

EDUCATIONAL TRIPS & VISITS POLICY & PROCEDURES

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Appendices:

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It is very important when an educational visit or trip is planned that Health and Safety takes priority at the planning stage and all risk assessments and documentation must be completed and approved before leaving the School. Visit organisers should also be mindful of the latest Safeguarding legislation and provide for the welfare of children during the visit.

At each stage of the planning process the person responsible must take into consideration the risks involved, these must be identified and the appropriate safety measures put in place.

The planning process must start with the Principal or Head teachers and the group leader who will have overall responsibility for the students during the off-site visit. The Principal /Head teachers must ensure that the visits comply with the guidelines by the Board of Governors. The Principal must ensure that the group leader is competent to assess and monitor the risks throughout the visit.

There are many types of visits, some local, some national and others may be international; they all will be covered by the same comprehensive planning and assessments.

Documentation will be in place that covers all aspects of the visit. This must be completed before the visit takes place and signed by both the group leader and Principal. (Min 4 weeks)

Some visits to local venues such as swimming pools and for sports fixtures etc. may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals and monitoring should take place.

Pupils should not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration.

All off site visits (non- routine) must be endorsed by the Principal or Head teachers.
All overseas visits must also be endorsed by the Principal and Head teacher.

If the risks cannot be contained, the visit must not take place

PURPOSE

The Governors and Staff of The Junior & Senior School ('the School') firmly believe that educational visits and residential trips, within Cyprus and to other parts of the world, are an important aspect of the curriculum.

For any trip involving pupils, safety is paramount and for this and other reasons, meticulous planning and organisation are essential.

This policy sets out responsibilities, requirements and guidelines for planning, organising and managing School trips to ensure that pupils and staff may experience the best possible benefits from their trips and activities whilst at the same time minimising risks to their health, safety and welfare.

ORGANISATION AND ARRANGEMENTS

Responsibilities and Duties.

School Board

- to fulfil its responsibilities for the health and safety of pupils on educational visits the School's Board shall:
- formally adopt the School policy and guidance on Educational Visits
- determine and keep under review the School's policy on educational visits which will detail the scope and range of visits normally conducted by the School and the internal procedures by which visits are proposed and approved
- ensure that the School's policy enables, where reasonable and appropriate, the inclusion of pupils with disabilities, special educational or medical needs
- establish that each visit has clear educational objectives appropriate for the age, needs and experience of the target group
- ensure that the School's policy establishes clearly the level of risk assessment information required to be seen for different types of visits in order for approval to be given
- ensure that monitoring procedures are in place to evaluate the effectiveness of policies and procedures including feedback following visits and to ensure that the School receives value for money.
- ensure that it is clear about its role in the event of an emergency.

Principal / Head teachers

- responsibility within the School for the approval of visits remains with the Principal, Head teachers and Board, but, with the approval of the Board, the Principal may delegate certain of these tasks to the Teaching Staff. The Principal must:
- be aware of relevant regulations and guidelines including Health and Safety responsibilities, including Health and Safety laws which relate to Cyprus and this Educational Visits Policy and Guidance. These must be available and accessible to anyone involved in educational visits
- take account of the above in drawing up and keeping under review the School's policy and procedures for educational visits
- ensure that the educational objectives for visits are clearly defined and commensurate with the age, maturity and capability of the pupils. *[The objectives will be inclusive, stated in the pre-visit documentation, and made known to all relevant parties, including the Board, Head teachers, teachers and accompanying adult, parents, and pupils]*
- ensure that the Board has considered and supports the nature and objectives of any planned educational visits and is provided with appropriate levels of information sufficiently in advance to enable Board members to fulfil their responsibilities
- be satisfied that all aspects of any visits, including the granting of approval, will be dealt with in accordance with the School's own policy and procedures
- ensure that an assessment of the safety management systems of external providers has been undertaken prior to booking
- ensure risk assessments are reviewed periodically and changes are made in the operating procedures and/or control measures where identified
- ensure that visits are evaluated to inform the planning and operation of future visits
- be satisfied of the competence of group leaders to lead, manage and control pupils in the proposed setting. *[Consideration will be given to the following: experience, qualification, organisational skills, personal qualities, fitness, medical condition, knowledge of the group and environment, prior experience of leading or assisting in leading the activity]*
- be satisfied that staff roles and responsibilities (including those of accompanying adults) are commensurate with their experience and competence to undertake them

- ensure all staff are aware of their continuous pastoral care responsibilities (even when using a technical leader with their group) and are familiar with the School's Child Protection Policy
- be satisfied that the arrangements for supervision are appropriate, agreed and known by all concerned. *[Staff involved will be required to have a clear understanding of the different strategies required for direct supervision and when the circumstances are right, for indirect or more remote supervision]*
- record accidents and incidents on trips where appropriate, and report them to the Board, or Department of Labour wherever required. A clear reporting system for accidents and incidents is in place and staff involved in trips must be made aware of the procedures
- ensure all involved in visits are made aware of and understand the School's emergency procedures
- ensure that the School adopts a clear and effective system for recording risk assessments which is understood by those involved in visits.
- be aware of the contractual arrangements to be put in place with third party providers and the central role of the School in making external contracts. *[Appropriate consideration must be given to best value, financial management, choice of contractors, and contractual relationships]*
- ensure that written contracts are made with the School and any School travel agent/tour operator on behalf of the pupils involved in the visit
- ensure that all finances for the visit are controlled through the School's financial systems (Finance department) so that should any contract fail the School is able to withhold further payments.

Responsibilities of the Visit/Trip Leader

The Visit/Trip leader will recognise that whilst leading the visit he or she is in effect representing The Junior & Senior School and therefore the Principal.

The Visit/Trip leader will:

- ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
- ensure the overall maintenance of good order and discipline during the visit.
- ensure that adequate arrangements are planned and implemented for the safety and well-being of all participants, staff and pupils, whilst on the visit.
- ensure that all members of staff are fully briefed as to their roles and

responsibilities.

- brief pupils and other participants prior to the trip and ensure that they conduct themselves with due respect for the environment and the local community.

Visit leaders must inform the Principal if at any point during the planning of the visit concerns arise which lead them to feel unsure of their competence to lead the visit safely.

Responsibilities of Group Leaders

Greater levels of responsibility will normally be assigned to teachers than to adult helpers, and a higher standard of care is expected of them.

It is understood and accepted that Group leaders, whether teachers or adult helpers, have a common law duty of care towards the pupils in their charge.

Group leaders recognise their responsibilities for:

- maintaining good order and discipline.
- ensuring the safety and well-being of the pupils in their care.
- informing the visit leader of any incident involving the pupils in their care which has implications for pupils' health and safety, general welfare or the good order of the visit as a whole.

Responsibilities of all Staff Members/other Adult Helpers involved in a trip/visit

All staff members and other adult helpers will be made aware of the expectations placed upon them and appreciate the nature of their relationship to the pupils and other staff.

All staff and other helpers will fully understand and be comfortable with their role before accepting their place on the visit. All staff and other helpers will:

- Conduct themselves in a manner compatible with their own safety and with the safety and well-being of the pupils.
- Inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them.
- Recognise the limits of their responsibilities and act within these at all time
- Report to the visit leader any concerns they may have concerning pupil behaviour or well-being during the visit.
- Wear either a reflective jacket or distinctive hat or t shirt so they are easily identified as a leader by members of the public and the children.

Voluntary helpers shall sign an agreement concerning the scope of their responsibilities. No volunteer will be left alone to supervise students,

In addition

- No member of staff should consume alcohol or drugs whilst supervising children on a

school visit.

- During an overnight visit no member of staff should enter the room of pupils of the opposite gender, unless a member of staff of the same gender has already entered the room and checked that children are decently attired.
- A member of staff may not sleep in the same room as children without direct permission of the parent (e.g. in case of illness). This will always be a member of staff of the same gender.
- Children should only be given 'free time' in a controlled manner – in groups of no less than 3 and within a designated area. Pupils should know where to find staff at all times and there should be a limited time frame. Children of Year 6 and below, may not be given unsupervised time

Responsibilities of all Students involved in a trip/visit

- Students are aware of 'behaviour' rules
- Students on overnight/overseas visits will be asked to sign an agreement for 'Code Conduct and Behaviour.'

Police Checks

The criminal records of all staff employed to work in schools are required to be checked. The checks are necessary to prevent unsuitable people from any involvement with pupils.

All Staff employed by the Junior and Senior school will have been Police checked by the Local police in Cyprus. Certificates are held by Human Resources

The following is an extract from the UK's DFE supplementary guidance:

"...not every volunteer who helps to supervise an educational visit will have to obtain a disclosure. Parents and others who from time to time help teachers to supervise local visits need not be Police-checked (though they should be trained and competent in their allotted tasks). Volunteers helping teachers to supervise a residential visit will probably need to be checked. Anyone will need to be checked if they are likely to be in sole charge of a pupil under 18 on a one-to-one basis."

The Principal will need to consider responsibilities a volunteer may be asked to assume. The school will ensure that all volunteers are police-checked who participate in residential trips.

All contractor staff likely to have access to young people as part of their normal duties will need to be police-checked. The Trip/Visit coordinator will obtain assurances that this has happened.

General Planning

All staff will refer to and follow the 'School Visits and Trips Checklist' when planning trips (see Appendix 1).

For staff planning a trip for the first time, there are many colleagues and both the Principal and the School Nurse at Senior School who can provide help and advice based on experience. It would be considered essential to take part in a residential trip as one of the team of staff, all staff will normally do this before attempting to organize a trip/visit as Leader.

The Visit/Trip Leader will talk to the Principal or Head teachers to obtain authorization for the proposed trip before any definite plans are made and before any information goes to parents (see Appendix 2).

A visit cannot take place if there is insufficient cover available for that day so a prior check must also be made with the member of staff responsible for covering absent colleagues.

Health and Safety

Safety is ensured by adequate supervision, meticulous planning and a clear understanding of what degree of freedom is to be given to pupils and again there are many experienced colleagues and the Principal or School Nurse who can give new staff guidance in these matters. Teaching Assistants and other support staff can accompany trips as staff with members of the academic staff.

Staff Levels

One to 6 (age 4 and under) Nursery / Reception)

One to 6 -10 (age 5-6 years)

One to 10 - 15 (age 7-10 years)

One to 15 - 20 (age 11-18 years)

A first aider **must** be included as a staff member for all trips.

The above is what is written in the educational trips policy.

1 adult for every 5 pupils in EY2&3 & Reception

1 adult for every 8 pupils in school Years 1 to 2;

1 adult for every 12 pupils in Years 3 & 4

1 adult for every 15 pupils in Years 5 & 6

1 adult for every 20 pupils in Year 7 and above.

(NB EY1 do not participate in off-site trips)

These are minimum ratios and a risk assessment is always undertaken to decide exact ratios.

For any visit in which activities classified as adventurous form part of the programme, the minimum staff/pupil ratio is 1 to 15, subject to there being at least two staff. In addition, specific regulations may apply to the staffing of the activities themselves

Visits including an overnight stay

For visits involving an overnight stay it is recommended that no student below the age of 12 years attend. Staff/pupil ratio is 1 to 10, subject to there being at least 2 staff. For single sex parties one staff member must be of the same sex as the pupils. For mixed parties a staff member of each sex must be included. At least one staff member must be a teacher. In the exceptional case of an overnight stay involving pupils aged under 7 years, the stricter ratio detailed above applies.

Visits abroad

For visits abroad the recommended staff/pupil ratio is 1 to 10, subject to there being at least 2 staff. For single sex parties one staff member must be of the same sex as the pupils. For mixed parties a staff member of each sex must be included (unless the students are over 18)

Visits including Adventurous Activities

For any visit in which activities classified as adventurous form part of the programme, the recommended staff/pupil ratio is 1 to 10 - 15, subject to there being at least two staff. In addition, specific regulations may apply to the staffing of the activities themselves. The school insurance company to be advised of what activities prior to trip in case an added cost to the student will be necessary. Teachers will need their own insurance cover.

Inclusion of Non-teachers in the Staff/Pupil Ratio

Adult helpers, other than teachers, may be included in the staff/pupil ratio provided they are acceptable to the Principal or Headteacher in the role which they will be required to fill.

Risk Assessments

The Visit/Trip Leader will carry out a risk assessment and complete a risk assessment form(s)FT/E1 or OS/E1 and submit these to the health and safety officer for checking and approval before the trip is approved to go ahead. Approval for any trip is conditional upon completion of satisfactory risk assessments. Once approved all risk assessments will be sent to MDA consultants for signing off.

Emergency Procedures

This section describes the actions to be taken in the event of an emergency i.e. any incident that involves serious injury or fatality or which is likely to attract media attention.

Lower level emergencies such as less serious injury, serious misbehaviour or transport problems will normally be dealt with by the Group Leader in consultation with the Principal or Headteacher.

A student who needs a hospital or doctors' visits this must be discussed with the Principal/Headteacher who will then immediately inform the parent.

School Contacts

Prior to all visits, all involved must be fully aware of the arrangements to be put in place should an emergency arise. As part of the planning and preparation for all visits an emergency school contact should be identified. The emergency contact for The Junior and Senior School is:

The Principal or a member of the Whole School or Senior Leadership Team

For residential and overseas visits and those involving adventurous activities, the school will identify two School Contacts whose details should be provided to the trip/visit organizer.

The Principal or a member of the Whole School or Senior Leadership Team, and
Member of the Whole School Leadership team (nominated by Principal)

The School Contact's responsibilities include the following:

- To be available to be contacted by the Group Leader following the initiation of the Emergency Procedure.
- To act as a link between the Visit/trip leader and the school immediately following an emergency incident and until such time as alternative arrangements are agreed and established e.g. Incident Control Centre.
- To hold details of all members of any group (names, next of kin, contact numbers, etc).
- In an emergency where the visit/trip leader has contacted the School Contact direct, to initiate the Emergency Procedure as set out under "Actions to be Taken by Group Leader"
- Depending on the circumstances and following discussions with the Ministry of Education and, where possible, the Principal or other senior school staff, to communicate with parents/guardians when a party member is involved in an accident or taken ill or hospitalized. (this is a less traumatic and more reassuring way of notifying the parents rather than the Group Leader trying to contact the parents/guardians from a remote situation).
- Arrangements in the event of staff/adult injury or illness and possible need for a replacement.

Action by the Group Leader

Immediately following the incident, the Group Leader should ensure that he/she has accounted for all party members and delegate a responsible adult to take care of the uninjured members of the party and to protect them from the media. It is important not to allow any member of the party to use a telephone or social media until advised that it is in order for them to do so.

The Group Leader should assume immediate authority for activating the emergency procedures by calling

During School hours: The main Reception:

The Senior School 22660156.

The Junior School 22664855.

Remember if calling from outside of Cyprus: (00357)

When connected, give the following information: -

- Your telephone number
- Your name

Please ensure you leave this information before any further discussion takes place, in case you are cut off. These details will then be passed to the Principal within a few minutes, who will then call you back. Depending on the severity of the incident the Principal may call you to reassure you that your initial call is being acted upon.

If you have no response from anyone to your initial call after 30 minutes, please call again. If this form of communication appears to have failed then, as a last resort, please contact the Principal directly on 99619352 or failing that the Police.

When the Principal calls you back please be prepared to provide the following information:

- Re-confirm your name
- Your location
- Some indication of the nature of the incident
- Details of any casualties
- Contact information.

In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the Deputy Leader. Seek further and full details of the incident, how and why it happened so far as can be established at this stage. Maintain a detailed written log of all action taken and conversations held.

- You should not make any public statements about the incident without prior approval of the School.
- Depending on the circumstances some or all of the following actions may be required:

Retain all equipment involved in an accident or incident in an unaltered condition unless it is required by the police.

Begin to make appropriate arrangements for those not injured to return home immediately.

Arrange to visit the injured in hospital and to obtain the necessary documentation from the medical authorities, e.g. death certificates, medical certificates indicating how injured may

travel home, and case histories including x-rays.

- Obtain receipts for all expenditure connected with the incident.

Action by Principal/School

On being notified of an emergency a Support Team is brought into action to support the party and parents. The team will operate from the School and the Principal or a senior member of staff will coordinate the incident.

The Team will form a continuous link with the affected party, and depending on the level of emergency, send a senior leadership team member to the incident location. It will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies etc. As appropriate it would arrange for the return of the party or arrange transport for parents to the location where pupils are unable to travel home soon after the incident.

Depending on the circumstances, a Home Support Team might be established, involving the Principal and/or other senior staff, on the school premises, to provide a contact point for information exchange and support for all families.

The Team will give accurate and periodic information through press releases and arrange necessary interviews, and try to reduce the media pressure on the school and parents. Support and counselling will be arranged for families, young pupils and staff.

Transport

Hired coaches

If needed, coaches should be hired from approved operators, a list of which is available from the Administration Department.

Private cars

No pupil may travel in a private car unless parental permission is given in advance and appropriate insurance cover is in place and documented. When considering travel within private cars, children's car seats must be considered

Finance

Financial planning

The Visit/Trip Leader should inform and/or consult with the Finance Manager at JS and the Finance Officer at SS in the early stage in the planning process to ensure that the proper financial procedures are followed and that any required safeguards are in place.

- All cost should be accounted for and covered by the students: e.g. flights, accommodation, insurance, airport transfer costs, meals (if not included in the accommodation or can be paid from spending money allowance), transport costs during the trip, travel costs of any teachers in attendance.

- Agree (prior to the issue of the first letter to students), the payment dates for travel company / flights/ coaches
- Ensure that all payments dates and instalments from students will be paid to the School with enough time before any payments to be made to companies by their due date.
- Decide on cheque or cash payments depending on departure dates. Cheques can only be accepted 10 working days before a trip and should be payable to 'The Junior and Senior School'.
- Invoices to be paid for any parts of the trip should be forwarded, for process with finance
- Finance to ensure School cheques from finance are drawn from finance and payments made
- All spread sheets created for payments are correct and up-to-date
- Lists of students attending must be given to finance at the start of the process in order to check that fees are paid and up-to-date. Children whose fees are unpaid are not allowed to attend without *special* consideration.

The Visit/Trip Leader will ensure that parents have early warning of additional costs associated with the visit/trip, normally by way of a letter or email sent out the term before the trip is to take place.

Contingency Fund

It is expected that this fund will be covered within the students cost of the trip.

An agreed amount will be given to the trip/visit leader who will have a contingency plan for financial emergencies. Any surplus funds following the trip will have an agreed destination. In the case of any financial emergencies, the trip/visit leader should keep receipts of all expenditure during the trip, complete a Trip receipt form, and these should then be provided to Finance on the group's return for audit purposes.

Staffs Personal Expenses

As stated above flights, accommodation, meals (to an agreed limit), transport costs for transfers, insurance and trips will be covered within the cost of the students, any additional costs incurred will and are to be covered by each member of staff and **NOT** covered by the Contingency Fund.

Insurance

The School does not have an all-enveloping pupil insurance, providing cover for any activity, anywhere in the world. The visit/Trip Leader must check with the Finance Manager or School Nurse (SS) whether any additional cover is needed, together with cost implications, before the parents' information letter is sent out.

Communications/Documentation

Letter/Consent form

Students will have on SIMs data the permission to take part in local trips. Parents will be informed in writing or email about any local trips.

For overnight/overseas Trips

Residential trips should be organized 6 months in advance. Overseas trips should possibly be organized 6-10 months in advance. Parents can then make arrangements for the finances and be informed as to what the trip involves. Parents will be required to sign an additional consent form, for the cost or potentially hazardous activity.

A 'code of conduct' information sheet will also be included for both the student and parent to sign. Consent for Medical Treatment form signed by a parent giving responsibility to the School in the event of an emergency requiring medical or surgical intervention.

Medical

Medical form and MED1,2,3 (4 for diabetes) in the student's records will be used, but parents will be asked if any medical needs have changed any relevant information updated by parents

Meeting: An explanatory meeting may be held for parents if the visit/Trip Leader feels that this is appropriate before residential trips. All overseas Trips must have a meeting.

Itinerary: A full itinerary will be sent home before all trips (apart from games fixtures and local class outings). A copy of the itinerary will also be attached to the 'Away Details Sheet' (see below).

Away Details Sheet: The Away Details sheet will be completed and copies will be distributed as follows:

- One copy displayed on Yammer
- One copy left with the Principal
- One copy left with Reception

Daily Communication with the School: The trip leader will be in communication by text, e-mail or phone on a regular basis to the school or delegated senior management team person, if out of school hours; it is suggested as follows;

- On arrival
- Regular intervals throughout the day for any changes in the itinerary timings.
- End of journey
- If overnight the end and beginning of each day.

Report

For Residential and overseas trips, a summary should be written up by the trip/visit leader, including any itinerary changes that were made, if the trip reached its expectations, notes regarding travel company, flights, transfers, trips, accommodation, any relevant and useful

information for a return trip. Incident report forms completed & handed in the case of any behaviour problems of students. Accident reports completed in the case of an accident regarding both staff & students. All medical receipts handed in for an insurance claim.

All Trip Documentation: All documentation and other useful notes will be placed on file for future reference, following completion of the visit/trip. This documentation will be updated as necessary by any staff obtaining further or new information. A copy of the documentation will be kept by the Administration Department.

Related Documents

This policy accompanies other School policies and procedures, specifically:

- First Aid Policy
- Medicines Policy
- Child Protection and Safe Guarding Policy

Usefull Contacts

Ministry of Education & Culture Cyprus

Kimonos & Thoukydidou Corner, Acropoli, Nicosia 1432

Tel :22800600/700

Website: www.moec.gov.cy

Ministry of Health Cyprus

Prodromou Street, Nicosia 1148

Tel :22605300

Website: www.moh.gov.cy

Ministry of Labour & Welfare

Lordou Vyronos 7, Nicosia 1463

Tel: 22401600

Website: www.mlsi.gov.cy

DOCUMENT CONTROL

Date Implemented; June 2016

Date Reviewed: June 2017 & June 2018

Date Revised: Sept 2019

Ratified by Board:

EDV 1: Educational Visits: Application for the Approval of Educational Visit

School/Group	
Group Leader	

Purpose of visit and specific education objectives:

Places to be visited:

Date and Time of Departure:	
Date and Time of Return:	

Transport arrangements to include name of transport company/Airways company:

Name, relevant qualifications and specific responsibilities of adults in party: NB A First Aider is required for all trips

Insurance Arrangements

Size and composition of the group:	
Age range	
Number of male students	
Number of female students	
Adult to student ratio	
Name of student with special or educational needs;	

Head Teachers approval:	
Date:	

EDV 2: Educational Visits: Group leaders 'To-Do' List

Preparing for the trip.....

ACTION	RELEVANT FORMS	DATE COMPLETED
Check proposed date of trip with Headteacher		
Get 3 quotes for cost of trip		
Agree cost of trip with finance (JS)/CAR (SS)		
Complete Headteacher Approval Form and submit	EDV1	
Send draft letter(S)to head teacher prior to being sent out		
Send letter and parental consent, payment plan and medical form, code of conduct (copy of passport for overseas**) to parents		
Collect consent, medical form , code of conduct and money (copy of passport**) from students		
Complete Risk Assessment send to Headteacher (JS)CAR(SS) 4 weeks prior to trip	FT/E1 or OS/E1	
Complete Emergency Contact forms	EDV5	
Complete costings, including contingency request form		
Recruit appropriate staff		
Inform deputy head of cover needed for all staff		
Complete Itinerary		
Complete medical lists		

Complete group list		
Complete coach lists		
Complete students check list		
Complete information for staff	EDV4	
Complete First Aid bag booking form and submit	EDV6	
Arrange information evening for parents		

Collect passports (army exit visa for male students 16 and above) **		
Collect passports (army exit visa for male students 16 and above) **		
Print out all information and put in a pack		

All documentation should be completed 4 weeks prior to trip and updated the day before the trip

**** Overseas trips**

48 Hours before the trip.....

ACTION	COMPLETED
Collect Contingency Money	
Collect First Aid Kits	
Hand in to School office all photocopied documents pack	
Collect School Mobile Phone	
Collect School Camera	
Collect Staff Visibility jackets/Hats	

Returning from the trip.....

ACTION	COMPLETED
Return Contingency Money with All Receipt(s) and Completed Expenses form.	
Return First Aid Kits	
Return all paper work from the trip	
Return School Mobile Phone	

Return School Camera	
Return Staff Visibility jackets/Hats	
Complete Evaluation of visit for (EDV)	

EDV 3: Educational Visits: Costings for Residential/Oversea Trips

	Student Price	Number of Students	Adult Price	Number of Adults	TOTAL Amount
FLIGHT					
ACCOMODATION					
Breakfast					
Lunch					
Dinner					
EXCURSIONS & ATTRACTIONS					
TRANSPORT					
INSURANCE					
BANK TRANS COST					
CONTINGENCY FUND					

TOTAL AMOUNT PER STUDENT	

EDV 4: Educational Visits: Information for Senior School Staff (Cyprus)

Group/Trip leader to complete

Date of visit	
Venue	
Purpose of visit	

Attached are:	Date handed out by group leader	Date returned to group leader
List of Students		
List of Groups		
Itinerary		
Student Check List		
Medical Information		
Parents' Consent forms & contact information		
Risk Assessment		
Venue information		

Contact Information

School

School Reception	
Nominated Contact (name)	

Staff on visit

Name	Phone Number
Group Leader	
Deputy Leader	

Venue contact

Name & Address	Phone Number

Coach Company/Airways

Name & Address	Phone Number

Contingency Procedure

In the event of a late return the group leader or deputy leader should contact the school in working hours, or the nominated person with the arrival information.

Emergency Procedure

In the event of an emergency, staff should contact each other by mobile phone and the group leader or deputy group leader contact the school/ nominated person immediately.

Meeting place at venue(s):

Group/trip leaders tick List

Risk Assessment completed and emailed to relevant persons	
Detailed Itinerary, with time and specific locations	
Copy of map(s):including map name, access routes and grid references for specific locations to be visited	
Equipment lists if necessary	
Transport arrangements comply with the school regulations	
Public Liability insurance checked for venues	
A member of staff with appropriate qualifications designated as first aider	
Risk Management plans from companies for adventure activities	
Other:	

Name of Group/Trip Leader.....

Signature.....Date.....

All documentation must be handed back to group/trip leader after the visit in compliance with data protection law

EDV 5: Educational Visits: Emergency contact Information for group/trip leaders

This form is to be taken on the trip

Group/Trip leader to complete

Place of visit:			
Visit departure date:			
Return information:	Date	Time	Location
Number of Students:			
Number of Adults:			

Attach students emergency contact list to this sheet-names and telephone numbers

Emergency telephone contact information during school hours

School Reception	
Headteacher	
Principal	

Emergency telephone contact information out of school hours

Headteacher:	
Principal:	
Deputy:	

Travel Company	
Name:	
Address:	
Telephone:	
Fax:	
Name of Travel Rep:	
Insurance/Emergency Assistance:	
Hotel Name:	
Hotel Address:	

Hotel Contact:	
Other Emergency numbers:	

**EDV 6: Educational Visits: First Aid Bag Booking form and Medical Information
Group Leader /Trip First Aider to Complete**

Trip Leader Name:	
Destination of Trip:	
Day/Residential Trip:	
Date of Departure	
Date of Return:	
No. of Students (Year Group)	
No. of First Aid trained Staff	
No. of Bags require:	
Name of students with specific health needs:	
Name of teacher in charge of these students	
Further medical training needed for these staff:	
Suggested meeting with school Nurse: (essential for residential & overseas)	
Any other information	

Nurse use only

Checked through medical forms	
Medication collected from parents and given with MED 1,2,3 & 4 medical form to Trip First Aider:	
First Aid Bags Number given:	
Accidents/Emergency forms given:	

All forms and First Aid Bag(s) Returned	
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Trip Leaders' Signature	
Nurses' Signature	

EDV 7: Educational Visits: Evaluation of visit for future reference

Group/trip leader to complete for ALL Trips and sent to SLT

Visit to:	
School/Group:	
Group Leader:	
Number of Students in Group:	Male: Female :
Number of Staff	Male: Female:
Date(s) of visit	
Venue	
Venue	
Venue	
Venue	
Coach Transportation	
Airline	
Airline	

Comment on the following:

	Rating out of 10	Comments
Pre-visit organization:		
Travel arrangements:		
Content of educational program provided:		
Instruction:		
Equipment:		
Suitability of Environment:		
Accommodation:		
Itinerary :		
Travel Agent:		

Signed	
Dated	

FT/E1 Educational Visits: Risk Assessment (Cyprus)

Group/trip leader to complete for ALL CYPRUS Trips and sent to Headteacher(JS) CAR(SS)

School.	
Title of Fieldwork/ Trip Activity:	
Location(s) of Work:	
Duration (incl. Date(s) & Time From / To) :	

Brief Description of Fieldwork/ Trip:

Hazard Identification: Identify all the hazards; evaluate the risks (low / medium / high) and describe all necessary control measures.

Hazard (s)	Risk L / M / H	Control Measures	Risk after Control L / M / H
Physical Hazards (e.g. extreme weather conditions, cliffs, caves, mountains, marshes, quicksand, fresh / seawater, mines, quarries, tides.			

Biological Hazards (e.g. poisonous plants, venomous / aggressive animals, soil or water micro-organisms, insects)			
Chemical Hazards (e.g. pesticides, dusts, contaminated soils, chemicals on site)			

Man-made hazards (e.g. machinery, electrical equipment, vehicles, insecure buildings, slurry pits, power and pipelines)			
Personal Safety (e.g. lone working, attack on person or property, first aid)			
Environmental impact by persons on visit (e.g. refuse, pollution, disturbance of eco-systems)			
Other hazards (e.g. procedural, manual handling) Please specify.			

**Continue on separate sheet if necessary*

Emergency Procedures: Specify arrangements for first aid, special emergency procedures, survival aids, communication, etc.)

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Additional Information: Identify any additional information relevant to the fieldwork activity, including supervision, training requirements, information, specialist equipment or clothing, inoculations, etc.

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Contact Information: Include details of both the School designated contact and on-site contact.

School	Name:	Tel. Contact:
On-site	Name(s):	Tel. Contact:
Name of Company & Staff:		

Has necessary training and information been given?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there adequate provision for those with health problems or disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are there adequate First Aiders available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there suitable supervision (i.e. Staff to Student ratio)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is permission required to work on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are there suitable travel arrangements and licensed drivers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is adequate insurance cover in place?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have all participants submitted next of kin information to field trip organiser / School Administration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have route notification schedules been provided to School?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Assessment carried out by:

Name:		Date:	
Signature:		Review Date:	
Title (e.g. Group Leader, Teacher in-charge, etc):			

Assessment Authorised by Head of School / Fieldwork Supervisor:

Name:		Date:	
Signature:			

OS/E1 Educational Visits: Risk Assessment (Overseas)

RISK ASSESSMENT AND SAFETY MANAGEMENT PLAN – COVER SHEET AND EXPLANATIONS

The School Safety and Management Plan Contents Summary

1. Trip risk assessment.
2. Day-to-day emergency plan.
3. General contingency plan.

Explanation of Risk Assessment and safety Management Plan documents

1. Trip risk assessment

The trip organisers at the Senior School produce risk assessment during the trip planning stage. A risk assessment is normally valid for the full school year. Senior school Risk Assessments will include control measures applicable to expected participants of adults and children from the ages of 12-19. These are available for review by governors, staff and parents at any time. The risk assessment will be reviewed, taking into account any of the following;

- Requested change to the itinerary or inclusions
- Possible differences in make-up or ability of student party

The confirmed Risk Assessment will normally be available within 2 weeks of the departure date

Explanation of Risk Assessment document

Hazards are identified and explained in wide column 1. Un-Controlled risks are scored in the first columns. Controlled measures are identified in wide column 2. Controlled risks are scored in second scoring columns.

Scoring key

L = likelihood. S = severity. LXS = Risk Rating

1 being least likely or lowest severity. 3 being most likely or highest severity.

Risk outcomes and actions

Controlled risk scores will be matched with the following outcomes.

3 or less No action required.

4 Review by teachers organising the trip and the head teacher

- Extra control measures
- Stopping or replacing service or activity
- Clear explanation of risk mention in Trip Notes

6 Do not accept risk without further control measures, reducing score to 4. Risks of 6 can only be accepted with the agreement from the school management and inclusion of Trip Notes.

Implementation and compliance

All parties involved with delivering controlled measures are issued with an updated risk assessment prior to the departure date.

2. Day- to- Day Medical Emergency Plan

Medical Emergency Plans are not created for all itineraries in the programme, but they will be created on a trip by trip basis within 4 weeks of the school Trip, and will supplement the Risk Assessment form the full Safety Management Plan for each trip. All medical Emergency Plans will be re-reviewed 2 weeks before departure to check that local logistical or contact details have not changed.

3. General Contingency Plan

The General Contingency Plan will be created within 2 weeks of departure, or in some cases on arrival in the host country. While it does not prescribe exact actions for all circumstances, once filled in it offers general guidance about the most appropriate ways to deal with a wide variety of circumstances. Experienced organisers working alongside knowledgeable local Tour Leaders will be able to interpret the plan to agree the best way to proceed in all possible circumstances

HAZARDS	UN-CONTROLLED RISK			Current Controls In Place	CONTROLLED RISK			ACTION PLAN(S)	TARGET RISK RATING		
	L	S	RR		L	S	RR		L	S	RR
ALL TRIPS											
Security: Terrorism, Political & Social Unrest											
General Crime											
Health Risks											
Cultural Issues											
Free Time											
Accommodation											

HAZARDS	UN-CONTROLLED RISK			Current Controls In Place	CONTROLLED RISK			ACTION PLAN(S)	TARGET RISK RATING		
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ALL TRIPS	L	S	RR		L	S	RR		L	S	RR
Transportation				Airport Transfers: Daily Transfers: Metro/Underground: Cable Car:							
Weather & Climate											
Emergency Services											
Operators, Local Staff & Tour guides. <ul style="list-style-type: none"> • Accommodation (Subcontractors) • Transport (Subcontracted) • Tour Guides (Subcontracted) • Optional Activities (Subcontracted) 											

HAZARDS	UN-CONTROLLED RISK			Current Controls In Place	CONTROLLED RISK			ACTION PLAN(S)	TARGET RISK RATING		
ACTIVITIES/VISITS	L	S	RR		L	S	RR		L	S	RR

Trip Name:		Date of this Assessment:	
Travel Agent Used:		Date of previous Assessment:	

Country / Countries:		Risk assessment completed by:	
Route:		Re-assessment due by:	

SIGNED OFF BY A. CARMODY

DATE

2. Emergency Contact Numbers

Organisation	Person / Department	Number
Principal Leader		
Staff		
Staff		
Travel Agent – office & out of hours		
Local Operator – office & out of hours		
Insurance Assistance Services		
Local Emergency Services		
British Embassy / consulate		
Senior School Contact		

General Contingency Planning Document

Trip Name:	
Travel Agent Used:	
Country / Countries:	
Route:	
Duration	
Local operator	
Principal Leader & Staff details	

Possible challengers to plan for	Previously identified suitable alternative	Leader & staff to locate interim alternative	Refer to local operator for review of options	Escalate to School due to seriousness of situation	Refer to day-to-Day Medical Emergency plan
Failure of infrastructure					
Natural disaster					
Civil unrest or security threats					
Strikes or industrial action					
Failure of sub-contracted services					
Supplier non-delivery / unreliability / insolvency					
Vehicle breakdown					
Accommodation uninhabitable					
Failure of staff					
Failure to reach required standards of professionalism					
Physical inability to continue					
Major personal / behaviour / emotional breakdown					
Failure of students					
Physical inability to continue					
Major personal / behaviour / emotional breakdown					
Weather conditions making activity or route impossible					
Chosen activity not possible					
Medical Emergencies					