



Pilgrims School

Educational Visits Policy and Practice

September 2021

Next review date: September 2022

Appendix A: Trip Planner Proforma

Appendix B: Educational Visits Check List

Appendix C: Staff guidelines

Appendix D: Actions in the Event of an Emergency on a School Trip.



Please note: 'School' refers to Early Years Foundation Stage (Little Pilgrims and Pre School) and Pilgrims Main School.

DURING THE COVID-19 PANDEMIC PLEASE READ THE SCHOOL LATEST RISK ASSESSMENT BEFORE PLANNING ANY TRIPS/VISITS

<http://www.pilgrims-school.info/wp-content/uploads/2021/09/covid-RA-sept-2021-v3-website.pdf>

General Overview

At Pilgrims trips and visits are used to enrich the curriculum and provide context to the children's learning experiences. Linked to year group Topics, trips are an integral part of the curriculum and cover a wide range of learning objectives. Trips and visits are undertaken throughout the year and usually take place within a school day. The aim of a visit or trip is to be purposeful and fun, with different types of visits/trips, and destinations being chosen. Trips are age appropriate and include visits such as a trip to the park or local shops, days out to the zoo, visit to a museum or going to the theatre. In Year 2 the children also undertake a residential visit to support their learning outside of the classroom and further develop their independence.

Roles

The **School Trips Co-Ordinator** role is to oversee the trip planner and costings. The **Trip Leader** role is to complete the Trip Planner and all its elements within the defined time frame, and to consider all the points that are within this policy.

Type of Trips/Visits - Requirements

Local e.g. trips to the park > Risk Assessment only
Day Trips & Residential > Full Trip Planner

Potential benefits:

- Improve pupils' ability to cope with change
- Increased curiosity and resilience
- Development of trust - in themselves, each other and us.
- Improved achievement and attainment
- Enhanced opportunities for 'real world', learning in context
- Encouraging pupils to become more risk aware as opposed to risk averse
- Greater sense of personal responsibility
- Working as part of a team, enhancing communication skills
- Improved environmental appreciation, knowledge, awareness and understanding
- Physical skill acquisition and the development of a fit and healthy lifestyle

Planning a Visit

Initially, possible venues and destination should be discussed at year group meetings, and once decided details should be sent to the School Trips Co-

Ordinator, Jo Thompson, together with an approximate costing for the visit. If the visit has been undertaken on a previous occasion the Co-Ordinator will be able to provide feedback forms to assist with timings, content of day etc.

Trips should be booked as far in advance as possible and put into the school calendar as soon as they are confirmed. The School Trip Planner should be **emailed**, fully completed, to the School Trips Co-Ordinator **4 weeks** before the trip is to take place. Where you are only given a months' notice for a visit, such as a swimming gala, these are to be fully completed 2 weeks before.

All venues will be visited by at least one member of staff prior to the visit to ascertain its suitability and for information on layout etc. It is important not to become complacent if it is a venue visited in previous years. In the rare event that it is not possible to visit a venue before the trip specific information must be obtained from the venue in writing, or from other schools who have visited or from tourist boards.

A pre-trip briefing for all adults attending will be held just prior to the trip. This will include the trip objectives, health and safety issues, and practical details. In case of emergency, all adults must have the mobile phone number of the group leader and deputy leader.

The pre-trip briefing for children should include:

- The aims and objectives of the visit
- Brief background information about the place to be visited
- The importance of following instructions
- Behaviour expectations
- Emergency procedure to follow in case of an accident:
 - What to do if approached by anyone outside the group
 - What to do if separated from the group
 - Level of medical treatment or attention is required.

The school has an Emergency Plan which includes Actions in the event of an Emergency on a school trip is outline in Appendix D.

Trips During Normal School Hours

Children that are on trips during school hours are the responsibility of the school. Therefore, no early pick-ups/drop off will be authorised from parents from the site of the trip. Children will start and finish the school day at the school premises.

Trips Outside Normal School Hours

If a trip is due to arrive back at school after 6pm then the trip organiser must agree a Nominated Person (e.g. a member of the SLT) who is not on the school trip to be the point of contact and who will remain in school until the trip returns. This Nominated Person must be decided upon in advance of the trip and their name must be entered onto the trip planner. If any delay occurs, the trip organiser should contact the Nominated Person to enable them to update parents of the return time and any other relevant information. A list of up to date contact details

for the relevant parents must be given to the Nominated Person beforehand (no less than 48hr in advance)

Prevent Duty

When planning or carrying out an educational visit staff will need:

- To have due regard to prevent the children in our care from being exposed to any form of extreme view – e.g. visits out of school and by visitors into school.
- To promote fundamental and positive British values in line with school policy.

Ratios & Adult Supervision

The ratios below are recommendations only. Supervision levels may be tailored to suit the individual trip circumstances, subject to evaluation of the risk assessment, and with the agreement of the Headteacher. All adult supervisors must understand their roles and responsibilities at all times; it is good practice to put this in writing.

Babies and Toddlers	1:3
Kindergarten	1:4
Nursery and Reception	1:5
Years 1 – 2	1:6
Theatre Trips	1:10

If any of the adults are inexperienced or lack authority e.g. students, then you will need extra adults as they would not be counted in the ratio. Accompanying adults **cannot** be parents of children going on the trip. The majority of helpers will always be Harpur Trust staff, care must be taken as helpers should not be solely from one department, except in special circumstances such as Year 2 visits to Harpur Trust schools. In all circumstances their line manager must authorise any request to ensure the onsite school ratios are not compromised. A list of all children and adults on the trip must be carried by the group leader. Children should be clearly identifiable and usually school uniform will be worn.

When walking on pavements, adults should always be on the outside of the children and spaced evenly along the length of the children. Children should be instructed to walk sensibly, close to the inside edge of the pavement. Hi Vis should be worn by all if walking and crossing numerous roads. (These are stored in the staff room)

Risk Assessments

All risks must be identified and noted on the Risk Assessment form. Risk assessments should be based upon the following considerations:

Out Going Journey > At Venue > In Coming Journey

- What are the hazards?
- Who might be affected by them?

- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?
- First Aid requirements – this forms part of the Risk Assessment.
- What qualifications and experience do the leaders of the activities have? Are these enough?
- A contingency plan to be in place which caters for any changes in the itinerary, or for any delays.
- Contextual awareness of any local events/incidents that have occurred.
- The venues own risk assessment – have you seen a copy?
- If there is an educational visit such as Wild Animal Week that is held within the school premises, we should ask for a copy of their insurance and their risk assessment.

There are generic assessments for places visited regularly that should be updated for the specific visit planned.

School Insurance

The Harpur Trust public liability insurance covers School's liability for injury or damage anywhere worldwide arising from a school-related activity. It includes fundraising activities from voluntary organisations and protects voluntary helpers while they are participating in activities relating to the School.

First Aid and Medical Needs

It is good practice to take a qualified first aider on school visits, a paediatric first aider must accompany all Early Years trips. As an absolute minimum a suitable stocked first aid kit from school should always be carried with the group and someone must be appointed to deal with first aid during your visit. An accident book must also accompany each trip and parents advised on return.

As a minimum the First Aid Kit should include;

- A leaflet giving advice on first aid
- Six individually wrapped sterile adhesive dressings
- One sterile unmedicated wound dressing
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes; and
- One pair of disposable gloves

During the planning stage you should also check with the venue what their emergency procedures are and what first aid provision they have. You need to be satisfied that, if an emergency happens, they will know what to do

Emergency procedures must be written down and be available for immediate action in the event of an emergency.

As part of the Trip Planner staff must identify children with special needs and act accordingly.

For residential visits medicines relating to particular children and information regarding administration should be given to the designated member of staff, usually the class teacher. A medicines form provided by the school will need to be filled out by the parent and where necessary an individual care plan written. The administration of the medicines on the residential visit will be logged on a sheet with the name of the child, date, medicine, dosage, time of administration with the member of staff overseeing the administration signing. This is to be kept and brought back to the school from the visit.

In line with the school's policy on Administering Medication, all medicines must be checked prior to attending a school trip or visit.

Any accident must be recorded in the School Accident Book, and any other health issues should be related to the parents.

Dietary requirements will be catered for by the school taking account of any specific needs as identified by the parents. Children are not to bring anything extra in order to reduce the risk of reactions to allergies. This included residential visits.

Safeguarding

It is essential to think of safeguarding children when planning a school trip. It is particularly important for residential trips and those involving working with other organisations. It is always worth involving our Safeguarding Co-Ordinator at the planning stage to assist you in how to think safeguarding will work in practice during the trip. You should also contact any centres being used to make sure that their staff have been DBS checked.

If a trip is to an Outdoor Education and Adventure Centre the Group leader should ask to see copies of their risk assessments. There should be one for the running of the center, and one for the activities they provide. This should be done during the planning phase, to make sure it's comprehensive and credible.

Suitable Transport

Child Seats; Taxis/Minicabs (private hire vehicles)

As per gov.uk a child can travel without a car seat but only if they travel on the rear seat.

Child Seats; Minibuses

All children must travel in rear seats (any seats behind the driver) if a child car seat or an adult seat belt isn't fitted.

Children aged 3 or older must:

- use a child car seat if there's one available in a minibus
- use an adult seat belt if child car seats are not fitted or are unsuitable

Child Seats; Coaches

Children can travel without a child car seat or seat belt, if they're not available.

You need to ensure the most suitable transport is requested for your trip e.g. if requesting a 16-seater mini bus please remember that we do not use the front row seats, thus leaving you with 14 seats and that you require 2 adults (one can be the driver).

All transport requests need to be sent to the Finance Team by emailing accounts@pilgrims-school.org.uk. Once transport has been booked a confirmation email will be sent to the trip organiser with the transport details.

Adult supervisors should be spaced throughout the coach and one should be seated next to the emergency door. A head count should be carried out prior to departure. Staff should check that seat belts are fastened. In the event of an accident or breakdown the group remains under the direct supervision of the group leader. If the transport is late returning to school, where possible, a text should be sent to parents to alert them. Any children who are not picked up immediately by parents when the transport arrives at school remain the responsibility of the trip planner and the late duty person on site. They should be taken into the school and cared for until collected.

Before starting the journey it's the driver's responsibility to check that the vehicle is roadworthy, that they are familiar with the vehicle, and that they have a way of communicating if they breakdown. It's also the driver's responsibility to think about their own health. No one should drive if they feel incapable of doing so for any reason. All minibuses should have a suitably stocked first aid kit on board. During the journey there should always be a non-driving assistant to supervise pupils.

Transport Insurance

All Pilgrims School employees are covered under the Harpur Trust policy to drive Trust vehicles (providing other conditions are met i.e. appropriate driving license and medical fitness) and there is no restriction on who are passengers in the minibus – all pupils, visiting parents and volunteers. If an external provider is used, then an insurance certificate for that company is obtained prior to any booking made.

Private vehicles must be properly insured, as they won't be covered by the school or Harpur Trust insurance. The owner of the vehicle must have fully comprehensive insurance and, if they are a member of staff, there must be a clause that says the vehicle can be used for business purposes. The Headteacher must check that the correct insurance is in place before any vehicle is used to transport pupils. They will also need to see copies of driving licences and MOT certificates. Parents are

required to give permission for their child to be transported by a teacher or by another parent or guardian.

The coach company selected must be able to supply vehicles that are appropriate for the trip and group size. This means there must be enough seats for all pupils and adults travelling, and if there are any children under 16 the law requires that the coach must be fitted with seat belts.

Pocket Money

It is up to the individual trip organisers to decide if they would like the children to take money to spend in gift shops etc. but it is recommended that this is no more than £10. If time allows it can be an opportunity for the children to handle money in a 'real' situation, working out their change etc.

Residential Visits (see also Appendix C)

These are undertaken by Year 2 and are planned in the same way as all other trips, but include extra details giving information about the children's bedtime routine and night-time behaviour and parent/guardian contact details for the period of the trip.

Where appropriate, all group members should carry the address and telephone number of their accommodation, as well as the group leader's mobile phone number.

Parents should have a 24-hour contact number for the school for emergency use for the duration of the residential trip.

Post Trip Feedback

This should be completed by the Trip Leader with feedback from all adults who went on the trip. This is for the improvement of future trips: to note any 'near-misses' and to note helpful timings and routes taken. All completed forms to be sent to the School Trips Co-ordinator 1 week after the trip has completed.

Appendix A: Trip Planner Proforma

Appendix B: Educational Visits Check List

Appendix C: Staff guidelines

Appendix D: Actions in the Event of an Emergency on a School Trip.

Policy Links:

- Safeguarding
- Intimate Care Policy
- Behaviour and Assertive Discipline Policy including Physical Contact and Pupil Restraint Policy
- Staff Code of Conduct

Reference to 'Guidance for safer working practice for those working with children and young children in education settings' May 2019 (pages 14-15)

Appendix A



SCHOOL TRIP PLANNER

PLEASE ENSURE THIS IS COMPLETED & SHOWN TO TRIPS CO-ORDINATOR AT LEAST 4 WEEKS BEFORE TRIP

Trip to:		Year Group:	Date:	School Tel: 01234 369555	
Trip Organiser: Mobile No.:			Deputy Organiser: Mobile No.:		Duration: Leaving at: Return to school by:
<u>Venue</u> Tel: Contact Person: Date of Preliminary Visit: If no visit required please give a brief reason as to why; Staff member visiting: Date visit booked: Booking confirmation received: Risk Assessments Attached: Yes/No Office notified of date: Date placed in school calendar: Date Kitchen Informed:			<u>Transport</u> Type: Transport Co: Tel: Contact: Date Coach Booked: Date of Written Confirmation: Working toilet requested Yes/No Advised the Estate & Property team on timing of coach arrival; Yes/No/NA <u>Budget</u> Tickets: Coach: Other: Total:		
FOR GUIDANCE BABIES/TODDLERS 1:3, KG 1:4, RECEPTION 1:5, YR 1 -2 1:6					
<u>Child/Ratio Info</u> Nos. of children attending: List of children's names attached: Yes / No Nos. of adults attending:					

Names of Adults:

Name	Class/Area Worked	First Aider	Line Manager Agreed	Cover Organised
		Yes/No/N.A	Yes/No/N.A	Yes/No/N.A
		Yes/No/N.A	Yes/No/N.A	Yes/No/N.A
		Yes/No/N.A	Yes/No/N.A	Yes/No/N.A
		Yes/No/N.A	Yes/No/N.A	Yes/No/N.A
		Yes/No/N.A	Yes/No/N.A	Yes/No/N.A
		Yes/No/N.A	Yes/No/N.A	Yes/No/N.A
		Yes/No/N.A	Yes/No/N.A	Yes/No/N.A
		Yes/No/N.A	Yes/No/N.A	Yes/No/N.A
		Yes/No/N.A	Yes/No/N.A	Yes/No/N.A
		Yes/No/N.A	Yes/No/N.A	Yes/No/N.A

First Aid & Medications taken: Yes/No	EPI Pen Required: Yes/No	Accident Book taken: Yes/No
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Have you notified the school Nurse to ensure the First Aid bag is stocked sufficiently? Yes /No

If an EPI Pen is required please check the bag contains BOTH EPI Pens

Contingency plan for staff absence:			
Name of reserve:		Contact details:	
If staff, has the line manager been advised:	Yes/No/N.A		

Things to Consider:

Impact on tea club / clubs: Yes/No/N.A **Club Admin informed:** Yes/No/N.A **Cover arrangements made:** Yes/No/N.A
 (Club tea should be taken on coach for club children returning after 4pm)

VMT / Sports / SEN departments informed: Yes/No/N.A **Inform Pastoral & SEN Co-Ordinator** j.morales@pilgrims-school.org.uk Yes/No/N.A

INFORMED SITE MANAGER RE PARKING ARRANGEMENTS (COACHES ETC) Yes/No/N.A

NB – if returning after 6pm please ensure you have organised a point of contact at the school after 6pm.

Name of contact:

Trips Coordinator's signature: Date:	Head teacher's signature: Date:	Copy to Office – date:
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SPECIAL NEEDS (list names below or attach list)

NAMES OF CHILDREN

CONDITION

ACTION

MEDICAL

DIETARY

OTHER

Names and Classes of children attending – List below or attach class list

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Timetable for the Day

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RISK ASSESSMENT

Activity/venue		Overall Risk Category:		
Assessment Date:	Assessor:	Reviewer:	Review Date:	This form assesses the hazards and action specifically for this activity/venue
Identify Hazards:	People at Risk	Risk Management Strategies:		Further Action Steps

SEVERITY (A) – Worst typical outcome			PROBABILITY (B) – Likely hood of injury or ill health occurring		
Level	Description	Example Detail Description	Level	Description	Example Detail Description
1	Insignificant	•No injury or illness	1	Very unlikely	•Almost Impossible – Unknown occurrence
2	Minor	•Minor injury or illness (straight back to work)	2	Unlikely	•Remotely Possible – Known but rare occurrence (e.g. approximately 1 in 500 occasions)
3	Moderate	•Over 3-day injury (back pain, broken fingers or toes, sent to hospital but released within 24 hours)	3	Possible	•Remotely possible – Known occurrence (e.g. approximately 1 in 100 occasions)
4	Major	•Broken arm or leg, reportable disease, sent to hospital and released after 24 hours	4	Likely	•Occasional occurrence (e.g. approximately 1 in 50 occasions)
5	Significant	•Single fatality	5	Very likely	•Likely to occur on a regular basis (e.g. approximately 1 in 10 occasions)

A x B = level of Risk: **1-8 minor controls** / **9-14 moderate additional controls needed** / **15+ major activity should not take place**

Identify Hazards:	People at Risk	Risk Management Strategies:	Further Action Steps
Slip/Trips & Falls Trips and falls getting on and off coach and during transit Children Falling/Tripping While Walking/On Stage Falling into The Road	All	Discuss getting in and out safely. Adult to stand by the door and steps as the children enter / exit the Bus. Wear seat belts and check they are fastened. Children to remain seated until told otherwise. Remind children of sensible behaviour Look where we are going. Adults to supervise at all times. Children to walk nearest the walls of buildings & not near the road. Adults to be vigilant and evenly spaced.	Take First Aid Kit
Roads & Vehicles Roads and Car Parks Falling into The Road Crossing Roads Traffic Accident	All	Adults to be vigilant and evenly spaced. Children to walk in pairs in a straight line. Children to walk nearest the walls of buildings & not near the road. Adults to be vigilant and evenly spaced. Discuss Road Safety before we leave. Use adults to stop the traffic. Choose a safe place to cross. Assess safety of Road and Traffic Before and During Crossing Roads. Move children to a safe position at the side of the road if possible/safe to do so.	Hi Vis recommended All Staff to supervise. Staff to call school immediately and Emergency Services if required.
Water Children Near Water Children Crossing Bridges	All	Explain and discuss hazards before we leave, remind all children as we approach the water, continue to remind children as we walk along. Children to walk in 2's, in a line with adults spaced evenly along.	
Substance Dog Mess in Park Insect Sting/Nettle Sting/Poisonous Plants	All	Warn children before leaving school to be vigilant. Be vigilant whilst walking through the park.	Take First Aid Kit Take Anthisan
Lost Child	Children	Adults at front and the back of the group, regular head checks. Ratios maintained.	Talk to children about stranger danger. Inform Head Teacher, Office and if necessary inform Police
Weather	All	Hats and Sun-cream to be worn if hot/sunny. Waterproofs to be worn if wet. Children to bring water bottles to maintain hydration.	Reminded that UV rays are strong in summer even of a cloudy day.
Sports Injury	Children	Warm up before starting sports activities	Follow lead of Instructors at the event

SCHOOL TRIP FEEDBACK FORM		
Trip to:	Year Group:	Date:
Travel Arrangements:		
Content of Visit:		
Catering:		
Other, including any 'near misses'		
Name:	Dated:	

Please return to the School Trips Co-Ordinator

EXCURSION MEAL REQUEST FORM

CLASS _____ TOTAL NUMBER OF CHILDREN _____ TOTAL NUMBER OF ADULTS _____

DATE REQUIRED _____ TRIP TO _____

SANDWICHES (All made with 50/50 bread)

HAM	TUNA MAYO	CHEESE	EGG	MARMITE

Each child will also be given:

1 X PACKET OF CRISPS/ FRUIT JUICE/CHOCOLATE BAR OR SIMILAR

Special Diets (Dairy Free, Gluten Free & Egg Free only)

Name	Menu

Morning Snack if required please tick - Please only tick water or milk NOT BOTH

Water	Milk	Biscuits
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Afternoon Snack if required please tick - Please only tick water or milk NOT BOTH

Water	Milk	Biscuits
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ANY OTHER CHILDREN FOOD REQUIREMENTS? Extra snack/fruit?

STAFF – PLEASE CHOOSE FROM THE SELECTION BELOW - WE CANNOT DO SPECIAL REQUESTS UNLESS DIETARY . ALL SANDWICHES ARE ON 50/50 BREAD.

HAM /HAM SALAD	TUNA/CUCUMBER	CHEESE / CHEESE TOMATO	EGG MAYO	DAIRYLEA /SALAD
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NAME	QUANTITY	FILLING



Appendix B

EDUCATIONAL VISITS PLAN CHECKLIST

(To be completed **at least four weeks** prior to trip)

DATE OF TRIP

Try to ensure that this does not coincide with groups visiting the school.

DESTINATION

Ensure the suitability and carry out a risk assessment which must be attached to the Trip Planner.

TRANSPORT

Recommended bus company – Liaise with the Finance department to ensure a suitable and compliant company is used.

FINANCE

Work out the total cost of the trip and fill out trip planner at least four weeks prior to departure to ensure that a cheque is available from finance.

CATERING

Book all lunches and additional snacks/drinks with the kitchen, considering all dietary requirements, at least two weeks prior to departure using the form included in the Trip Planner pack. (Please do not purchase food for the children on day trips due to the complexities of allergies).

MEDICAL CONDITIONS

Check all children's records for details of medical needs such as allergies etc. prior to departure and ensure a member of staff carries the required medicines in an appropriate sealed and named bag. A list of medical and dietary needs can be printed from the school medical data base. This information must be checked with class teachers and where necessary parents. You must adhere to the school policy related to the administration of medicines at all times. Where children are taking part in residential visits parents must complete a new medical form to ensure all needs can be catered for. Medical forms can be obtained from the school registrar.

NOTIFICATIONS

Send parent letter and attach a copy to the trip planner. Notify any peripatetic teaching staff of pupil absence (e.g. music or dyslexia specialist teachers).

RECOMMENDED ADULT/CHILD RATIOS

Maximum	1:6	-	Years 1-3
	1:5	-	Nursery/Reception
	1:4	-	Kindergarten
	1:3	-	Babies and Toddlers
	1:10	-	Theatre Trips

Please note that these guidelines are recommendations only and that supervision levels can be tailored to suit individual trip circumstances, subject to evaluation of the risk assessment. Also ensure that volunteers are utilised across the school and not just from one department. Line manager authority should be sought.

ACTIVITY PLAN

Include times, locations and a contact number for the venue. Outline areas of the curriculum to be covered. A contingency plan for your trip e.g. if someone had to leave early, and that all required risk assessments have been obtained.

Trip planners to be obtained, completed and returned to Jo Thompson

Appendix C

Reference to 'Guidance for safer working practice for those working with children and young children in education settings' May 2019(pages 14-15)

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. However, due to the nature of residential trips there will be times when it is necessary for individual members of staff to enter dormitories and bathrooms particularly at night. These may include:

- Children being restless and unable to sleep
- Toilet accidents and where necessary the subsequent need for the child wash or shower
- Upset child due to being homesick
- Child feeling unwell
- Child having an upsetting dream
- Reading a story to the dormitory before bed

In all such cases the staff member who has been alerted needs to deal with the incident as efficiently, quietly and sympathetically as possible. A child may need a little reassurance and redirecting back to their bedroom however if the staff member is going to be with the child for more than a few minutes or in the dormitory for more than a few moments another member of staff should be made aware of the situation and asked to support. If the member of staff feels at all uncomfortable or unsure in dealing with the incident they should initially calm the child and inform them they will fetch another adult to support and then do so.

When undertaking tasks such as reading a bedtime story or supporting the children to make their beds the door to the bedroom should always be left ajar.

Due to the age of the children in our care they may need some supervision when showering. Wherever possible there should be two members of staff available to supervise however in certain situations e.g. returning from an activity earlier than other groups of the same sex one adult may supervise. However, they must leave the door open and not enter the individual shower cubicles.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection. Touching may be appropriate if a member of staff or volunteer needs to give first aid, or comfort a distressed pupil. If members of staff or volunteers feel it necessary for physical contact to occur, then the following guidelines must be observed.

- (i) Explain the intended action to the pupil;
- (ii) Do not proceed with the action if the pupil appears to be apprehensive or reluctant, or if you have other concerns about the pupil's likely reaction;
- (iii) Ensure that other pupils, colleagues or volunteers are present during the demonstration.

If you are at all concerned about anything which has occurred during the demonstration, inform a senior member of staff or the Designated Safeguarding Lead without delay, and make a written record.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. All members of staff or volunteers must be alert to the possibilities of any contact being misinterpreted. To avoid such misunderstanding, all planned contact must be demonstrably unavoidable. It may be that alternative methods involving demonstrations of particular techniques by the member of staff or volunteer or a particularly competent pupil may be more appropriate than modifying a pupil's technique by physical contact. If a member of staff believes that an action could

be misinterpreted, the incident and circumstances should be recorded as soon as possible, the Designated Safeguarding Lead ("DSL") informed and, if appropriate, a copy placed on the pupil's file.

Reporting Incidents and Record Keeping

Staff and volunteers must report any concerns they have following any incident where they feel that their actions may have been misinterpreted. This report must be made to the Designated Safeguarding Lead and/or senior member of staff as soon as possible. Following this a written note of the incident must be made outlining the reasons for any action taken and a copy given to the Designated Safeguarding Lead and/or a senior member of staff. Comprehensive records are essential.

Any 'toilet accidents' or sickness should be communicated to the staff member in charge of the residential visit as soon as appropriate or the following morning.

Basic guidelines:

- Children should be aware of their responsibilities i.e. looking after their own belongings, washing, unpacking, and making their own bed. Staff should demonstrate bed making techniques and encourage children to help each other. This should reduce the amount of staff presence required. Ensure parents are aware prior to attendance and encourage behaviours and responsibilities at home.
- Mobile phones should not be taken into dormitories. At times photographs may be taken in the dormitory e.g. of the group on their bunk bed but these must be taken on the school camera or iPad and the door must be open at all times.
- Staff should have another member of staff present whenever possible and / or leave doors ajar
- Must not give goodnight kisses
- Refer to relevant policies: Intimate Care, Physical Contact and Restraint, Staff Code of Conduct.

Overnight trips for mixed groups should include at least one female and one male supervising adult. Accommodation for adults should be separate from children but it should be nearby.

If possible arrange to have exclusive use of the accommodation. If this isn't possible try to negotiate the use of the whole floor and keep all the children's rooms close together.

Appendix D

Actions in the event of an Emergency on a School Trip

A copy of the following guidelines must be taken by all party leaders and their deputies:

- Establish nature and extent of emergency.
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable)
- Establish the names of the injured or missing and call relevant emergency services.
- Advise other staff in the party of the incident and that emergency services are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all-party members accounted for.
- Pass full details of the incident to a member of staff at School (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Important telephone numbers for contacting the school in the event of an emergency must be taken by the Party Leader.
- The School will arrange to contact the parents of those involved.
- Control access to telephones until contact is made with the Headteacher or in their absence, the Deputy Headteacher until they have had time to contact those directly involved. Only then would any news embargo be lifted.