should be added to the cost of the tickets, if any, when you are calculating the total cost of the trip.)

8. School Rules

These apply in full on all organised school expeditions. No boy or girl is permitted to purchase alcoholic drink; Smoking is not allowed. The policy regarding the consumption of alcohol should be clearly explained to all students and staff on the trip. This policy should be in accordance with what is normally expected at School. Teachers should be familiar with the Rules and ready to enforce them. Teachers should report any serious breach of Rules or instances of gross misbehaviour to the pupil's Houseparent and to the Second Master.

9. Guidance For Overnight Stays

- a) At the hotel, check rooms for any defect before occupancy otherwise you can be liable. Prepare a room list for use in the event of a fire and checking in at night. Check fire escapes. Carry out fire drill.
- b) Ensure staff rooms are strategically located; that girls and boys are isolated from each other; that potential troublemakers are next to members of staff. Make a member of staff responsible for each floor/corridor or a number of rooms.
- c) Establish a clear routine with a definite time for pupils to be up for breakfast and a definite curfew/bedtime. There should be an adult on duty who is in the hotel/hostel in the evening to check every pupil in.
- d) Arrange activities for slack times, evenings, etc. Competitions, sporting events or taking groups out to restaurants or scenic nightspots are all possibilities.
- e) When pupils are not directly supervised, establish a minimum group size (four). Exchange mobile phone numbers with each group. Take the names of the groups. Establish where children are going and indicate any no-go areas - particularly for younger ones. Have a clear rendezvous location and time. Do not allow them to be on their own for very long periods: get them to meet for coffee or lunch. Provide maps and ensure they know where they are on them. Be very clear in briefings on safety before embarking on hills, rivers, coasts etc and ensure that everyone has the right equipment for the activity they are undertaking.
- f) Disciplinary troubles tend to revolve around evening parties and free time. Pupils under 18 must always be banned from alcohol, and prevented as far as possible from consuming it. The nature of the trip will probably determine the approach for older children. At the very least consumption of spirits and purchases from off licences should be absolutely prohibited. Best practice might be a glass of wine/beer at a meal

with adults. At all time local laws regarding the consumption of alcohol must be observed. Smoking should be banned in hotel bedrooms very strictly and not allowed elsewhere. Equally, standards will need to be set concerning noise, language and dress, especially when in large groups. Very clear instructions on what you expect should be given at the start of the trip. These need to be strongly enforced especially in the first few days. It is much easier to relax standards rather than tighten them up.

- g) If a very serious disciplinary event occurs, further action may need to be taken. The Second Master should be contacted and parents will be informed. If necessary arrangements may need to be made for a pupil to be sent home.
- h) Accompany any medical cases to the doctor/hospital. Retain receipts for medical care and advise insurers as soon as possible (immediately if hospitalised); contact parents. If they remain in bed during the day a member of staff should remain at the hotel. If hospitalised a member of staff should stay in the vicinity for visits and remain even if the rest of the party returns home.

10. Courtesy

It is the teacher's responsibility to ensure that standards of behaviour and courtesy are high. At any event away from the School, boys and girls should greet their hosts on arrival, make a real effort to be sociable, and each thank the organising staff at the end. Large groups are conspicuous and the School's name depends on their good behaviour.

11. Transport

- For trips involving fifteen pupils or fewer the use of a School minibus should be the first recourse. Teachers need to be over twenty-five years old, to have a minimum of three years' driving experience and to have passed a Devon County Council Mini-Bus Assessment Course, and of course to have a valid driving licence. Reservations are made via Yan Yates – complete an application form well in advance. The keys for the minibuses are kept in the School Reception and should be returned there as soon as possible after use. The minibuses are kept on the Westlake car park. Fuel should be obtained by using the Agency Fuel Card kept behind the driver's visor. Those travelling abroad should obtain a European Shell Agency Card from Yan Yates. Teachers should consult Yan Yates before using a minibus for the first time so that he can explain things in more detail; it is the teacher's responsibility to familiarise him/herself fully with all the controls.
- Under no circumstances may drivers consume alcohol immediately before or during each journey. For single journeys of 150 miles or more there should always be two qualified drivers per minibus.
- All the School minibuses are equipped with seat belts for all passengers. It is the teachers' responsibility to see that seat belts are worn at all times during the journey.
- If a vehicle with a driver is required consult Yan Yates.
- The Westlake car park is the starting/end point for all journeys (except for individual House groups). Users of a School minibus should leave it on the Westlake car park at the end of a trip, with enough fuel in the tank for the next user, with the lights off, locked and empty of rubbish.

(NB the cost of the coach should be added to the cost of the tickets, if any, when you are calculating the total cost of the trip.)

12. Food

Packed lunches and/or packed suppers may be ordered from the kitchens, preferably 48 hours in advance.

13. Checking and Safety

Teachers are responsible for the personal safety of members of the party. Names should be checked before leaving and at the start of the return journey. If the trip arrives back at night, pupils must be checked back to their Houses.

14. Communicating Whilst Away from the School

Staff should ensure that there is one mobile telephone per trip and that the main office is notified of the contact number. The Bursary can supply a mobile, given sufficient notice prior to the trip, and the phone must be returned immediately after the trip.

15. Procedures for staff in charge when an off-site incident occurs.

A copy of the 'Procedure for staff in charge when an off-site incident occurs' available on page 8 should be taken and the procedure followed if necessary.

RUNNING CATEGORY 'C' EXPEDITIONS

(Overseas trip or out of term expedition in this country lasting over 5 days)

1. Approval

- Members of Common Room must request permission to take an expedition of this nature **at least two terms** prior to the trip. The Head Master should be fully consulted.
- The Governors need formally to approve all expeditions that fall into this category and the Bursar has authority delegated to him to approve these. **Form C (i)** should be completed at least a term in advance and be sent to the Bursar for approval
- Having gained the approval of the Bursar the following forms should be completed: **Form C (ii)** and send it to the Sanatorium (at least a term prior to the trip). This is to ensure that all vaccinations/immunisations can be arranged in good time. **Form C (iii)** should be sent to parents of all those on the trip (at least a term prior to the trip) - it is essential to chase their return. Set a clear date by which this should happen. Both parents should sign. **Form C (iv)** Liaise with the San with regard to organising a medical kit (if required) and training and advice. (If you are taking a child at risk of anaphylaxis, you will be required to be trained in the use of EpiPen.)

(NB Please ensure that at all times on the trip you are in possession of information pertaining to the medical condition of each pupil.)

- When the San is satisfied that all medical arrangements are satisfactory a copy of all the completed forms should be lodged with the Second Master.

2. Dates

All dates should be included in the School Calendar, which is published each term. Discuss in detail proposed dates, possible clashes etc, with the Second Master well before information about the expedition is issued publicly, or before any detailed arrangements (e.g. bookings) are made.

3. Risk assessment

Risk assessments must be carried out at least a month in advance by the expedition leader or by an appointed professional advisor before the trip commences. See Risk Assessment section on pages 5-7. Once the Risk assessment form has been completed two copies must be submitted to Yan Yates at least a month in advance. A copy of **Form C(i)** should be attached stating the event, the date, the venue, times of departure and expected return and a list of pupils with any need to know medical conditions indicated.

First aid should form part off the risk assessment. Before undertaking any off-site activities the member of staff should assess what level of first aid might be needed. On any kind of visit at least one member of the staff with the group should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken. For adventurous activities, visits abroad or residential visits it is sensible for at least one member of staff to be a fully-trained first aider. The member of staff should also know the contact detail and whereabouts of the nearest Hospital.

4. Supervision

Pupils should normally be supervised at all times and should always be accounted for. If unsupervised time is to be considered the age of the pupils, the situation and means of contact must be carefully assessed in the risk assessment. Within this category special account should be taken of the activity involved. Pupils should usually remain in groups of 4-6 and a specific time limit should be given perhaps with regular contact. They must remain in mobile phone contact.

5. Staff / Pupil ratios

- Organisers should be aware that any member of staff whose own children are also present on an expedition will not count as a supervisor, and therefore cannot be included when counting the ratio. The member of staff therefore becomes a parent / helper for the purpose of supervision on the trip.
- The organiser and leader of the expedition must be a Member of Common Room; other adults, who are not members of Common Room, may assist with supervision.
- At least 50% of the adults must be members of Common Room.
- The level of supervision appropriate to each expedition will vary according to the circumstances - and these must all be taken into account and assessed - but the minimum number of adults to accompany any group of pupils for a Category C trip is:
- - Blundell's:** two adults up to 20 pupils
one additional adult for (up to) 15 extra pupils.
 - Blundell's Preparatory School:** one adult for up to 9 pupils
one additional adult for up to 9 extra pupils.

Notes:

- a) For all Category C expeditions it must be made clear which member of Common Room is the Leader; he/she is responsible for ensuring that all other adults know the extent of their responsibilities and that the pupils are fully and clearly briefed (see below). The Leader must have relevant experience and, if the expedition is overseas, must have travelled abroad and assisted on a previous school trip.
- b) For hazardous pursuits, the Leader, or one adult accompanying the activity, must have appropriate qualifications and experience. Local instructors may count as a leader during an activity.
- c) For expeditions where the group includes both boys and girls the adults accompanying must include male and female supervisors.
- d) One of the adult supervisors must be responsible for welfare matters; including a first aid kit and any medication required by any pupils.
- e) Risk assessments must be carried out by the expedition leader or by an appointed professional advisor before the trip commences (See Yan Yates if you have any concern in this area - he will provide you with the necessary paperwork and discuss its implications with you.)
- f) Expeditions abroad should be organised through an ABTA associated travel agent; by this method, the return of the party to the UK is guaranteed in the event of the failure or insolvency of the carrier. Any variation to this can only be approved by the Bursar.
- g) Parents or guardians must be fully informed of all details relating to expeditions overseas or in remote areas. (*See 'Notes for Guidance for those taking School Trips Overseas'*) In particular, arrangements must be made in advance for parents to be informed as soon as possible if there is any emergency and, if necessary, for parents to travel to the area; likewise, arrangements must be in place for any individual member of the party to be sent home.

6. Arrangements

- Contact needs to be made with parents at a very early stage outlining the precise nature and purpose of the expedition, proposed dates and, crucially, an indication of the cost. At an early stage it should be made clear by what dates the money should be paid - deposit, final payment, etc. **Any communications to parents must be shown in advance to the Head Master.** The list of those going should be produced a month before departure. There is a standard Trip Procedure letter for Blundell's Preparatory School.
- Advise the Bursar and particularly inform him if you are organising the expedition yourself. (In this situation certain legal requirements have to be complied with.) Detailed records of money received and expenditure (with accompanying receipts) must be kept. Please discuss this with the School Accountant at the budgeting stage. Cheques from parents should be made payable to Blundell's School and passed to the Bursary. All invoices should be passed to the Bursary for payment. Details of cash spent on the trip should be handed into the Bursary on return to School. These records have to be scrutinised by the auditors and be available for inspection by the Inland Revenue. Therefore please make them as comprehensive as possible and supported by receipts where practicable.
- Comprehensive Insurance to cover medical expenses and repatriation, cancellation or curtailment, delay or diversion, insurance of baggage, money and tickets is provided by the School.
- An exploratory visit should be made by any member of staff, who is to lead a group
- abroad or on a residential visit or who is to instruct or lead the group in an Outdoor
- activity such as trekking in a location that is not familiar to them
- In other cases the member of staff should undertake an exploratory visit, wherever that is possible to;
 - Ensure at first hand that the venue is suitable to meet the aims and objectives of the visit/activity;
 - Obtain name and address of other schools who have used the venue;
 - Obtain advise from the manager;
 - Assess potential areas and levels of risk;
 - Ensure that the venue can cater for the needs of the staff and pupils in the group
 - Become familiar with the area before taking a group of young people there.

If an exploratory visit is not possible, then the member of staff needs to consider how to complete an adequate assessment of the risk. A minimum measure would be to obtain specific information from the venue, such as a copy of their risk assessment covering school visits, emergency and accident procedures. Contact other schools that have visited the venue recently, and from local organisations such as the tourist boards.

Whether the site is visited or not, you must obtain written confirmation that all members of staff employed by the organisation and any voluntary /temporary/part time staff have been checked and have the appropriate child protection in place. The 'confirmation satisfactory clearance form' is to be completed. If in doubt seek assistance from Yan Yates.

7. Detailed arrangements before departure

16. Arrange an inspection visit or gain professional advice. Check fire safety at hotels. If a non-package trip, check all accommodation, transport and excursion details.
17. Do not accept verbal assurances from parents and do not pay money until written consent is given.
18. Ensure the completion of all necessary forms.
19. Check visa requirements. Even in Europe visas are sometimes required for our overseas students. Check passports or arrange a group passport.
20. Keep all receipts and prepare an account, which should be passed to the Bursary for audit purposes. If using self-drive vehicles, check insurance and driving regulations.
21. Brief students on
 - educational aspect of the tour
 - travel arrangements
 - rules and expected behaviour
22. Once the Risk assessment form has been completed two copies must be submitted to Yan Yates at least a month in advance. **A copy of Form C (i) should be attached** stating the event, the date, the venue, times of departure and expected return and a list of pupils with any need to know medical conditions indicated.
23. A check should be made with the Sanatorium or by checking the 'Need to Know' list on the website to see whether any pupil has a particular medical condition and/or needs or is taking medication. These should be indicated on **Form C (i)**.
24. See **Form C (iv) for pupils at risk of Anaphylaxis**. If needed a copy of **Form C(iv)** should be attached to the risk assessment
25. A copy of **Form C(i)** should be pinned on the Common Room Notice board and go to each House Parent concerned.
26. Arrange overnight accommodation in School for the night before departure if necessary. (**NB** It is not Houseparents' responsibility to provide accommodation after term has finished, although most will be prepared to help if sufficient notice is given, i.e. at least a week.
27. Staff should ensure that there is one mobile telephone per trip and that the main office is notified of the contact number. The Bursary can supply a mobile, given sufficient notice prior to the trip, and the phone must be returned immediately after the trip.
28. The Leader of an expedition that is going overseas or to remote areas must leave full details with the Common Room Secretaries and the Second Master before departure, e.g. lists of pupils and staff and next of kin contacts, dates, itinerary and contact addresses/telephone numbers
29. Arrangements should be made to have an emergency contact at School during the holidays. This would normally be the Head Master or Second Master or another senior member of staff familiar with the Critical Incident Management Policy.
30. A copy of the *'Procedure for staff in charge when an off-site incident occurs'* should be taken and the procedure followed if necessary.
31. It may be appropriate to send host families some advice about expectations (see: *Advice for Host Families*)

Guidance For Overnight Stays

- a) At the hotel, check rooms for any defect before occupancy otherwise you can be liable. Prepare a room list for use in the event of a fire and checking in at night. Check fire escapes. Carry out fire drill.
- b) Ensure staff rooms are strategically located; that girls and boys are isolated from each other; that potential troublemakers are next to members of staff. Make a member of staff responsible for each floor/corridor or a number of rooms.
- c) Establish a clear routine with a definite time for pupils to be up for breakfast and a definite curfew/bedtime. There should be an adult on duty who is in the hotel/hostel in the evening to check every pupil in.

- d) Arrange activities for slack times, evenings, etc. Competitions, sporting events or taking groups out to restaurants or scenic nightspots are all possibilities.
- e) When pupils are not directly supervised, establish a minimum group size (four). Exchange mobile phone numbers with each group. Take the names of the groups. Establish where children are going and indicate any no-go areas - particularly for younger ones. Have a clear rendezvous location and time. Do not allow them to be on their own for very long periods: get them to meet for coffee or lunch. Provide maps and ensure they know where they are on them. Be very clear in briefings on safety before embarking on hills, rivers, coasts etc and ensure that everyone has the right equipment for the activity they are undertaking.
- f) Disciplinary troubles tend to revolve around evening parties and free time. Pupils under 18 must always be banned from alcohol, and prevented as far as possible from consuming it. The nature of the trip will probably determine the approach for older children. At the very least consumption of spirits and purchases from off licences should be absolutely prohibited. Best practice might be a glass of wine/beer at a meal with adults. At all time local laws regarding the consumption of alcohol must be observed. Smoking should be banned in hotel bedrooms very strictly and not allowed elsewhere. Equally, standards will need to be set concerning noise, language and dress, especially when in large groups. Very clear instructions on what you expect should be given at the start of the trip. These need to be strongly enforced especially in the first few days. It is much easier to relax standards rather than tighten them up.
- g) If a very serious disciplinary event occurs, further action may need to be taken. The Second Master should be contacted and parents will be informed. If necessary arrangements may need to be made for a pupil to be sent home.
- h) Accompany any medical cases to the doctor/hospital. Retain receipts for medical care and advise insurers as soon as possible (immediately if hospitalised); contact parents. If they remain in bed during the day a member of staff should remain at the hotel. If hospitalised a member of staff should stay in the vicinity for visits and remain even if the rest of the party returns home.

9. After the Trip

- a) Report to the Head Master or the Second Master as appropriate highlights of the trip and any resultant discipline or any further action that needs to be taken.
- b) Follow up (within 30 days) any insurance claims.
- c) Settle up all matters with the Bursary as soon as possible.

EXPEDITION FORMS

Further informal advice/guidance is available on request

Form A (i)
(Pale Cream)

BLUNDELL'S & BLUNDELL'S PREPARATORY SCHOOL

CATEGORY A: EDUCATIONAL AND RECREATIONAL DAY VISITS
(not involving a hazardous activity)

Date:

Time of Departure: **Estimated time of return to Blundell's:**

Event/Activity:.....

If appropriate please give details of itinerary overleaf or attach a separate sheet

Destination:.....

Transport: School Minibus (which one):.....

Coach (Name of Company):

Other (Please specify):

Names of accompanying staff: Activity leader:

Other staff:

Mobile contact number:

Names of pupils travelling:

Please make sure names are clearly written below or attach a separate list / team sheet.

You should indicate any pupils who have 'Need to Know' medical conditions.

Form A (ii)
(Pale Cream)

BLUNDELL'S & BLUNDELL'S PREPARATORY SCHOOL

CATEGORY A: EDUCATIONAL AND RECREATIONAL DAY VISITS
PUPILS AT RISK OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

Introduction

Organisers of school trips with children at risk of an anaphylaxis reaction need to take special precautions. It is very important that the organiser is able to recognise signs of anaphylaxis, administer adrenalin and is competent in the use of the Epipen, should the need arise-

1. The organiser of the trip must be aware of signs of an anaphylaxis (severe allergic reaction) and the use of Epipen. He/she will be given instructions and training by the Sanatorium.
2. The organiser has to have spare Epipens in their possession in case of loss or breakage.
3. The organiser must ensure that the affected pupils possess their own Epipens.
4. All pupils at risk of anaphylaxis should wear a Medi-Alert bracelet.

Category A Trip Details

Organiser

Destination

Date of Trip

- I understand the signs and symptoms of anaphylaxis (severe allergic reaction).
- I have been given spare Epipens (adrenaline).
- I have been shown how to use an Epipen.

Signature

Date

Note: This form is applicable for 1 trip only

This form should be attached to the Risk Assessment

Form B (i)
(Pale Green)

BLUNDELL'S & BLUNDELL'S PREPARATORY SCHOOL

**CATEGORY B: EDUCATIONAL AND RECREATIONAL
OVERNIGHT VISITS OR HAZARDOUS ACTIVITIES**

Dates:

Time of Departure: **Estimated time of return to Blundell's:**.....

Event / Activity:

If appropriate give details of hazardous activity and/or itinerary overleaf or attach a separate sheet

Destination:

Transport: School Minibus (which one):

Coach (Name of Company):

Other (Please specify):

Names of accompanying staff: **Activity leader:**

Other staff:

Mobile contact number:

Names of pupils travelling:

Please make sure names are clearly written below or attach a separate list / team sheet.

You should indicate any pupils who have 'Need to Know' medical conditions.

SIGNED..... **(Activity Leader) Date**.....

SIGNED..... **(Bursar) Date**.....

Once approved by the Bursar a copy of this form will be returned to the Activity Leader.

Form B (ii)
(Pale Green)

BLUNDELL'S & BLUNDELL'S PREPARATORY SCHOOL

**CATEGORY B: EDUCATIONAL AND RECREATIONAL
OVERNIGHT VISITS OR HAZARDOUS ACTIVITIES**

Houseparent's Approval Form for full Boarders

VISIT TO

DATES OF VISIT - From: To:

1. I agree to the following pupil going on this visit:

Name: House:

2. I have set out below any medical or dietary information of which the organiser of the trip ought to be aware.

3. I consent to this pupil taking part in the activities involved in this visit.

Houseparent's signature:

- Medical Condition (plus details of treatment required)

- Dietary Requirements

This form should be returned to the Activity Leader

Form B (iii)

(Pale Green)

BLUNDELL'S & BLUNDELL'S PREPARATORY SCHOOL
CATEGORY B: EDUCATIONAL AND RECREATIONAL
OVERNIGHT VISITS OR HAZARDOUS ACTIVITIES

Parental Approval Form for Day pupils and Flexi-boarders

VISIT TO DATES OF VISIT

DETAILS OF ACTIVITIES IF HAZARDOUS

.....

1. We agree to our son/daughter/ward going on this visit (*please write full name & House*)

.....

2. We agree to authorise members of staff during the course of the visit to approve such medical treatment for our child as is deemed necessary in an emergency on the advice of a qualified medical practitioner. We have set out below any medical condition from which our child is suffering, together with details of the treatment required.

3. We consent to our child taking part in the activities of the visit, which have been explained to us.

4. To be signed by both parents/guardians or those with parental responsibility

Signed:..... Relationship:

Name (Capitals)..... Date:

Address

Telephone: Day Evening Mobile.....

Signed:..... Relationship:

Name (Capitals)..... Date:

Address

Telephone: Day Evening Mobile.....

5. Please list below any medical and dietary details, if relevant, concerning your child.

a) Current medical conditions, drug reactions:

b) Current medication:

c) Special dietary requirements:

This form should be returned to the Activity Leader

Form B (iv)
(Pale Green)

BLUNDELL'S & BLUNDELL'S PREPARATORY SCHOOL

CATEGORY B: EDUCATIONAL AND RECREATIONAL
OVERNIGHT VISITS OR HAZARDOUS ACTIVITIES

PUPILS AT RISK OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

Introduction

Organisers of school trips with children at risk of an anaphylaxis reaction need to take special precautions. It is very important that the organiser is able to recognise signs of anaphylaxis, administer adrenalin and competent in the use of the Epipen, should the need arise-

1. The organiser of the trip must be aware of signs of an anaphylaxis (severe allergic reaction) and the use of Epipen. He/she will be given instructions and training by the Sanatorium.
2. The organiser has to have spare Epipens in their possession in case of loss or breakage.
3. The organiser must ensure that the affected pupils possess their own Epipens.
4. All pupils at risk of anaphylaxis should wear a Medi-Alert bracelet.

Category B Trip Details

Organiser

Destination

Date of Trip

- I understand the signs and symptoms of anaphylaxis (severe allergic reaction).
- I have been given spare Epipens (adrenaline).
- I have been shown how to use an Epipen.

Signature

Date

Note: This form is applicable for 1 trip only

This form should be attached to the Risk Assessment

Form C (i)
(Pale Blue)

BLUNDELL'S & BLUNDELL'S PREPARATORY SCHOOL
CATEGORY C: OVERSEAS TRIP OR OUT OF TERM EXPEDITION IN
THIS COUNTRY LASTING OVER FIVE DAYS

Dates:

Time of Departure: **Estimated time of return to Blundell's:**

Event / Activity:

If appropriate give details of hazardous activity and/or itinerary overleaf or attach a separate sheet

Destination:

Transport: School Minibus (which one):

Coach (Name of Company):

Other (Please specify):

Names of accompanying staff: **Expedition leader:**

Other staff:

Mobile contact number:

Names of pupils travelling:

Please make sure names are clearly written below or attach a separate list / team sheet.

You should indicate any pupils who have 'Need to Know' medical conditions.

SIGNED..... **(Expedition Leader) Date**.....

SIGNED..... **(Bursar) Date**.....

Once approved by the Bursar a copy of this form will be returned to the Expedition Leader.

Form C (iii)
(Pale Blue)

BLUNDELL'S & BLUNDELL'S PREPARATORY SCHOOL
CATEGORY C: OVERSEAS TRIP OR OUT OF TERM EXPEDITION
IN THIS COUNTRY LASTING OVER FIVE DAYS
Parental Approval Form for all pupils

VISIT TO

DATES OF VISIT – From: To:

1. We agree to our son/daughter/ward going on this visit

Full Name..... **House**.....

2. We agree to authorise members of staff during the course of the visit to approve such medical treatment for our child as is deemed necessary in an emergency on the advice of a qualified medical practitioner. We have set out below any medical condition from which our child is suffering, together with details of the treatment required.

3. We consent to our child taking part in the activities of the visit, which have been explained to us.

4. To be signed by both parents/guardians or those with parental responsibility

1) **Name** (Capitals)..... **Date:**

Address

Telephone: Day Evening Mobile.....

Relationship: Signed:.....

2) **Name** (Capitals)..... **Date:**

Address

Telephone: Day Evening Mobile.....

Signed:..... Relationship:

5. Please list below any medical and dietary details, if relevant, concerning your child.

a) Current medical conditions, drug reactions:.....

b) Current medication:

c) Special dietary requirements:

(This form should be returned toExpedition Leader)

Form C (iv)
(Pale blue)

CATEGORY C: OVERSEAS TRIP OR OUT OF TERM EXPEDITION IN THIS COUNTRY LASTING OVER FIVE DAYS

PUPILS AT RISK OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

Introduction

Organisers of school trips with children at risk of an anaphylaxis reaction need to take special precautions. It is very important that the organiser is able to recognise signs of anaphylaxis, administer adrenalin and is competent in the use of the Epipen, should the need arise-

1. The organiser of the trip must be aware of signs of an anaphylaxis (severe allergic reaction) and the use of Epipen. He/she will be given instructions and training by the Sanatorium.
2. The organiser has to have spare Epipens in their possession in case of loss or breakage.
3. The organiser must ensure that the affected pupils possess their own Epipens.
4. All pupils at risk of anaphylaxis should wear a Medi-Alert bracelet.

Category A Trip Details

Organiser

Destination

Date of Trip

- I understand the signs and symptoms of anaphylaxis (severe allergic reaction).
- I have been given spare Epipens (adrenaline).
- I have been shown how to use an Epipen.

Signature

Date

Note: This form is applicable for 1 trip only

This form should be attached to the Risk Assessment

