



INTRODUCTION

St Mary's School Ascot's Health and Safety on Educational Visits Policy was written with special regard to Health and Safety Executive: School Trips and Outdoor learning Activities – Tackling the Health and Safety Myths June 2011, to DfE Guidance: Health and Safety on Educational Visits November 2018 and to the OEAP (Outdoor Education Advisers' Panel) National Guidance. St Mary's policy and procedures reflect the more rigorous requirements of all of these documents.

The Headmistress is responsible for the Health and Safety of all pupils on educational and recreational visits and she delegates this responsibility to the Co-Curricular Deputy Head (Mr A Smith) and the Teacher i/c Routine Visits (Miss K Horwood).

EDUCATIONAL VISITS

Educational visits are very much part of the programme of co-curricular activities offered to pupils and the following rules are not intended to act as a constraint. However, the OEAP emphasise the need for control with a clear set of rules to govern all educational visits and out-of-school activities. The following rules are intended to govern all educational visits and out of School activities during term time and during the holidays which are organised and run by members of staff acting on behalf of the School.

All educational visits can be categorised as routine or adventurous and **all** must be approved in advance. Specific guidance on supervision, welfare, emergencies, insurance and rules for the use of the school minibuses are also included in this section.

The Co-Curricular Deputy Head or the Teacher i/c Routine Visits will advise on any areas of doubt concerning the arrangements for a visit. All visit forms are available in the Co-Curricular area of SMILE.

ROUTINE VISITS

Routine educational visits are those which can be undertaken in the course of a day and involve low levels of risk, such as:

- visits to other schools and meetings, if less than one day, bringing together pupils from a wide area, eg sports meetings, fixtures;
- visits to the theatre, concerts, art galleries, museums, universities, lectures etc providing they are organised and supervised by the School;
- short visits of less than one day in the area of the school, eg Community Service;
- charity walks and other sponsored activities of less than one day off the premises and organised by the School.

Permission from parents for routine educational visits is sought when a pupil joins St Mary's using the **Routine Educational Visits Parental Permission Form Annex K**. Parents are asked to read, sign and return this form to the Co-Curricular Deputy Head to give permission for their daughter(s) to be taken out of school for one-day routine visits.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy			Page:	1 of 30
Last Reviewed:	November 2023	Next Review:	November 2025	Author/Lead:	Director of Co-Curricular

Heads of Department are aware that requests for educational visits to run over the school day must be balanced with the school's curriculum and as such there are guidelines about the number of visits any department may request within each academic year. For years 7-11, one day visit during the school week is permitted for each subject; each subject may request two days for the Sixth Form (usually one in Michaelmas and one in Lent). Heads of Department are asked to meet with the Co-Curricular Deputy Head if they would like to discuss the scheduling of educational visits for their departments.

Organisation of Routine Educational Visits

The staff member organising the educational visit will first obtain from the Co-Curricular Deputy Head approval of the date and the nature of the visit as follows:

The form '**Proposal for an Educational Visit – One Day**', **Annex A1** must be completed and submitted to the Co-Curricular Deputy Head preferably in the term before the visit is due to take place. It is recognised that some visits, for example to theatres, where programmes are not released far in advance, may be requested at shorter notice; however, the notice period for asking for approval should never be less than 2 weeks.

The approval form requires a certain amount of prior planning to take place and the following must be established:

- visit's objectives
- likely date, duration, venue
- pupil group, staffing
- resources, estimate of costs.

If there are questions to resolve about the visit and its timing the proposal form may be returned to the proposer with questions to consider or possible clashes to resolve. Only after the proposal has been signed by both the Co-Curricular Deputy Head and a second member of SMET is the event considered to be approved and at this point the details should be quickly added to the diary in SOCS.

Once approval has been obtained, planning can continue in order for the following questions to be answered:

- Is the venue suitable for the group?
- What are the transport options?
- Who would lead the group and who would help to supervise it?
- Who would pay for the visit?
- Does the School insurance cover the visit?
- Is an exploratory visit required?
- Do external activity providers have appropriate safety standards and liability insurances?

And the following pieces of information will be gathered:

- The Emergency Procedures laminated form (hard copies of this are available in the staff room and electronic copies can be found in the Co-Curricular area of SMILE – **Annex F**)
- Transport details
- Insurance details (In usual circumstances the School's comprehensive insurance will cover the activities on the visit). All HODs carry information on the School Insurance. Staff are required to check with the Bursar if they are unsure if the activities in the visit are covered.
- Full costs and how they will be met

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy			Page:	2 of 30
Last Reviewed:	November 2023	Next Review:	November 2025	Author/Lead:	Director of Co-Curricular

- A full list of names of the pupils on the visit
- Each pupil's mobile phone number if mobile phones are allowed to be taken on the visit. (These can be obtained through the school information management system – ISAMS)
- Medical details of all pupils on the visit. (See also the Medical Information Protocol in 410 Health Matters in the School Handbook.)
- Staffing. In usual circumstances staffing will be made up of St Mary's staff; if volunteers are to be used then the Co-Curricular Deputy Head will approve personnel and make appropriate checks including DBS – see **Annex B**.
- A risk assessment written specifically for the particular visit. (For staff use there is a generic risk assessment that follows the required standard format in the Co-Curricular area of SMILE. Information about completing visit risk assessments is given in **Annex C**.)
- The risk assessment for the venue supplied by the venue, if applicable.

At least 3 days before the visit:

The risk assessment form must be signed by the teacher i/c the visit **and** either the Teacher i/c Routine Visits or, in their absence, the Co-Curricular Deputy Head. This is to ensure that all safety measures have been thought of and control measures have been put in place. The risk assessment must be read and adhered to by each member of staff accompanying the visit.

The teacher i/c the visit also completes a **Visit Notification Form - Annex D** and displays it on the staff notice board. This form informs staff which pupils will be taking part in the visit.

The **Visit Summary Form - Annex E** is completed and signed by the Teacher i/c Routine Visits or, in their absence, the Co-Curricular Deputy Head.

Staff will provide pupils with guidelines about behaviour, timing and tidiness, as appropriate to the outing; in most cases this will be best delivered in the class room before the day of the visit. Guidelines should include the timetable for the day, including information about transport, food and the weather. In addition expectations about behaviour will be made clear, including appropriate behaviour at a theatre or reminders about safety on a fieldtrip, respect and consideration for members of the public, and tidiness and responsibility at public venues and when travelling.

On the day of the visit

The teacher i/c the visit check with the Health Centre to ascertain if there are any further special medical requirements for the pupils.

On the day of the visit the teacher i/c the visit gives all pupils the number of the School mobile phone being carried by staff if appropriate.

The teacher i/c the visit must leave a completed copy of the **Visit Summary Form – Annex E**, an up-to-date and accurate **Visit Notification Form – Annex D** and a copy of the risk assessment(s) with reception.

The teacher i/c the visit is responsible for ensuring all pupil participants scan onto the visit using FastVein just before departure. Pupils must scan back into school upon their return.

Items to carry on the visit:

An accurate list of pupil names - carried by all the staff on the visit.

A copy of the risk assessment(s) - carried by all the staff on the visit.

Any special medical information about pupils (this should be carried only in electronic form)

The Emergency Procedures form

The Visit Summary Form

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy			Page:	3 of 30
Last Reviewed:	November 2023	Next Review:	November 2025	Author/Lead:	Director of Co-Curricular

First aid kit – to be collected from reception
A School mobile phone

During the visit:

Regular checks that all pupils are still with the group should be made and recorded at regular intervals and must be made when leaving any location. Before returning, pupils are checked, accounted for and recorded.

Fixtures

Sports fixtures are planned and organised at least a term in advance and are usually recorded in the diary. The permission of the Senior Deputy Head is required before any fixture is confirmed and this permission is usually obtained in the termly diary meeting. For each fixture a generic risk assessment is completed by the members of PE staff taking the pupils to the event. The resulting control measures require staff to take into account the weather conditions, the condition of the playing surface and the number of pupils in each team. If any of these conditions makes the fixture unsafe then it is cancelled. Any adverse change in circumstances during the fixture will also result in the fixture being abandoned. At regular intervals and following completion of a fixture which highlights additional risks, PE staff make any necessary amendments to the risk assessment.

RESIDENTIAL VISITS

Special approval is required for all educational visits which involve one (or more) night's absence from School.

Staff proposing such activities should make an appointment with Co-Curricular Deputy Head before embarking on the planning process about three terms before the activity is proposed to take place. Approval must be obtained by submitting to the Co-Curricular Deputy Head a completed form '**Proposal for an Educational Visit – Several Days**' - Annex A2.

Planning

The teacher i/c the visit will prepare a broad outline of a basic itinerary and programme and an approximate cost based on a given number of participants, pupils and staff.

When a particular visit has not been undertaken before, so that there is no experience within the School, the staff member in charge either makes a visit of reconnaissance personally or obtains advice from another similar professional with direct experience.

The teacher i/c the visit will carry out a risk assessment of the proposed visit or adapt a risk assessment given to them by the tour company used and submit a copy of it to the Co-Curricular Deputy Head. All risk assessments for residential visits must be approved by the Co-Curricular Deputy Head and an appointment must be made with the Co-Curricular Deputy Head by the leader of the visit to go through the risk assessment.

Residential Visits Abroad

For overseas visits, when initial approval has been obtained the teacher i/c the overseas visit will contact travel agencies in order to secure the most favourable option. Staff are strongly advised to check that the travel company they plan to use is **DULY BONDED** ie it is a member of the **Association of British Travel Agents (ABTA)**, or the **Association of Independent Tour Operators (AITO)** and is **ATOL protected** ie holds an **Air Travel Organiser's Licence**.

Communications

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy			Page:	4 of 30
Last Reviewed:	November 2023	Next Review:	November 2025	Author/Lead:	Director of Co-Curricular

All correspondence with parents should be submitted to the Co-Curricular Deputy Head for approval.

The parents of pupils invited to go on a residential visit will usually be sent a letter with the details to research initial interest well in advance, followed by a second letter and a reply form asking for a commitment and deposit. For regular educational visits for whole teaching groups the first letter may not be needed.

At least one month in advance of the date of the visit parents are asked to sign a parental approval form for visits of a residential nature: see **Annex I** for further information. This must be signed by the parent or guardian and returned to the School before the pupil concerned can be permitted to go on the visit. This form also requires parents to sign that first aid or emergency medical treatment may be given to their daughter and asks parents for their daughter's special dietary requirements or current medication needs. The Headmistress may sign the approval in loco parentis for a child whose parent or guardian is unavailable in the required timeframe.

Contact parents I

Correspondence with the 'target' parents should be made **at least 2 terms** in advance of the planned visit. It outlines:

- Destination
- Dates
- Purpose
- An outline programme of events
- An outline itinerary
- An approximate cost, stating clearly that this may be subject to change depending upon numbers, if this is the case.

Attached to this first letter will be an electronic form on which the parents are able to indicate their interest in the venture.

Making a reservation

If the number of parents showing interest indicates a likely financial viability, staff will contact the travel agent to draw up a more detailed programme and costing and to make a provisional reservation.

Calculations can now be made more accurately based on the number of interested parents. A contingency sum is normally added to the basic price per head at this stage.

See **Annex G: - Accounting for Money.**

Contact parents II

A second letter is now sent to those parents who returned forms expressing an interest in the visit. This letter will ask for parental commitment via a non-refundable deposit and will usually provide the following information:

- Dates
- Type of accommodation
- Method of travel
- Basic price (subject to the given minimum number of participants)
- Name of party leader

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy			Page:	5 of 30
Last Reviewed:	November 2023	Next Review:	November 2025	Author/Lead:	Director of Co-Curricular

- Proposed staff/pupil ratio: see **Annex B - Responsibilities of Supervisory Staff**
- An outline itinerary
- A programme featuring excursions included within the price
- Tour guides
- Entry fees
- Meals
- Insurance arrangements: see **Annex H - Insurance**
- Payment schedule stating the sum to be placed as a non-refundable deposit and the date by which this will be due together with details of final payment: see **Annex G - Accounting for Money.**
- Passports and visas requirements and the necessity for parents to act promptly to ensure these are valid for the given dates
- Name of travel company and insurer.

Holding deposits

Cheques are to be 'held' by the school accounts staff in the pre-arranged bank account until the date by which the travel company requires them. See **Annex G - Accounting for Money.**

Supervision

When the final number of pupils is known (from the amount of deposits returned) the number of complementary staff places can be negotiated with the travel company where appropriate and if necessary, an open request for accompanying staff made.

Names of interested parties will then be submitted to the Co-Curricular Deputy Head to make the final decision. It is desirable that one member of staff should be a **qualified first aider** and for overseas visits a member of staff familiar with the language of the country visited is an advantage.

The party leader must be a member of staff. Other adults may occasionally act as additional supervisors, providing they have been DBS checked by St Mary's School and appropriate references taken up. Agency staff, eg for Duke of Edinburgh Award expeditions, are used to supplement the number of suitably qualified staff.

The usual number of adults to accompany each educational visit is as follows but different levels may be decided upon depending on the type of visit, the age and record of the pupils, and other relevant circumstances:

- for visits of one day or less, one adult for the first 20 pupils, although 2 members of staff are usually preferable, and one further adult for each 15 further pupils;
- for visits of 2 days or more, 2 adults for up to 15 pupils and one adult for each increment of 5 to 10 pupils depending on the nature of the visit.

In each case the visit leader will be clearly nominated and will have the appropriate qualifications and experience for the visit planned and the Co-Curricular Deputy Head will ascertain their suitability for this role. To facilitate this process visit leaders may be asked to submit feedback about staff assisting with a visit so that a record of experience can be established.

It is the visit leader's responsibility to ensure that all supervisors are aware of the extent of their responsibilities and have a list of the pupils for whom they are responsible as well as of the party as a whole. Copies of lists are lodged at the School before departure.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy			Page:	6 of 30
Last Reviewed:	November 2023	Next Review:	November 2025	Author/Lead:	Director of Co-Curricular

Adventurous activities are instructed or supervised by suitably qualified adults if a relevant professional qualification is available, or if not, the school takes reasonable steps to ensure that supervisors are competent to be responsible.

Annex J: Health and Safety details procedures to be followed to ensure adequate supervision of pupils.

Welfare

On a residential visit, one female adult is to be nominated as being responsible for boarding and welfare matters, including medical and first aid. This role may be separated so that one female member of staff is in charge of boarding and welfare, and another in charge of medical and first aid. Two female members of staff are usually required although where a replacement female member of staff can easily be sent to the visit this is not necessary.

Emergencies

Visit leaders must carry and follow the Emergency Procedures Form (**Annex F**) in case of emergency. In the event of a medical emergency concerning one or more pupils, arrangements will be made for the parents of the pupil(s) to be informed and, if necessary, for their travel to the scene. For other emergencies eg travel plans being affected by weather, arrangements will be made for liaison between the party and all parents, if appropriate, during the visit. A member of senior management is always available on call for a residential visit and will assist if parents need to be given information.

Insurance

For educational visits other than routine outings, parents are normally informed of the insurance and extent of the cover, ie which of the following applies:

- School's insurance only or
- specific holiday insurance, which is mandatory for overseas visits.

Under the School's insurance, cover is as follows:

- employer's liability covers the legal liability to all employees, the indemnity being unlimited
- public liability covers claims for injury to pupils and third parties, including those on school organised visits to a limit of £10 million in any one accident or incident. This covers liability if using private vehicles on behalf of the school: cover is worldwide
- pupils' personal accident scheme covers all pupils automatically, worldwide, with a set scale of benefits.

Minibuses (see also the *External Events Policy* and the *Minibus and Vehicle Fleet Policy*.)

Drivers of the minibuses must fulfil the following conditions:

- they must be over 21;
- they must have completed a Driver's Questionnaire, have taken and passed a MiDAS Minibus Driver Awareness Scheme and attend for a refresher training course every 4 years;
- they must have been briefed on the bus and its safety equipment by the School's health and safety officer, and must check the equipment before each visit;
- they must not be taking drugs that may make them drowsy, nor consume alcohol within the 10 hour period before driving;
- they must be familiar with and observe the requirements of the Minibus and Vehicle Fleet Policy in the Staff Employment Manual.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy			Page:	7 of 30
Last Reviewed:	November 2023	Next Review:	November 2025	Author/Lead:	Director of Co-Curricular

Under no circumstances may more than **13 passengers be carried in the Ford minibuses**, or more than **6 passengers in the Kia Carens**. The drivers must also ensure that all passengers wear seat belts and remain seated at all times except when boarding or alighting from the vehicle. When carrying passengers, the rear doors should be secured but unlocked for emergency purposes. There must not be any loose items on the floor of the minibus whilst the bus in motion.

Liaison with travel agent

Where a travel agent is used the visit leader must liaise in good time with the travel agent and/or regional representative to inform them of any special needs such as:

- special dietary requirements;
- disabilities or medical conditions (from information gained from the medical consent forms and the Heath Centre) where deemed necessary.

It will be vital at this stage to arrange the finer details such as:

- selection of specific accommodation;
- final itinerary;
- specific guided tours;
- flight/travel details.

Parental Permission Form

Around one month before the visit a final briefing letter will be sent to parents. Visit leaders may have chosen to send a Parental Permission Form – **see Annex I** for further information – with their earlier letter (Contact Parents II) or choose to attach the form with this final correspondence. The Parental Permission Form requests parental consent to be provided by a given date and includes the following information:

- any special needs the pupil may have eg medical conditions, allergies, disabilities or special dietary requirements;
- contact name and telephone number of next of kin during the visit dates;
- approval for the visit leader to look after the pupil’s passport;
- a section for obtaining parental agreement to the pupil receiving emergency medical treatment.

Parental permission forms should be carried on overnight visits

Final Briefing Letter

The briefing letter to parents contains the final details outlining:

- time of departure from school;
- mode of travel including flight numbers, airport or ferry details;
- accommodation details including addresses and contact telephone numbers;
- school mobile telephone number;
- school emergency telephone numbers;
- a list of accompanying staff;
- a copy of the travel insurance policy summary;
- visa and passport reminder: these must be brought back to school in good time. **It has proved very time consuming and inconvenient to attempt to obtain visas at short notice when appropriate arrangements have not been made in good time.** Passports and visas can be held for safe keeping by the party leader or the Heads of House.

Location:	St Mary’s School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy			Page:	8 of 30
Last Reviewed:	November 2023	Next Review:	November 2025	Author/Lead:	Director of Co-Curricular

- recommendations for European Union residents to obtain a **European Health Insurance Card**. See **Annex H - Insurance**.
- suggested amounts of spending money, security tips and recommendations concerning foreign currency and the most appropriate method of taking this abroad;
- code of conduct;
- special clothing requirements, giving consideration to weather, proposed activities such as excursions and church visits;
- sun safety advice (if appropriate) giving consideration to hats, suncream and hydration;
- collection arrangements - it is usual for all pupils to return to school for collection by parents. If, however, parents wish to make alternative arrangements they must inform the party leader in advance, in writing and their proposal must absolve the staff from responsibility once these pupils have left their charge.

Briefing pupils verbally: pupils are made aware, shortly before the visit, of the School rules and regulations concerning conduct which will apply throughout the visit and of the supervisory staff's responsibilities **in loco parentis**: see **Annex B - Responsibilities of Supervisory Staff**. The Co-Curricular Deputy Head or other member of Senior Management always meets with the pupils going on a residential visit just prior to departure to ensure that all behaviour and safety expectations are communicated.

Written information (guides etc)

It is useful to provide luggage labels with details of the destination prior to departure and coloured ribbons for easy recognition of luggage in public areas. For overseas visits, leaflets containing key words and phrases, addresses and telephone numbers for use in an emergency and currency conversion tables may be useful to party members. The telephone number and address of the centre where the party is staying must be carried at all times by all members of the group. See **Annex J - Health and Safety**.

Information to be retained at School

A visit summary form, the risk assessment and an accurate list of pupils and staff participating are given to Co-Curricular Deputy Head and the list of names of pupils and staff is displayed on the staff room notice board. The Co-Curricular Deputy Head is also given a copy of the briefing letter to parents so that they have details of:

- all contact numbers including mobile telephone numbers;
- addresses;
- itinerary;
- copies of consent forms;
- contact numbers and addresses for next of kin;
- insurance policies;
- contracts with the travel provider (if applicable).

The Co-Curricular Deputy Head will pass this information to the Senior Deputy Head, whose responsibility it is to ensure this information is available at all times, especially if the visit takes place at a time when the School is closed. The Senior Deputy Head arranges for a member of the senior management team to be available by mobile contact at all times during the visit.

Information to be retained by the party leader

The same information as detailed above: **Information to be retained at School** is also retained by the party leader during the visit.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy			Page:	9 of 30
Last Reviewed:	November 2023	Next Review:	November 2025	Author/Lead:	Director of Co-Curricular

Items to be taken by all accompanying staff

The following items are taken by **ALL** accompanying staff:

- a copy of the risk assessment(s)
- a number of lists of names of all participants and group divisions if applicable;
- lists for entry into museums and sites of interest if applicable;
- emergency information including telephone numbers and addresses which may be required whilst abroad;
- a copy of the Emergency Procedures Form;
- miscellaneous items such as a torch, phrase book, maps, guides and plastic bag;
- first aid kit;
- Pack of homely remedies supplied by the Health Centre which may include paracetamol, antihistamine tablets and/or cream, travel sickness tablets (visit leaders should discuss requirements with the Health Centre at least one month in advance of the visit). See **Annex J – Health and Safety**
- list of dietary and medical needs of the group.

Briefing pupils on arrival

It is the responsibility of the staff to brief pupils on arrival, and at each new location on the visit, of safety procedures such as **fire evacuation procedures, emergency exits and safe behaviour**. See **Annex J - Health and Safety**.

After the visit

An evaluation of the visit is discussed in a meeting with the Co-Curricular Deputy Head covering the organisation of the visit, the behaviour of pupils and staff and any unexpected/unplanned events, including accidents and near misses, and how they were handled. A record of this evaluation will be provided by the visit leader via an electronic form to be kept by the Co-Curricular Deputy Head.

ADVENTUROUS VISITS

The School recognises that visits involving adventurous activities may involve a heightened level of risk to participants if appropriate safety precautions are not taken. Such activities include: climbing; sailing; parachuting; pot-holing; canoeing; horse-riding; ski-ing; ice skating; wind-surfing; fieldtrips to rivers. This list is not exhaustive and staff should seek advice if they are in doubt. Thorough risk assessments and adherence to them mitigate the dangers of most activities.

Such activities must be identified on the Proposal for a School Visit form so that the Co-Curricular Deputy Head can ensure that staff are suitably qualified or experienced to lead or accompany the activity, and that the risk assessments are sound and satisfactory control measures are in place.

Specific parental consent is required for such visits and details of the activities must be shared with parents in advance of them completing a parental permission form. This form requires parents to state any known medical conditions; in addition to this the school's Health Centre provides current information on relevant pupils' health to the visit leader.

Additional items required to be carried on adventurous visits:

Parental permission forms

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy			Page:	10 of 30
Last Reviewed:	November 2023	Next Review:	November 2025	Author/Lead:	Director of Co-Curricular

Duke of Edinburgh Award Expeditions

Many pupils from years 9 to UVI take part in the Duke of Edinburgh award scheme. As part of these awards, pupils go on expeditions where they undertake hiking, orienteering and camping in increasingly challenging terrain for the different levels, Bronze, Silver and Gold. These events are recognised as adventurous and are also usually residential. They are therefore subject to the planning checks associated with these types of visits. The Duke of Edinburgh coordinator and the Co-Curricular Deputy Head work closely on each expedition. Parents have to give permission for their daughters to take part in the expeditions at each level.

Cover arrangements for staff accompanying educational visits

All cover arrangements for staff accompanying the visit must be organised in advance and notified in the usual way.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy			Page:	11 of 30
Last Reviewed:	November 2023	Next Review:	November 2025	Author/Lead:	Director of Co-Curricular

ST MARY'S SCHOOL ASCOT
HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY
ANNEX A1: - PROPOSAL FOR AN EDUCATIONAL VISIT - ONE DAY



This form should be completed and submitted to the Co-Curricular Deputy Head preferably in the term before the proposed visit is due to take place. In particular circumstances, requests may be made at shorter notice, but never less than 2 weeks before the proposed visit.

Visit Leader	Department/Subject	Adventurous activity: <input type="checkbox"/> Tick if pupils will be undertaking activities that may involve a heightened level of risk. If so, please meet with AFS.
Day of Visit:	Date of Visit:	Departure Time: Return Time:
Destination:		
Please list all accompanying staff:	No of pupils:	Year Group(s): 10
Cost per pupil:	To be charged to:	
Dress:	Transport: Bus	
Educational Purpose:		
For adventurous activities give relevant qualifications or experience:	Will you need to share any data about either pupils or staff in organising this visit? (e.g. use of names/dates of birth in the process of booking tickets) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure (Please contact CJE to discuss) If yes, please give details:	

Signature of HOD if not proposer:

Date passed to Co-Curricular Deputy Head:

Comments by Co-Curricular Deputy Head:

Approval for educational purpose, safety, day of visit (AFS):

Date:

Approval for diary (SMET Organisation):

Date:

OTHER NOTES:

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy\Annex A1 Proposal for a one-day educational visit	Page:	12 of 30
Last Reviewed:	July 2023	Next Review:	July 2025
Author/Lead:	Director of Co-Curricular		

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy\Annex A\Proposal for a one-day educational visit			Page:	13 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular

ST MARY'S SCHOOL ASCOT

HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY

ANNEX A2: - PROPOSAL FOR AN EDUCATIONAL VISIT - SEVERAL DAYS



This form should be submitted after an initial meeting with the Co-Curricular Deputy Head and ideally three terms before the event is proposed to take place. In particular circumstances, requests may be made at shorter notice by agreement with the Co-Curricular Deputy Head.

Visit Leader:	Department/Subject:	Adventurous Activity: <input type="checkbox"/> Tick if pupils will be undertaking activities that may involve a heightened level of risk. If so, please meet with AFS.
Departure Day:	Departure Date:	Departure Time:
Return Day:	Return Date:	Return Time:
Destination:		
Please list all accompanying staff:	No of pupils:	Year Group:
Cost per pupil:	To be charged to:	Transport:
Educational Purpose:		
For adventurous activities give relevant qualifications or experience:	Will you need to share any data about either pupils or staff in organising this visit? (e.g. use of names/dates of birth for travel agent/hotel booking) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure (Please contact CJE to discuss) If yes, please give details:	

Signature of HOD if not proposer:

Date passed to Co-Curricular Deputy Head:

Comments by Co-Curricular Deputy Head:

Approval for educational purpose, safety, day of visit (AFS):

Date:

Approval for diary (SMET Organisation):

Date:

OTHER NOTES:

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy\Annex A2 Proposal for a several days educational visit			Page:	15 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular



HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY
ANNEX B: - RESPONSIBILITIES OF SUPERVISORY STAFF

In Loco Parentis

For the duration of the visit supervisory staff are **in loco parentis**, ie the authority of staff in relation to a pupil is broadly the same as that of a parent in relation to a child, while the pupil is under the staff's control.

In signing the parental consent form parents/guardians delegate their own authority to the staff so far as is necessary for the pupil's welfare and so far as is reasonable to maintain discipline, both in the interests of the School as a whole, and above all, of the individual pupil.

The responsibility of staff acting in loco parentis remains throughout the visit and this is not to be delegated to anyone else except under special circumstances. Occasionally staff may discharge responsibility by temporarily entrusting the safety of the pupils undertaking specific activities, eg adventurous activities, to specialists such as staff of activity centres.

In such cases staff must obtain a written statement from the activity centre management in advance, clearly indicating in what circumstances centre staff will expect to be responsible for the safety of pupils.

Parents will be made aware of any activities of this nature in written briefings. At all other times responsibility for all pupils will rest with accompanying school staff.

Staff : Pupil ratios

No ratio is laid down in any statute as to the number of staff required to accompany a group of school pupils abroad. However, guidelines will be given by school senior managers and recommendations made by the travel company.

The degree of supervision must, however, take into account:

- The nature and location of the visit and the planned activities;
- The location and environment in which the activity is to take place;
- The nature of the group, including the number of participants and their age, level of ability and pastoral needs;
- Staff competence;
- The consequence of a member of staff being indisposed.

On adventurous activity visits the ratio may be as low as 1:5 but a general rule of 1:15 is recognised as appropriate where no special circumstances apply. Visit leaders should consult with the Co-Curricular Deputy Head to ensure adequate staff supervision is in place for all educational visits.

Volunteer Adults

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy\Annex B Responsibilities of supervisory staff			Page:	16 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular

If the number of pupil participants does not allow for the desired complementary staff places or if extra places are available, volunteer adults may accompany the party either to share in the responsibility for the welfare of the pupils or merely as extra participants in the visit.

If volunteer adults, not employed by the School, wish to accompany the group, and if the School wishes them to have authority over the students, then the role, authority and responsibility will be explained initially to all party members, parents and pupils as well as to the volunteer adults themselves.

Volunteer adults are subject to the same child protection checks as a new member of staff, and appropriate references will be taken up where necessary.

Volunteer adults who wish merely to be extra participants on the visit have no more authority over the pupils than any other member of the public.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy\Annex B Responsibilities of supervisory staff			Page:	17 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular

ST MARY'S SCHOOL ASCOT
HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY
ANNEX C: - RISK ASSESSMENTS



Introduction: A risk assessment is nothing more than a careful examination of what could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill. There is nothing magic about a risk assessment as it is a matter of applying informed common sense - you don't have to be a health and safety expert. It is a simple and logical process that any member of staff can carry out. It is important to avoid over-complicating the assessment. See definitions below:

Risk Assessment		
<p>The process of hazard identification, consideration of any existing controls and then estimation of the resultant risk. A good risk assessment will be in 5 steps:</p> <p>Look for the Hazards.</p> <ul style="list-style-type: none"> Decide who might be harmed and how. Evaluate risks & decide whether existing precautions are adequate or more should be done. Record your findings. Review and revise as necessary. 		
Hazard	Risk	Consequence
A substance, an article or a situation with the potential to cause harm to people and/or property.	The Likelihood that a hazard <u>will</u> cause damage to people and/or property.	The likely outcome if an event occurs.

Who? Every Head of Department and employee with a supervisory role is responsible for ensuring, in accordance with the Law, the Health and Safety of employees, pupils and other persons in their area of responsibility. Should an author of a risk assessment be at all uncomfortable with the document then advice should be sought from the Line Manager, a Subject Matter Expert, the Senior Deputy Head or the Bursar.

Recording: The key to the process is to ensure that it is recorded. To that end, you will find attached a **Step by Step Guide** and a blank **Risk Assessment Form**.

Stage	Topic	Action
1	Hazards	Identify the hazards associated with the activity or area and list them in the Hazards column.
2.	Risk Score	Using your own judgement, decide on what the Risk Score associated with that Hazard is: High, Medium or Low. This will require you to consider how <u>likely</u> the Hazard is to occur and how serious the <u>consequence</u> is should the Hazard occur.
3.	Control Measures	Decide on the Control Measures you plan to have in place to reduce the Risk and list them in the Control Measures column: Low Risk activities do not necessarily require additional control measures. Medium Risk activities should be carefully considered and additional control measures identified. High Risk activities must have the risks mitigated by identification of control measures. List additional control measures.
4.	Re-evaluate	Having identified the Control Measures, reconsider the Risk and show the reduced Risk (High, Medium or Low) in the final column.
5.	Sign Off	Sign and date assessment.
6.	Review	Review the Risk Assessment after an appropriate period or before activity is due to be repeated. Adjust as necessary and then sign and date to record review.

St Mary's School Ascot

Visit Risk Assessment

Visit destination:	Number of pupils:
Date:	



Remember:

- The **Risk** must be judged to be High, Medium or Low before Control Measures are in place and then again after they are in place.
- The Risk Score (High/Medium/Low) is your judgement; it will be related to **Probability** of event occurring and how serious the **Consequence**.

Hazard	H/M/L	Control Measures	H/M/L
<u>General behaviour:</u> Pupils getting into trouble because they are not doing what they are asked to do.	Med	Expected behaviour communicated to pupils at the start of the visit and consequences of bad behaviour explained. Staff to be available to assist/ direct/ advise pupils at all times. Register taken when pupils get on the coach. A copy of who is on the bus left at reception, mobile phone numbers of the staff on the coach and coach registrations.	Low
<u>Journey</u>			
<u>Destination</u> <u>Journey</u> Injury through not wearing a seat belt on the coach journey Injury or upset caused by coach having to stop/ breaking down/ being involved in accident- Getting off / getting on coach Journey delayed by pupil needing the loo	High Med Med Med	Pupils and staff to wear seat belts, checked by staff Reputable coach company used. Staff to remain with pupils at a safe place away from road, one member of staff to call school. Pupils told not to use mobile phones. First aid administered by staff if necessary. First aid kit carried. Ask driver to park in a safe place. Off: Member of staff to get off first to receive pupils to safe waiting place. Make sure that Years 7, 8 and 9 are met by an adult. Pupils to wait on the coach if there is no one there to meet them.	Low Low Low

Hazard	H/M/L	Control Measures	H/M/L
		Pupils encouraged to use the loo before the journey as the coach loo is not to be used	Low
Unsupervised time	High	<i>For older pupils only. Details of what pupils are allowed to do in this time and the no of pupils that should stay together in a group</i>	

Completed By:		Reviewed By:		Reviewed By:	
Date Completed:		Date Reviewed:		Date Reviewed:	
Next Review Due:		Next Review Due:		Next Review Due:	

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy\Annex C: Risk Assessments			Page:	20 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular

**ST MARY'S SCHOOL ASCOT
HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY
ANNEX D: - VISIT NOTIFICATION FORM**



This form should be completed and posted on the staff room notice board at least 3 days before the visit's departure. An accurate list of pupils on the visit should also be left at the main reception on the day of the visit, along with a Visit Summary Form and risk assessment.

Visit Destination:	
Departure Date / Time:	
Return Date / Time:	
Year Group(s):	
Accompanying Staff:	
Dress Code:	
Pupils to bring mobile phones?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pupils to bring laptops/iPads?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pupils to bring own money?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Optional Amount:
List of pupils going on the visit:	

ST MARY'S SCHOOL ASCOT
HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY
ANNEX E: - VISIT SUMMARY FORM



This form should be completed and submitted (on pink paper) to the teacher in charge of routine visits (for one-day, routine visits) or the Co-Curricular Deputy Head (for residential or adventurous visits) at least 3 days before the visit is due to depart.

Visit Leader:	Other accompanying staff:
Departure Date:	Departure Time:
Return Date:	Return Time:
Destination address and contact details:	
Staff / Emergency contact details (mobile numbers):	
Transport arrangements (coach, taxi, minibus etc.):	
Vehicle registration of school minibus (if used):	
Vehicle registration of school car (if used):	
Coach company details (if used):	
CHECKLIST	
Have you carried out a specific risk assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have all accompanying staff read the risk assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have you obtained and securely stored up to date medical alert details for all pupils on this visit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have you posted a Visit Notification Form (listing all visit participants) on the staff room noticeboard?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have you communicated behaviour expectations to all visit participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a contingency plan in place for illness / injury / behaviour difficulties?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a copy of the Emergency Procedures Plan with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have school insurance details with you (overnight/hazardous visits only)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a qualified first aider on the visit? (If not, please ensure this is addressed and justified in risk assessment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Visit Leader:	Signature of Teacher i/c Routine Visits or Director of Co-curricular:

Copy to be left with Reception



EMERGENCY PROCEDURES

Emergency procedures are difficult to define because the emergency can take so many different forms. It may be a fracture, food poisoning or a fatality, or any illness requiring immediate medical treatment. It may on the other hand be missing children who are soon found or a coach crash in which no serious injuries are sustained. The following notes are for guidance. The procedures listed will not apply to all emergencies.

AT THE SCENE OF THE INCIDENT the named leader of the visit should:

1. Ascertain the nature and extent of the emergency.
2. Render first aid and attend to the casualty(ies).
3. Make sure all other group members are accounted for, are safe from danger and are well looked after.
4. Call the emergency services as required. The police will take any statements. An adult from the party should accompany any casualties to hospital.
5. Restrict pupil access to telephones until you have informed the senior member of staff on duty and there has been sufficient time for the senior member of staff on duty to contact those directly involved.
6. Contact school reception: **01344 296600** and give the following information:
 - Your name
 - Nature, date and time of incident
 - Location of incident
 - Details of injuries
 - Names (and telephone numbers, if necessary,) of individuals involved and action taken so far
 - Telephone numbers for future communication
7. Arrange for one adult to remain at the incident site to assist or liaise with the search/rescue/emergency services.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy\Annex F: Emergency Procedures			Page:	23 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular

8. Collect the remainder of the group and arrange for their return to base when possible.
9. Contact off-site base (outdoor centre, hotel, youth hostel etc)
10. Legal liability should not be discussed or admitted.
11. Refer any queries from media/external sources to the school where these will be dealt with by the senior member of staff on duty.
12. Write down all relevant details whilst still fresh in the memory. Other group leaders may be asked to do the same. A record should be kept of names and addresses of any witnesses. Keep any equipment involved in its original condition.

AT SCHOOL AT THE TIME OF THE INCIDENT

13. The senior member of staff on duty will identify alternative and additional telephone lines as needed.
14. The senior member of staff on duty will arrange to contact parents/carers of those involved as soon as possible. For a serious incident the senior member of staff on duty should contact parents of all party members. It is also the responsibility of this person to act as a link between the group involved, the headmistress, and the chairman of governors, the governors and parents.

ON RETURN TO SCHOOL

15. The named leader of the visit should see the Bursar to debrief and to complete all accident forms.

Keep these emergency procedures to hand and ensure you have the means of implementing them.

School Contact Number: 01344 296600

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy\Annex F: Emergency Procedures			Page:	24 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular

ST MARY'S SCHOOL ASCOT
HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY
ANNEX G: - ACCOUNTING FOR MONEY



It is essential that staff contemplating taking pupils on a visit abroad should first calculate a budget for it. All elements of projected expenditure should be listed and calculated:

- Transport
- Insurance
- Additional staff costs
- Food
- Entrance to sites and establishments
- Board and lodging costs
- Hiring and other miscellaneous costs

Many travel agencies offer packages with an all-inclusive price but staff must check carefully for hidden extras or essential items excluded such as airport transfer charges. In addition a contingency sum must also be built into these costings. This must be shown additionally and clearly identified as such.

A cost per pupil must be calculated and these calculations will be made available to all parties who may reasonably wish to study them.

For non-routine visits, parents must be told clearly the full cost of an educational visit before they give consent. They must also be given a payment schedule and clearly informed about any financial penalties for withdrawing their daughter from a visit at any stage.

Requests for payment may ask for cheques payable to **St Mary's School Ascot**. All cheques will be forwarded to the School accounts office. A bank account must be opened specifically for the purpose of the educational visit and payment to the travel company will be made from it by the accounts office.

It is acceptable to inform parents that the balance of the cost of the visit will be added to their daughter's school fees unless they notify the party leader to the contrary. A final date for payment must be stipulated in the case of any parent not wishing to use this arrangement.

Throughout the visit staff must maintain clear written accounts of all sums spent for the benefit of the party. All receipts must be retained and submitted to the accounts office on return.

If any money remains in the contingency fund at the conclusion of the visit it will be divided equally amongst the persons who contributed to it initially. **It is unacceptable to carry over such sums for future educational visits** unless this is clearly stated to those contributing, in writing, before any payment is made.

A statement of extra costs incurred or surpluses returned and their distribution should be made available to all parties who may have a reasonable interest.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy\Annex G: Accounting for Money			Page:	25 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular

ST MARY'S SCHOOL ASCOT
HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY
ANNEX H: INSURANCE



It is vital for all participants in any school visit abroad to be fully and appropriately insured.

There are many travel insurance policies and firms to purchase them from and it is difficult to set out specific guidelines on what cover is required since practice varies and standard policies are not always sufficiently comprehensive.

It must be established if a policy is offered as an integral part of the holiday package. If so, it must be studied carefully and any ambiguities clarified at the outset.

It is essential to know what risks are **excluded**. Many policies do not cover such activities as:

- Horse riding
- Water sports
- Driving or motorcycling

It is also important to establish that adequate insurance cover for possible personal liability (third party insurance) for adults who accept responsibility for pupils on the visit is obtained.

It is also vital to clarify the effect on cover of persons who are not teachers or full-time employees of St Mary's School Ascot.

The UK Global Health Insurance Card (UK GHIC) entitles the bearer to medically necessary state-provided health care in EU countries and Switzerland. It is applicable to all UK residents and their dependants. This will include most of any school party.

Parents are responsible for obtaining this and must be advised in good time.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy\Annex H: Insurance			Page:	26 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular

ST MARY'S SCHOOL ASCOT
HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY
ANNEX I: PARENTAL PERMISSION FORM



Parental permission must be obtained before a pupil is permitted to take part in a residential or adventurous activity, or a routine activity likely to cost over £100. Permission is usually sought using an electronic form using Microsoft Forms; templates of these forms can be obtained from the Co-Curricular Deputy Head.

A typical consent form should confirm the following information:

- Date(s) of the activity;
- Cost of the activity (including details of non-returnable deposits).

A typical consent form should request the following information from the parent:

- Daughter's name;
- Daughter's passport's country of issue (if applicable)
- Any medical condition from which their daughter may be suffering, together with details of treatments required and any allergies to which she may be subject;
- Any specific dietary requirements;
- Emergency contact name for use during the activity;
- Emergency contact number for use during the activity

A typical consent form should request the following permissions from the parent:

- Consent for their daughter to join the activity;
- Consent for the cost of the activity to be added to the parents' next school fee invoice;
- Consent for the activity leader to look after their daughter's passport (if applicable);
- Consent for members of staff during the activity to give or supervise first aid and to approve any medical treatment for their daughter as may be deemed necessary in an emergency and on the advice of a medical practitioner;
- Consent to share personal data with travel providers, airlines or other stakeholders (if applicable);
- Consent that in the event of a serious injury or illness, they are happy that all reasonable steps will be made to contact them using the information provided and that, in the event of staff being unable to contact them, they consent to any emergency treatment being given to their daughter.

By returning the form, parents must agree to the following:

- To inform the school of any changes to the information contained on the form in advance of the activity;
- To ensure their daughter has in-date supplies of any medication, appropriately named and labelled, for use on the activity;
- To allow St Mary's staff to deal with any minor injury or illness as appropriate and according to their training;
- For St Mary's staff to sign on their behalf any written form of consent required by hospital authorities should medical treatment (surgical procedure, operation or injection, including anaesthetics) be deemed necessary.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educationla Visits Policy\Annex I: Residential/Adventurous Parental Permission Form			Page:	27 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular

- To be responsible for ensuring their daughter has all relevant travel documentation required by the activity (if applicable)

It is also good practice to receive confirmation from parents that they have read any cancellation and insurance policies related to the activity.

Consent forms should be adapted to be relevant for specific activities or visits and should be approved by the Co-Curricular Deputy Head before being sent to parents.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educationla Visits Policy\Annex I: Residential/Adventurous Parental Permission Form			Page:	28 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular



HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY
ANNEX J: HEALTH AND SAFETY

It is essential that at all times each member of staff knows exactly for which pupils they are responsible and the extent of that responsibility. Each pupil must also know which member of staff is responsible for them or their group.

All staff must have access to the School official documents on accident, emergency and crisis at all times.

All staff are to be fully aware that they may have responsibility for authorising emergency medical treatment as a result of being in loco parentis. No pupil may be accepted without this transferred consent.

On arrival at each destination or overnight stop staff must satisfy themselves that they are familiar with the geography of buildings and surroundings and are certain of the means of evacuation in the event of fire. A fire drill must be staged immediately after arrival to confirm that the pupils are acquainted with this.

If abroad it is essential to acquaint all party members with local emergency contact numbers as these will be different from the UK eg Fire, Ambulance, Civil and Military police etc.

It is recommended that a first aid kit is carried wherever possible. Medical details are carried by staff and medicines such as pain killers are given to pupils only on the advice obtained by the school nurse or parents. The member of staff responsible for dispensing medication on a visit must keep a record of all medication administered to visit participants.

In the event of an accident or incident, however trivial, the details must be recorded in an accident book and reported to school immediately or on return depending of the severity of the accident or incident. Staff on the visit must liaise with staff at school over who will contact parents.

Pupils will be made aware of rendezvous procedures, should anyone become lost, and the system of emergency recall/action.

Contingency plans will be drawn up covering the withdrawal of one or more of the accompanying staff through illness or other unforeseeable circumstances. Readjusted responsibilities will be clear and made known to all in the party.

Supervisory staff will know the general location of pupils at all times - even though they may not always be under direct supervision ie in sight or hearing.

During free time pupils will not be allowed to travel in unsupervised groups of fewer than three, and allowed activities and specifically forbidden activities will be clearly explained.

Location:	St Mary's School Ascot\School Handbook\ Health, Safety and Security \Health and Safety on Educational Visits Policy\Annex J: Health and Safety			Page:	29 of 30
Last Reviewed:	July 2023	Next Review:	July 2025	Author/Lead:	Director of Co-Curricular

ST MARY'S SCHOOL ASCOT
HEALTH AND SAFETY ON EDUCATIONAL VISITS POLICY
ANNEX K: ROUTINE EDUCATIONAL VISITS
PARENTAL PERMISSION FORM



During the course of her time at St Mary's there may be a number of educational, routine day trips or visits arranged for your daughter to enhance her learning. The outings will be arranged for classes in accordance with the Health and Safety on Educational Visits Policy which can be found in the School Handbook. Your daughter will remain under the care and supervision of responsible adults during these activities. The cost of such visits will be added to the school bill in accordance with Section 3b of the Terms and Conditions.

When organising visits, it is sometimes necessary for us to share routine information such as your daughter's name and date of birth with event organisers or other third parties. Such sharing of information will always be limited to what is necessary for the purposes of the visit and will take place in accordance with the school's Data Protection policy and relevant legislation. We take all reasonable steps to ensure that third parties with whom we share information look after it properly and delete it when it is no longer needed.

At the time of the visit the member of staff in charge of the visit will obtain from the school nurse whatever they need to know about any medical condition or allergies applicable to your daughter, together with details of treatment required, and information about any dietary requirements.

Name of daughter:

Year:

House:

Please tick the boxes below to give your consent. This consent will last for as long as your daughter is a pupil at the School. You may revoke this consent at any time by contacting the Co-Curricular Deputy Head at cocurricular@st-marys-ascot.co.uk.

- I give consent for my daughter to take part in routine, educational visits
- I give consent for the cost of routine visits to be added to my school bill
- I authorise members of staff during the visit to give or supervise first aid and to approve such medical treatment for my child as may be deemed necessary in an emergency and on the advice of a qualified medical practitioner

Signed:

Print Name:

Date:

PLEASE RETURN THIS FORM TO THE CO-CURRICULAR DEPUTY HEAD.

Location:	St Mary's School Ascot\School Handbook\Policies\Health and Safety on Educational Visits Policy\Annex K: Routine Educational Visits Parental Permission Form	Page:	30 of 30
Last Reviewed:	July 2023	Next Review:	July 2025
Author/Lead:	Director of Co-Curricular		