



St. Francis' College

Educational Visits Policy & Procedures

Introduction

The 'College' refers to all the staff and pupils of the Prep department and Senior School which includes Early Years Foundation stage (EYFS), Pre-prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

Our Philosophy

We believe in the importance of school trips. We believe in offering all students the opportunity to learn beyond the classroom, not only to see their curriculum brought to life but also to enjoy experiencing the world outside the College grounds. We believe in offering all students opportunities that will stretch, challenge and develop their skills of leadership and teamwork, as well as instil independence and resilience. We believe in offering all students the opportunity to explore and embrace different cultures to our own. We believe in offering all students unique and enthralling experiences that will excite a thirst for learning and for adventure, bond them with their peers and provide them with memories that will last a lifetime.

To that end we use our advantageous location in a safe town to conduct visits nearby, in particular to develop links with the local community. We benefit from good transport links to Cambridge and London, and aim to exploit these with regular visits to museums, galleries, theatres and lectures. Through Duke of Edinburgh and True Adventure we test our students' physical, mental and emotional endurance. With our strong international focus, we particularly value overseas visits, which allow students to practise their language skills and experience different cultures to our own.

Introduction

This policy sets out the processes and framework by which all our trips should be planned, prepared and run. Our priorities are as follows:

- Our highest priority for all trips is that we do everything within our power to ensure the safety of all students and accompanying staff.
- We must be clear on our objectives for all trips and seek that we only run those which offer genuine benefit and value for money.
- We must make sure our communication with parents is open, thorough and timely, both before and during any trip.
- As a medium-sized school, we must bear in mind that our students are likely to be offered multiple trip opportunities each year, and that this has an impact on parental finances and the delivery of the curriculum; we must also beware ‘competing with ourselves’, whereby one trip suffers poor uptake due to others.
- Similarly, we must think carefully about staffing levels when planning staffing for trips so that students in school still receive adequate teaching and our colleagues are not overburdened.

This policy applies to all sections of the College: Prep, Senior and Boarding. The planning and preparation of Prep trips will be supervised and checked by the Head of Prep. The planning and preparation of Boarding trips will be supervised and checked by the Head of Boarding. Both are able to consult the EVC (Educational Visits Co-Ordinator) at any stage, and the EVC will monitor Prep and Boarding trips, including checking paperwork on a termly basis.

This policy is based on the legal guidance and notes that can be found in following documents:

Department for Education, Health and Safety: Advice on legal duties and powers, February 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279429/DFE_Health_and_Safety_Advice_06_02_14.pdf

Department for Children, Schools and Families, Health and Safety of Learners Outside the Classroom, 2009:

<http://dera.ioe.ac.uk/10664/>

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1. Pre-planning

The following considerations should be applied before requesting authorisation for a trip:

- Objectives of the trip: educational; linked to curriculum/examination board; enrichment; leadership; cross-curricular; cross-cultural.
- Year group involved: what is appropriate for their age; how many other trips have they been on during that academic year; how many other activities or commitments do they have around the date you are planning the trip; have they been on a similar trip before; are they already due to be offered a similar trip in the future?
- Teaching time missed: one-day trips will be permitted to take place during teaching time, taking into account the considerations above; overseas and residential trips will be allowed up to one day's teaching time (nine periods) by negotiation with the Headmistress. At her discretion, the Headmistress may allow certain overseas trips to go out for longer in term time.
- Cost to students.
- Staff numbers required.
- How far in advance the trip is: see timescales below.

It is worth considering the use of an external provider to save time and gain additional expertise and support.

1.1 Staffing

Please note that there are no required staff to student ratios for school trips. We recommend that trips within the UK should operate on a 1:15 staff to student ratio, and overseas it should be 1:10. However, any decision on the number of staff to take must be based on the age of

the students, how well they are known to the staff and vice versa, the size of the group, the complexity of the trip, the activities planned and the distance from the College. If younger or less experienced staff are planning a trip they should be closely supervised by their Head of Department. If they are leading the trip the accompanying staff should be experienced. Non-teaching staff may lead trips if they have appropriate experience, knowledge, and support.

Non-SFC participants are permitted with the agreement of the Headmistress. However, if they are to attend trips regularly or have any unsupervised access to the students, they should have a DBS check, which can be arranged via the HR Department.

Careful consideration should be given where the proposed staffing includes anyone who is a parent of a student on the trip, due to the possible conflict of interest. Adults whose own children are members of the group should not be included in any staff:student ratio as a general rule.

1.2 Timescales

It is important sufficient time is allowed to prepare any trip, as well as give parents enough notice in view of the cost implication. The following timescales are therefore recommended, in terms of the minimum amount of time allowed from first letter to parents to trip departing, although it is understood this may not always be viable:

Beyond Europe / Costing more than £1000	12 months
Costing £500-£1000	9 months
£250-£500	6 months
£75-£250	3 months
Less than £75	1 month

If you are unsure about the viability of a trip, or have any other questions at this stage, the EVC is available to offer advice.

2. Preparing a trip

The process of preparing a trip is detailed below; all forms can be found in the separate document 'EVC Policy Appendix 1' on the VLE and in the T:\Visits\Blank forms. You should share knowledge of the planning with a colleague so that they can take over in the event of your absence.

2.1 Initial planning for all trips

1. Complete an Application for Approval (Form 1) and send to EVC and Bursar for signing.
2. When returned, email the date and details of the visit to the Director of Studies so the date can be entered in the calendar
3. Appoint a Deputy Party Leader to assist with the planning and be prepared to take responsibility for the group in an emergency.

4. Ensure you have sufficient staff for the trip (see guidance on ratios above) and appoint substitute staff where appropriate in case a member of staff has to drop out at late notice.
5. Use the Educational Visits Checklist (Form 2) and additional checklist for overseas/residential trips (Form 2a) if applicable to guide you through the preparation process.
6. Confirm cost of trip to students, using guidance notes on budgeting for trips (EVC Policy Appendix 2). If you are using the school minibus this cost should be passed on to the students.
7. Make appropriate financial arrangements: set up a schedule for parental payments, by instalment if appropriate, and keep clear records of payments made; all cheques must be paid into a College account if received, however, activity account should be the preferred method of payment; if you need to set up an account for the trip you should consult the Bursar, and the signatories must not be in a position whereby one is directly subordinate to the other; keep clear records of all payments made and once you have a final list of pupils taking part, pass this list including their payment details to the Assistant Bursar in the bursary, and complete a recharges form as directed by the Fees Clerk for billing of parents. Keep receipts where necessary. All payment information should be kept to be available for inspection by the Headmistress, Bursary or their representatives.
8. Make detailed plan of itinerary, allowing plenty of contingency time, especially where public transport/airports are involved.
9. Make preliminary bookings of transport, venues, accommodation where appropriate.
10. For any Adventure Activities refer to HASLOC Chapter 6 or DfE guidance p. 8: [https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279429/DfE Health and Safety Advice 06 02 14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279429/DfE_Health_and_Safety_Advice_06_02_14.pdf).
11. For any water-based Activities refer to HASLOC Appendix 1.
12. Write to parents giving as much detail as possible; include date and times, cost, rough itinerary, basic objectives (specify if related to an examination syllabus). Check whether trip is a core curriculum trip, as requested and agreed in previous academic year, and hence whether or not it is already included in fees. Add a reply slip for parents to confirm permission with a date by which it needs to be returned and a choice between billing to Activity Account or by cheque. Activity Account is the preferred method of payment and should be the only option written in a letter, although cheques will still be accepted if received. Please note that this reply slip can take the form of a GoogleForm. Please see EVC for further support in this area if required. For trips taking place during the school day and Core Curriculum trips for which no payment is required you do not need to receive explicit consent, however you should inform parents of the trip and give them the opportunity to voice any concerns or objection. Sample letters to parents are available in EVC Policy Appendix 3.
13. Ensure reply slips are carefully filed (or logged if using a GoogleForm) and keep meticulous record of who has paid and by what means. All cheques should be

banked immediately. Once you have a spreadsheet with this info, pass this to the bursary and also complete activity account billing. Repeat this after each instalment has been paid by parents.

14. Complete a School Visits Form (Form 3) and post this in the staffroom or email staff with a list of students who will be missing any lessons.
15. Where necessary, use final numbers to confirm bookings for transport, venues, accommodation; coach booking forms are available in the staffroom and should be given to the Trips Administrator (LHa). If using staff cars their insurance will need to be checked to ensure it includes business use.
16. Finalise itinerary.
17. If required send out medical consent forms available from the Trips Administrator, but ordinarily parents are invited to notify of us of any update to the information declared at the start of the academic year.
18. If required, arrange a meeting for parents to take place a few weeks before the trip departs.
19. Ask College Nurse to extract contact, dietary, and medical details from iSAMS.
20. Advise Bursary of any cash requirements, giving two weeks' notice for foreign currency and one week for sterling.
21. Check that the school insurance policy covers all aspects of your trip. This policy covers all senior school pupils and is available from the Bursary; however, this policy does not cover any non-SFC pupils.
22. If your group includes any students with any additional needs, e.g. disability, please check section 2.9 Inclusion, and the Party Leader should have a separate meeting with their parents in the run up to the trip to ensure they are fully briefed on the current situation and have the opportunity to discuss any specific needs the student might have.
23. If your group includes any students who have suffered from a severe illness or injury in the previous 12 months, both physical and/or mental, the Party Leader should have a separate meeting with their parents in the run up to the trip to ensure they are fully briefed on the current situation and have the opportunity to discuss any specific needs the student might have.

2.2 Additional initial planning for residential trips

1. Make a preliminary visit wherever possible to check accommodation, washing/toilet facilities, heat/light/ventilation, clothes washing facilities, storage, food, first aid facilities, fire evacuation procedures.
2. Staff and pupils should never share rooms.
3. Staff should be spread around the accommodation, preferably near exits.
4. For any students below Sixth Form there must be at least one member of staff on the same floor of the accommodation as the girls; this remains the preferred policy for Sixth Form wherever possible.
5. Plan how students will contact staff at night.

6. Check for danger areas and include these in your Risk Assessment.
7. If there is water nearby make sure you take relevant precautions and include this in your Risk Assessment.

2.3 Additional initial planning for overseas trips

1. Check what visa arrangements are required and ensure these are applied for where necessary. A visa waiver can be arranged for non-EU girls to visit an EU country; this should be applied for no later than three weeks before the trip and should be checked carefully by the trip leader. Any non-EU student going on an overseas trip will need a multi-entry UK visa to ensure they can return to the country. JPA will arrange a visa waiver form once she has been sent a confirmed list of participants.
2. Extract passport details from iSAMS and ask for a copy of any students' passports and EHIC cards in the initial letter.
3. Seek to have at least one member of staff accompanying the trip with a working knowledge of the native language where possible.
4. Check whether any vaccinations are required and liaise with parents to ensure these are delivered in a timely manner. This is a parent responsibility.
5. For exchange visits consult the advice on safeguarding checks in Chapter 6 of the HASLOC Guidance.
6. Identify a member of staff to act as a substitute if any of the accompanying staff have to withdraw at the last minute; ensure that your substitute member of staff has any relevant visas or inoculations.
7. Arrange with JPA to ensure the College has photocopies of all passports.
8. Consult Bursary regarding any currency requirements, noting that best exchange rates are obtained within the UK.

2.4 Final planning for UK trips

1. Ask College Nurse to extract a list of medical information and dietary requirements/send out medical forms
2. Send any final communications required to parents, e.g. updated weather forecast, guidance on clothing/packed lunches/spending money/kit list. Ensure they are aware of the school mobile phone number being carried. For overseas and residential trips, take two mobile phones but only give one number you will be carrying on the trip to parents.
3. Hold Parent Meeting if necessary; see notes on how to arrange this and what to cover see EVC Policy Appendix 4. For all residential and overseas trips, use this opportunity to advise parents to send their daughter with any personal medication for up to two days beyond the planned return date of the trip, in case of any unforeseen transport delays.

4. If required, arrange a telephone tree through which parents can quickly pass on any messages during the trip; the final name on the tree then contacts the first name to demonstrate the chain has been completed.
5. Meet with all students to remind them of what to bring, timings and any behaviour/clothing guidance.
6. Complete Risk Assessment (Form 4) and Plan B (Form 6) and pass to EVC for signing (see notes below).
7. If trip is out of Reception Hours request a SLT Contact; The name and number will then be issued to you for inclusion in the trip paperwork.
8. For all trips complete the SLT Contact Form (Form 5) and Emergency Card.
9. Ask Kitchen for any packed meals required (Form 7).
10. For large trips organise students into groups so that they can be registered quickly and easily while on the trip. If departing at an unsociable hour, arrange to meet and register in the Dining Room. Liaise with Hannah Brown and Estates Team if departing at an unsociable hour
11. Collect any tickets required.
12. Collect any cash required.
13. Collect a copy of the insurance policy from the Bursary.
14. Collect First Aid Kit and any other medical supplies that might be relevant, e.g. epipen, inhalers.
15. Collect school mobile phone(s) for yourself, and SLT contact as required. Ensure you can access the College at time of departure and return and liaise with the Maintenance and Boarding Staff if required.
16. Collate staff contact and medical details. Staff wishing to disclose private information can choose to fill out a form and seal it in an envelope.
17. Prepare trip packs (see below).
18. Ensure accompanying staff are aware of any specific medical issues.
19. Complete checklist(s) and pass to EVC for signing.

2.5 Additional final planning for overseas trips

1. Advise students and parents of any limitations regarding luggage.
2. Ensure copies of passports are held in College and can be accessed by SLT contact if necessary.
3. Collect any currency required.
4. Ensure you have the number of the British Consul in case of emergency and add this to the Emergency Card (3.7.1 of this policy).

2.6 Risk Assessments

The purpose of the Risk Assessment is to:

1. Assess the levels of risk for all aspects of a trip and identify any elements that should be reconsidered/removed from the itinerary.
2. Identify ways risk can be minimised.

A Risk Assessment (Form 4) must be completed for all aspects of a trip, including transport, time at venues, activities being undertaken and weather conditions. Sample completed forms are available on file in the staffroom, however new Risk Assessments should be created for each trip to ensure trip leaders have thought through all possible risks and how these can be minimised.

It is impossible to eliminate all risk, and trips are taken on the understanding that despite the best efforts of staff and students, on very rare occasions casualties may occur. In such instances, staff will seek to minimise the severity of injuries incurred through prompt response and provision of First Aid. Further details of actions to be undertaken in an emergency are detailed in 3.7.

If a low-risk activity becomes available during a trip which has not been included on the Risk Assessment, staff should handwrite this onto their Risk Assessment before undertaking that activity. Examples of this would include: a concert or other performance; a museum or exhibition; an easily accessible point of interest; use of a type of transport not already listed. If a high-risk activity is offered, the Party Leader should contact the College to obtain EVC (or, if unavailable, SLT) approval. Examples of this would include: abseiling; pot-holing; any activity involving water; visit to an area that has a higher risk of crime; any activity undertaken at a height.

2.6.1 External providers

If you are using external staff or instructors you should check with the provider that they have any relevant qualifications. Risk Assessments should also be gained from external providers, along with insurance arrangements. The Council for Learning Outside the Classroom operate a voluntary quality badge scheme to approve providers which can be useful in this instance. It is also worth checking whether a provider offers any money-back guarantees or are ABTA bonded. Another useful resource is www.schooltravelforum.com

2.6.2 Plan B

The absence of a Plan B was found by the HSE to have been one of the key factors contributing to the death of a child on a school trip in 2002. While you obviously cannot foresee every possible eventuality, it is vital to have considered what changes to the itinerary might be necessary and to be prepared to adopt these if necessary.

2.7 Trip packs

The table below outlines what information should be left and where. Please note that the SLT pack should be kept to the minimum information required, as listed, so that in an emergency the SLT Contact can find the relevant details quickly. N.B. NOK stands for Next of Kin.

Trip leader & second in command	Reception	SLT Contact
List of girls going iSAMS export of Medical conditions & dietary requirements		List of girls going Itinerary SLT Contact Form

iSAMS export of Parent contact details Itinerary Risk Assessment Tickets Plan B Form Photocopies of passports Visa waiver Staff medical details & NOK Emergency Card	iSAMS export of Medical conditions & dietary requirements iSAMS export of Parent contact details Staff medical & NOK details
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2.8 Mobile phones

- These are available from the Reception.
- Students should be issued with the number being carried on the trip.
- If staff intend to collect the mobile phone numbers of students on the trip, they should input them into the phone's contact list, and then delete them at the end of the trip. Any hard copy of the numbers obtained before the trip must then be shredded.
- Parents should be issued with one number being carried on the trip; at the parent briefing it should be pointed out that this is for emergency use only.
- Notify parents in writing of the phone number being carried on the trip.
- Your SLT Contact may choose to carry the SLT phone or use their personal number.
- All numbers should be recorded on the SLT Contact Form (Form 5) and the Emergency Card (3.7.1).
- In no circumstances should personal numbers of staff be made available to parents or students.
- The SLT mobile number should also not be divulged to parents so that it is kept free for school communication in an emergency.

2.9 Inclusion

Any participants who have a disability, special educational needs or medical conditions should have the same learning opportunities as the others in the group. Where there is a student who has these particular needs, or who has suffered a severe illness/injury (of any type, physical or mental) within a year of the trip, the party leader should have a separate meeting with the parents in the run up to the trip to ensure they are fully briefed on the current situation and to discuss any specific adjustments that might be required. However, activities may be adjusted for individual needs. Any such measures should be included on the Risk Assessment.

2.10 Consumption of alcohol

As a privilege appropriate to their age and maturity, Sixth Form students may be given permission to consume alcohol. This should usually be limited to one drink of wine or beer/cider with a meal, and should abide by the following criteria:

- It is legal for them to consume alcohol in the country in which the trip is taking place.
- Their parents have given written consent beforehand.

The final decision over whether students may consume alcohol rests with the Party Leader, and permission may be withdrawn at any point the Party Leader deems appropriate. The Party Leader should bear in mind that some staff may feel uncomfortable allowing students to consume alcohol and should therefore discuss this with their accompanying staff before the trip.

Staff may consume alcohol during a trip so long as they remain under the legal drink drive limit and in line with restrictions in the country they are visiting. However, there should always be at least one member of staff who is not consuming alcohol. The Party Leader should be mindful of any younger or inexperienced members of staff who might need guidance in this area.

2.11 Division of responsibilities for preparing a school trip

Please note: all requests to the regarding trips admin should be made in writing.

Trip Leader	Trips Admin (DCA, Head's PA, AMO, LHA, Nurse)
<ul style="list-style-type: none"> • Complete authorisation form including initial planning: dates, destination, students involved, cost, educational objectives. • Compile all letters to parents. • Receive reply slips and send overview to bursary • Complete bursary recharge form(s) • Complete Risk Assessments. • Complete EVC checklist(s). • Request SLT Contact where applicable and complete form. • Lead meeting for parents where applicable. • Ensure mobile phone number being used has been communicated to parents. • Compile list of packed lunches if needed, and communicate with catering manager on this. 	<ul style="list-style-type: none"> • Send all letters/emails. • Get coach quotes and book. • Check / collect passport photocopies where applicable. • Complete visa waiver where applicable (one month in advance). • Export and email medical forms/contact sheets where applicable. • Book rooms for parents meeting where applicable + catering. • Hand out mobile phones, including advising staff of numbers ahead of time. • Hand out First Aid Kit & any epipens/other supplies required. • Hold central file of staff medical and NOK details.

<ul style="list-style-type: none"> • Check visa waiver completed by Head's PA (no later than 1 month in advance) and passports. • Order packed lunches using correct form (form 7). • Prepare trip packs for Reception and SLT Contact. 	
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Reception

- Hold full trip pack during trip.

Director of Studies

Add date into calendar

EVC

- Proofread letters.
- Sign off on authorisation form and checklist.
- Arrange SLT Contact.

3 While on the trip

3.1 Before leaving

- Before leaving check you have all relevant paperwork, any packed lunches/provisions, First Aid supplies and that any students who carry regular medication (e.g. inhalers, epipens) have them with them.
- Follow the information and guidance in your Risk Assessment.
- Where an external company is being used, check their itineraries carefully, including all journey times. Ask for coach driver phone number before departure.
- Hand out contact cards to students or ensure they all have the number of the phone you are carrying.
- Make sure all staff accompanying the trip are aware of the objectives, behaviour expectations and emergency procedures, e.g. what to do if they get lost.
- This is a good time to send a tweet from the College account; for example, "Year 7 are all on board and ready to depart for Le Touquet #sfcfrench".

3.2 During

- Conduct regular headcounts and take a full register if needed.
- Do not ask the students to wear name badges.

- When arriving at any venue or accommodation check fire evacuation procedures, locations of escape routes and assembly points; for overnight accommodation seek to conduct a practice evacuation.
- When arriving at any venue or accommodation check for any new hazards and advise students of any precautions required.
- For overnight accommodation advise pupils on how they will contact staff and ask them to make sure they lock their room doors; if appropriate, ask the accommodation to provide you with keys for these rooms.
- Ensure any cash and passports are stored securely during transit and while in accommodation; do not allow students to hold large sums of cash – operate a ‘bank’ if necessary.
- Supervise students as is appropriate for their age. If they do have any free time they should remain in groups of three so that if one is injured, one can remain with her while the other seeks help. Ensure there is always a member of staff who can be contacted in an emergency. If there is a long period of free time or remote supervision, arrange to meet the students halfway through.
- If undertaking specific activities seek to ensure the safety of equipment and check the experience/qualifications of any supervisors. Avoid students having any unsupervised access with non-CRB adults; do not leave any individual student alone with an adult not known to the College. If on arrival you are not satisfied with the competence of supervisors or safety of equipment you should not undertake the activity.
- If an activity is offered that has not been recorded in the Risk Assessment you may still undertake it; however, you should handwrite it onto the Risk Assessment, including any control factors to be employed. High-risk activities, e.g. rafting, bungee-jumping, should not be attempted without permission from the EVC or other member of SLT; however, this can be given remotely.
- Packed lunches provided by external companies (e.g. hostels) should be checked before being given to any girls with specific food allergies.
- Be mindful of the notes on alcohol in section 2.10 of this policy.
- Keep careful note of expenditure from cash carried, in line with the notes in Appendix 2 of this policy; keep receipts wherever possible.
- Tweet whenever possible to advertise what you’ve been doing; for example “Enjoying the Art at the Rijksmuseum #sfcamsterdam” or “Industrial Cadets win bronze @GSKScience #sfcscience”. Wherever appropriate include the twitter handles of providers (for example, @GSKScience) as they will often retweet our comment to their followers.

3.3 Role of SLT Contact

- The SLT Contact should be available to assist the party leader in the case of serious emergency during a school trip.

3.4 In the event of an injury

- Only limited First Aid should be administered unless by a qualified First Aider. If no First Aider or emergency staff is available, you may administer the type of care a parent would offer their own child.
- Consult the Emergency Procedures below.
- Parents will be contacted in the event of an injury or serious illness.
- Keep a record of events.
- Contact the SLT Contact in any case where a student needs to be taken to hospital.
- Complete an accident form upon your return and submit this to the College Health & Safety Office, currently the Bursar.

3.5 Evacuation procedures

- Prioritise those in your group.
- If it is safe to do so, check they have heard the alarm and are evacuating.
- Do not use lifts.
- Do not attempt to collect baggage/valuables.
- Carry out a role call as soon as possible; do not rely on a head count.
- Report any missing members of the party to the Fire Officer in charge immediately.
- Do not re-enter the building.
- Consult the Emergency Procedures below.

3.6 Emergency procedures

3.6.1 Emergency Card

Side 1

<p>In case of fatality or emergency:</p> <p>Inform local emergency services</p> <p>Inform appointed College contacts:</p> <p>SLT Contact:</p> <p>Do NOT speak to press or media, refer them to local emergency services. Tell them the College will issue a statement.</p> <p>Do NOT allow pupils or staff to phone home until contact has been made with the Headmistress or her appointed Deputy.</p>

Side 2:

When contacting the Headmistress or her Deputy be prepared to give the following information:

- Your full name
- The telephone number you are calling from
- Name of group involved
- Exact nature of incident
- Is a fatality involved? Has it been confirmed? By whom?
- Full name(s) and age(s) of injured person(s)
- Exact nature of injuries
- Whether local police and emergency services have been informed
- Whether any next of kin have been informed, if so, how?

British Consul phone no:.....

3.6.2 Guidance notes for Headmistress/SLT member

Definition

In the event of a serious accident or incident involving a group on any form of College outing, it is paramount that the Party Leader should receive as much advice and support as he or she needs. A serious incident or accident is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury or illness resulting in hospitalisation for more than 24 hours;
- Circumstances in which a party member might be at serious risk or;
- Any circumstances in which the press or media might be involved.

Serious accidents and incidents are extremely rare – this can however lead to complacency which must be guarded against. Therefore, you will need to think on your feet. These guidance notes are designed to help you cope in an emergency.

Immediate action Following a Serious Incident or Accident

Be prepared

You must have immediate access to these procedures and the information and means to use them at all times.

Make sure you are familiar with the College guidelines for off-site activities.

Answering the emergency call

You will need to record the following:

- Name of Group
- Name of party leader / caller

- Telephone number they are calling from and one where they can be contacted if different.
- What happened?
- To whom?
- Where?
- When?
- What has happened since?

If a fatality is involved:

- has this been confirmed?
- and if so by whom?
- Which local emergency services are involved?
- Have any next of kin been informed?

General Advice

Advise the Party Leader to follow instructions from the local police / emergency services but, unless they specifically request otherwise, your advice to the Party Leader should be to:

- Keep the party together
- You will co-ordinate any contact with parents or outside bodies
- Refer media attention to police or College – i.e. they should not answer questions
- Remain available - if it is necessary for the party to change location they must inform you of new contact details.

For handling the media see Disaster Management and Recovery Plan, Appendix 4.

Finally, maintain a written record of events, including times of telephone calls etc.

4 After the trip

4.1 Billing

A copy of receipts and accounts should be submitted to the Bursary as soon as possible after a trip, together with any left over cash. The bursary will then provide you with a final account balance for the trip.

If on returning from a trip you find that it has cost less than planned you should proceed as follows:

For trips costing under £100, if the remaining balance is more than £5 per head, the exact amount should be refunded to the parents by the bursary. For trips costing over £100, this amount rises to £10 per head.

4.2 Return of equipment

Ensure all equipment is returned immediately to the relevant locations. First Aid Kits and mobile phones should be handed to reception. Epipens should be returned to the box outside the Health Centre.

4.3 Marketing

Trips are an excellent aspect of the College for marketing and so it is vital we make parents and prospective parents of what we have been offering to the students. This means:

- Tweeting during the trip.
- Putting a news item on the website.
- Compiling a short article for the Newsletter.
- Including them in the termly achievement assembly.
- Compiling a longer article for the Magazine.

4.4 Review

Provide a short briefing for the Head giving an overview of the trip. Assess whether objectives were achieved and what the key benefits to the students were. Identify any issues or challenges that were encountered, and advise as to whether the EVC policy and procedures were prepared for these.

Prepared by:	D Carr
Reviewed:	December 2021
Next Review:	December 2022