

GUIDELINES ON EDUCATIONAL TRIPS AND VISITS ORGANISED BY THE SCHOOL

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NOT INCLUDED in this document but can be found in the COMMON ROOM or on the INTRANET:

Authorisation Form;
Details Form;
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A:ADMINISTRATIVE PROCEDURE

Introduction

The diversity of extra-curricular activities both in terms of the range of activities and the variety of environments and conditions likely to be met is now so great that simple prescriptive regulations are no longer adequate.

Recent legislation requires that the implications of 'Health and Safety' are considered and in this context the following guidelines have been developed to help members of staff organising trips out of school. A copy of the HASPEV (Health and Safety of Pupils on Educational Visits) document can be found on the staff intranet site, under trips.

Responsibilities

The Headmaster is responsible for ensuring that the policy of the Governing Body is implemented and that all extra-curricular activities are properly planned and appropriately supervised.

The Headmaster has delegated this responsibility to the Health and Safety Adviser together with the Trips Co-ordinator.

The Trip Leader has a common law duty to act as a responsible parent would in looking after young people in his or her care under the particular circumstances of the visit. There is also a responsibility within the conditions of employment to maintain order and discipline and for safeguarding the health and safety of the pupils, whether on school premises or on authorized activities elsewhere.

Categories of trips

Although it is impossible to categorise all types of extra-curricular trips most fall into one of the following categories.

Category A. Trips of an essentially non-hazardous nature, taking place during term time, for example trips to theatres, concerts, art galleries, museums, universities, industrial and commercial concerns etc. as organised by the school. These require the Trips Co-ordinator's permission, using the standard risk assessment on the reverse of the authorization form, but not additional risk assessment nor written parental consent.

Category B. Trips involving hazardous activities, taking place during term time, for example CCF, charity walks, Novi camps and sailing. Also trips that require an overnight stay, such as a sports match further a field. These require the Trips Co-ordinator's permission and a formal risk assessment but not written parental consent (as this is already covered by the form signed by parents when the boy starts at Tonbridge).

Category C. Trips of an essentially non-hazardous nature, taking place during the holidays in this country, for example Reading Parties, Field Trips, hockey and cricket festivals, etc. These require the Headmaster's permission and written parental consent, and a formal risk assessment.

Category D. Trips involving hazardous activities, taking place during the holidays; this includes all educational trips abroad taken during the school holidays; language exchanges, rugby and cricket tours, sub-aqua trips, skiing trips, Duke of Edinburgh Award expeditions, etc. These require the Headmaster's permission, written parental consent and a formal risk assessment.

Category X. Trips which form part of the normal term-time programme, especially visits to other schools for sports competitions and matches. These do not require specific permission from the Headmaster, nor do they need written parental consent, but must include the general risk assessment for category A trips. Category X trips include:

- visits to other schools for inter school competitions and matches;
- visits by individual pupils to universities and establishments of Higher and Further Education, and to places of possible employment, sponsorship or work experience, provided permission has been given by the boy's housemaster;
- short visits of less than one day in the vicinity of the school e.g. in connection with CSG or in completing coursework, projects or surveys in the process of academic work. However thought should be given to the possible hazards to boys whilst in transit and while they are engaged on their assigned tasks;
- activities organised by the CCF provided none of the activities listed as hazardous are included in the programme. Shooting under the auspices of qualified CCF personnel is regarded as 'non-hazardous' for the purposes of school administration.

Procedure

The permission of the Headmaster or his nominated representative is required for all trips away from school except those in Category X

At the earliest stage of planning a trip, the Organiser should complete a yellow 'Trip Authorization Form' and submit it for approval through the Trips Co-ordinator. **All trip forms are available in the Common Room or on the School's intranet site: Staff/Staff Home Page/Trips.**

If the trip is approved, the Headmaster or his nominated representative will sign the Form and return it to the Organizer through the Trips Co-ordinator. The Trip Organizer should keep the original of this form carefully, since it constitutes authorization to take a trip.

If the trip includes a hazardous activity a written risk assessment must be made. The completed form should be countersigned by the Health and Safety Adviser and should be passed to the Trips Co-ordinator.

The Trips Co-ordinator will issue a Trip Number, send a copy of the form to the Bursary, and put another copy in a file which is kept in the Common Room. If the trip involves missing lessons a copy will also be sent to the Director of Studies. The Bursary will not provide funds for the trip until a trip number has been allocated, and this number must be quoted in all communications with the Bursary.

When details of a trip's organization have been finalized, the Trip Organizer should fill in a green Trip Details Form' and send copies to:

- the Headmaster;
- Reception;
- the Bursary;
- relevant Housemasters;
- the Trips Co-ordinator (who will post a copy on the Common Room notice board);
- the emergency contact person;
- members of staff accompanying the trip;
- anyone else needing the information.

For trips of category B, C or D, the Trip Organizer should also complete the reverse side of the 'Trip Details Form'.

For trips during the holidays (i.e. Categories C and D) the Trip Organiser should also:

- send copies of the parental consent forms to the emergency contact person at School;
- send the Bursary the lists of the deposit that has been paid for each boy and of the estimated balance outstanding (if any) for each boy, at least 7 days before the end of the preceding term.

Each boy is responsible for seeking permission to go on a trip during term-time from his Housemaster and from all members of staff whose lessons and activities he will be missing. He must also inform his House of any special arrangements that are required, e.g. packed lunch or tea, early or late meals, late return. The Trip Organiser must ensure that boys have an opportunity to make these arrangements in good time.

It is the duty of the Trip Organiser to ensure that boys returning from a late trip (1st and 2nd years 8.30pm; top 3 years after 10.00pm) are escorted back to their Houses.

If the cost of a trip is estimated to exceed £200 per boy, a deposit of no less than the sum payable to the travel agent must be requested from parents in advance.

As soon as possible, and not later than four weeks after the completion of the trip, the Organiser should provide the Bursary with a full account of the expenditure that has been incurred and how this is to be charged using the pink 'Trip Account Form' provided by the Trips Co-ordinator.

For overseas trips where foreign currency and/or travellers cheques are needed Trip Organisers are asked to arrange requirements with the Bursary at least **three** weeks before the trip departs.

Trips during the holidays

Trips due to take place during the holidays and those involving travelling overseas clearly require more thorough and detailed planning though the procedure is essentially the same. Further guidance is given in Section B of this appendix.

The estimated cost per boy of trips taking place during the holidays must be passed to the Bursary at least 7 days before the end of the preceding term so that it is included in that term's bill. When the trip account is finalised any adjustments required will be made in the subsequent term's bill.

As enquiries are often received from parents about the arrangements for trips taking place during the holidays, the Trip Organiser must give the Trips Co-ordinator, the emergency contact person at school, and the telephone exchange full details of the trip at least 7 days before the end of the preceding term.

Carbon Offsetting

It is strongly suggested that trips do their part in becoming Carbon neutral, in many cases trips are not *necessary* however *useful* they may seem educationally. To achieve this it is suggested that participants on the trip compensate their carbon consumption either as a voluntary or compulsory additional cost. There are many charities running carbon offsetting schemes such as <http://www.climatecare.org> , a simple one off payment can be made for travel.

For example, a return trip to Athens flying from London would generate 10.6 tons of CO₂, only costing £80 to compensate for a trip of 20, which is easy to share out. However, a Rugby tour to Australia, with 25 people would generate 120 tones of CO₂, costing £900 to compensate.

B: GUIDELINES FOR MEMBERS OF THE COMMON ROOM ORGANISING AN EDUCATIONAL TRIP OR VISIT

A thorough understanding of matters affecting safety is essential for all staff accompanying a school trip and the main aim of these guidelines is to safeguard the position of members of Common Room when they are organising and leading school trips and visits. Recent legislation and experiences elsewhere in the country necessitate the introduction of a system of procedures that attempt to prevent accidents and inconvenience through the application of thoughtful planning and common sense.

Educational purpose of the trip

The aims and objectives of the trip should be clearly identified at an early stage. This will help to determine whether the trip is essential and therefore compulsory, i.e. curriculum driven, which may affect funding for some participants; academically useful; cultural; sporting, or a combination of these.

Participants and parents should be told the purpose of the trip.

Approval

A member of staff proposing to organise a trip should first discuss preliminary plans with his or her Head of Department, and then with the Headmaster. If hazardous activities (see Section C) are involved the Health and Safety Adviser should also be consulted.

These preliminary discussions are intended to clarify the itinerary, staffing, age group, costings, insurance, method of travel, maximum/minimum numbers, and date and time of departure and return.

If approval in principle is given detailed planning can begin when the following aspects need to be considered.

Staffing

Several factors need to be considered in selecting the staff to accompany a trip. They include the suitability of individuals for the particular trip; the experience and qualifications of individuals, particularly if hazardous activities are to be undertaken; the number of staff required, bearing in mind that 24 hour a day supervision is needed; that staff may become ill or have an accident (an Insurance policy may cover the cost of replacing a member of staff in these circumstances so it is helpful to have someone standing-by in case of need); the duration and destination of the trip, and the insurance cover for staff.

In addition, the rules governing supervision during the day and also during the evenings should be established. There should always be someone on duty and available.

If a trip is using outside staff (from an activities centre or spouses) then CRB checks must be made if the outside staff are to be left in sole charge of the students for any period of time.

Staffing ratios must be maintained (see Section E) and staff must have an 'appropriate interest' in the trip. If a member of staff has their own children accompanying the trip then the staffing ratio must be increased to a more appropriate number.

N.B. Any teacher on a trip whether or not he is an official staff member for that trip has a legal responsibility to the participants. They cannot be "on holiday" at any time if they are accompanying the party.

Parental Information and Consent

Parents should not be advised of a proposed trip until the preliminary discussions are complete and detailed planning is well in hand.

They should then be sent a letter (a draft of which should be submitted to the Headmaster) which may include:

- the purpose of the trip;
- the names of members of staff accompanying the trip;
- the estimated cost (and whether this includes any costs for supervision i.e. whether the cost includes a contribution to pay for staff. Many tour operators offer 1 free place for every 10 places booked; in this case the tour company is paying for the member of staff, not the parents. They should also be told if there are any ancillary costs e.g. entrance fees to museums and historical sites, cost of meals, etc., etc.);
- parents should also be told that the estimated cost of a holiday trip will appear on the bill for the term preceding the trip, and is therefore payable on the first day of term following the trip, and that any adjustments will be made on the next term's bill;
- the times and dates of departure and return;
- details of travel arrangements;
- details of accommodation arrangements;
- an outline of the itinerary (this should not be too vague, e.g. to the Gambia, but any details given must be adhered to. Contractually one could be shown to be legally negligent if parts of the programme are omitted);
- information about insurance cover;
- advice on clothing and equipment;
- advice on pocket money; and
- details of special medical requirements and of any inoculations that may be required.

The letter should also say when the Trip Organiser will be available for consultation by parents and ask parents to complete and return a parental consent form (authorising members of the staff to approve such medical treatment for a boy as is deemed necessary in an emergency on the advice of a qualified medical practitioner, and including contact details for parents) **which must be completed for all boys on the trip.**

Itinerary and Programme

A comprehensive programme should be established with adequate and effective supervision.

A preliminary visit to the proposed venue might be worthwhile at an early stage to see whether the educational aims can be realised and to check:

- potential hazards;
- timings (tides, lengths of walks, local transport services, etc.);

- accommodation (especially for fire risk and evacuation);
- information on local services (police, doctor, dentist, hospitals, etc.).

'Free time' is potentially hazardous and should be limited and structured according to the age and maturity of the participants and to the location of the trip.

The Trip Leader must know the whereabouts and activities of the boys; he must know how to contact them and they must know how to contact him. Boys should be encouraged to be in groups of at least three and should be forbidden to wander alone.

The departure and return point for all trips should be the school and not some other venue. You are advised not to drop boys on the way back unless they are met at an agreed meeting place; if the parents are not at the meeting place boys should be brought back to school. Parents should be advised where and when to deliver boys at the beginning of the trip and where and when to collect them at the end.

Medical Arrangements and First Aid

Any special medical arrangements of individuals should be known by all members of staff, and should be catered for. Parents often forget to disclose these details on trips forms, so check the medical details file in the Common Room or ask the Medical Centre for information.

First Aid knowledge in the group together with any equipment taken should be appropriate to the nature and destination of the trip.

A First Aid kit should be carried on all trips. It should include a mouthguard and protective gloves. For travel to certain countries it is advisable to take syringes, medicated bandages.

Tap water is not always safe to drink. Boys should be advised that in certain parts of the world, e.g. Mediterranean countries, Russia, etc., it is sensible to drink mineral water or canned or bottled drinks, and to use mineral water for cleaning their teeth. Depending on the destination of the trip, it might be sensible to carry purification tablets.

Any boy taken for medical attention must be accompanied by an adult who will need to take the parental consent form.

For trips to an EEC country everyone should obtain European Health Insurance Card (formerly E111). (Copies are available online from government websites). For other countries specific insurance cover is needed.

Insurance

There is an important statement on insurance in 'Common Room Handbook'. Trip organisers should refresh their memory on the School's insurance provision (if any) at an early stage in the organisation of the visit.

The Governors' legal liability for accidents resulting in death or bodily injury to pupils is covered in respect of accidents occurring at the school or elsewhere in the United Kingdom. Hence for foreign trips full insurance cover must be obtained for all participants and parents should be informed of any exclusions.

Under the Governors' "Occasional Business Use" policy, any member of staff using their own vehicles on the Governors' business are covered by fully comprehensive insurance. In the event of any incident, all matters – including any claim by third party against the driver for negligence – would be covered by the Governors' insurance. Further details can be found in 'Common Room Handbook' under STAFF/Finance/Insurance.

In December 1992 some new rules, "The Package Travel, Package Holidays and Package Tours Regulations 1992", were introduced to implement in the UK an EC directive on the same subject.

In brief, the regulations were introduced in an attempt to avoid the very unpleasant and difficult situation that arises when a tour operator's business fails either just prior to the departure date or during the actual trip.

Therefore, schools are advised:

- not necessarily to go for the cheapest package;
- to choose a reputable and long-established company;
- to check that there is an ABTA bond or equivalent or better insurance;
- to consider the advantage of choosing a company which is a member of SAGTA (School And Group Travel Association) which has its own code of conduct;
- if the school itself arranges a package it must likewise provide a guarantee against insolvency. This is most easily done by arranging suitable insurance cover for an overseas trip through HSBC, the school's Insurance Brokers. The Trip Organiser should complete a proposal form (copies are held in the Bursary) whilst setting up the trip, and before collecting any money from parents.

The definition of a package would include, for example, a skiing trip or a hockey tour. It would not include an educational activity such as a geography field course.

For further advice tour organisers are advised to consult the Trips Co-ordinator.

For travel abroad full Holiday/Travel insurance is essential. It must cover repatriation, delay/cancellation, loss of property, change of accommodation and medical matters.

N.B. Even with European Health Insurance Card the full cost of treatment is not always covered and insurance may be needed to pay for transportation home at a different time from the rest of the group or for flying a parent to visit a sick or injured boy.

The School has negotiated an all-inclusive policy which will cover all school trips, in this country and overseas. Points to note are:

- All trips made on 'school business' are covered.
- Cover is extended to all members of the party, including the spouse of any member of staff taking part.
- Winter sports, including snow-boarding, are covered without additional premium: however an additional premium and an insurance referral – calculated on a case-by-case basis – is required for activities such as Scuba Diving, Beach Paragliding, Jet Skiing, Snow mobiling, Go-Karting, Quad Biking, Honda Pilots, White water rafting, Rock climbing, Mountain Walking, Mountaineering using guides &/or ropes, Abseiling, Parachuting, Caving, Potholing, sub-aqua, caving, with other activities (motor cycling, non-commercial flying or other aerial activities, Banana boating, Bungi Jumping and similar activities) excluded. If in doubt, the Bursar should be consulted.

Action required:

For category A trips a copy of the 'Trip Authorization Form' will be sent to the Bursar by the Trips Co-ordinator, and the 'Trip Details Form' (green) should be forwarded to the Bursar by the member of staff organising the trip, as soon as the details are known.

For Category B, C and D trips, the Bursar should be consulted as soon as possible in the planning stage to establish what, if any, additional premium should be levied for both overseas and UK trips. Once the premium has been agreed with the insurers, the trip organiser should make provision within the overall costing of the trip. The Bursar must be given a copy of the Trip Details, which must contain a full list of those going on the trip.

Further details can be found in the 'Common Room Handbook' under STAFF/Finance/Insurance.

Under the School's existing insurances, cover is available as follows:

Employer's Liability

This policy covers the School's legal liability to members of staff and other staff. Cover is provided on a World Wide basis for educational and other visits. The limit of indemnity is £25m for any one occurrence and unlimited in the period of insurance.

Public Liability

This covers the legal liability of the School and members of staff, in connection with injury to third parties, including pupils, and also damage to the property of third parties. The cover extends to include educational visits or holidays on a World Wide basis, which are sponsored and directly supervised by the School. The limit of indemnity is £40m in respect of any one incident. If a trip involves hazardous activities, details should be given to the Bursar so that the position may be confirmed with the Insurers.

Provided there is no reason to suggest that there has been any negligence in the carrying out of professional responsibilities and duties, members of staff are fully covered by the insurance policies listed above. However, if negligence or lack of professionalism can be proven, then a member of staff might become liable personally.

Holmwoods Personal Accident Scheme

This insurance, which is optional but taken by most parents, provides cover for pupils, in respect of any permanent disability and there are no exclusions regarding sporting or hazardous pursuits. The maximum benefit is £175,000 and the scale of compensation applies in respect of various disabilities. The Personal Accident Insurance is an automatic cover and is not subject to proof of negligence on the part of the school, as is the case in respect of the Public Liability Insurance. The cover is effective worldwide. Cover under this scheme has been provided for all members of Common Room.

Communications

Throughout the organisation and planning of the trip and during the trip itself it is important that action is taken to ensure an effective means of communication is established between staff, pupils and parents. The following points should be noted:

Parents and participants should be given full details of the trip.

Every overseas trip should have a nominated emergency contact at School who has been given full details of all the trip members and of the itinerary including telephone numbers of all contact places.

The parents should be given the telephone number of the emergency contact at School (and also of the tour operator if the trip has been booked through one).

In the case of a large party travelling abroad it is advisable to establish a network of telephone link for ringing parents in the event of an emergency.

In addition to leaving full details of the trip (participants and itinerary) with a nominated emergency contact at School the full details should also be given to:

- the Headmaster;
- the Trips Co-ordinator;
- the Housemasters of participating boys; and
- the School's telephone exchange.

It is advisable to have regular briefing meetings with all staff and pupils on trips lasting more than 48 hours.

In case of the unlikely event of a major emergency the trip leader should have consulted the Emergency Procedures guidelines (see 12). Indeed it might be helpful to carry a copy of these procedures on a trip. In addition, when overseas Trip Leaders are advised to have with them the telephone number of the nearest British Consul. Overseas trips must carry a copy with them at all times.

Passports and Visas

For overseas trips parents should be advised several months in advance that individual passports will be required.

The Trip Leader should keep a record of the number, and date and place of issue of each person's own passport in case it gets lost. (This information is also on the individual's personal details sheet.) He is also advised to hold all the passports to restrict the chances of any being lost. When staying in an hotel it is advisable to deposit the passports in the hotel safe.

If a passport is lost the local police should be informed immediately and an application made to the nearest British Consul for an emergency travel document.

Visas may be required for visiting or travelling through some countries, e.g. Australia, USA, Russia, and certain other Eastern European countries. Application must be made in good time. There may be additional requirements for non British passport holders.

Clothing and Equipment

With the increasing emphasis on safety management it is essential that Trip Organisers ensure that that all boys are properly all participants have the appropriate clothing and equipment. This is particularly true of trips involving hazardous activities. For example, for canoeing and climbing Trip Leaders must determine whether safety helmets should be worn; for expeditions the member of staff must ensure equipped.

A comprehensive list of clothing and equipment required should be sent to parents if it seems appropriate.

Critical Incident On A Trip Or Excursion

The following guidance is given to help Trip Leaders deal with any critical incident occurring off the campus.

- 1) Establish the nature and extent of the incident / emergency.
- 2) Make sure all other members of the party are accounted for and are safe.
- 3) Call the appropriate emergency services.
- 4) If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis à vis blood contact.
- 5) Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
- 6) Ensure that an adult accompanies any casualties to hospital. If only one adult is available, in the circumstances a decision will have to be reached as to the best course of action.
- 7) Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
- 8) Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
- 9) Inform the Headmaster, or failing that the Second Master or Bursar, or a member of the Incident Management Team, as soon as possible. Give full details of the incident including:
 - a) nature, date, location and time of the incident;
 - b) details of injuries, etc;
 - c) names and home telephone numbers of those involved;
 - d) action taken so far;
 - e) telephone numbers for future communication.
- 10) Control access to telephones until the school has contacted parents/others directly involved.
- 11) Do not discuss matters with the media.
- 12) Make notes on the incident as soon as possible, and encourage other people involved to do the same. A record should be kept of the names and addresses of any witnesses or people involved.
- 13) Do not discuss legal liability.
- 14) Ensure accident forms are completed as soon as possible.
- 15) Inform parents of any delays that will be necessitated.

**A COPY OF THIS PAGE SHOULD BE CARRIED BY ALL MEMBERS OF STAFF
ACCOMPANYING A TRIP OVERSEAS**

Emergency Procedures

Emergency Procedures

Despite good planning and leadership, unforeseen emergencies, accidents or injuries may arise. The following guidelines are designed to ensure the rapid transfer of accurate information while dealing with the situation sensitively and effectively.

On the Trip

- Inform all members of staff of the problem as soon as possible; clarify the actions to be taken.
- Account for all trip members and ensure their well being.
- Establish the names of people involved in the incident and the nature and extent of any injuries.
- Ensure that any injured people are accompanied to hospital whenever possible by an adult who knows them.
- Clarify with the group what has happened and explain the consequent course of action.

Communications

- Notify the Headmaster and the emergency contact at school immediately.
- Restrict access to telephones until the Headmaster and emergency contact at school have been alerted with precise details.
- If possible do not speak to the media until authorised to do so by the Headmaster.
- Do not allow pupils to speak to the media.
- Do not release the names of anyone involved in the emergency until their families have been informed.
- In the case of serious injury or illness the boy's family must be informed as soon as possible to avoid the possibility of inaccurate rumours and before the news spreads through the media. The contact would normally be made by the Headmaster, the Second Master or the boy's Housemaster depending on the severity of the emergency and the particular circumstances of the case. Contact details for parents will be listed on the trip consent form.
- In the event of a death overseas the nearest British Consul should also be contacted as soon as possible. He will inform the F.C.O. in London which has a 24 hour open line service.

**A COPY OF THIS SHOULD BE CARRIED BY ALL MEMBERS OF STAFF
ACCOMPANYING A TRIP OVERSEAS**

Behaviour on Trips

Before a trip departs, the participants must be told the standards of behaviour expected of them and that school rules apply to all School trips.

The following list provides points that you may want to bring to the attention of the boys:

- penalties that might be imposed
- dress requirements (for formal and informal occasions)
- what they should bring with them
- co-operation and punctuality
- attentiveness
- observing warning notices posted or given verbally by anyone in authority
- smoking
- drinking
- drugs
- non-interference with others' property
- respect for the privacy of others
- respect for any institutions to be visited
- respect for towns and countries to be visited and for the inhabitants. For example, boys should be told that they should eat the food provided even if it does not seem to be very appealing
- compliance with local laws
- compliance with luggage restrictions
- compliance with duty-free policy
- compliance with any insurance policy requirements

SPECIMEN CHECK LIST FOR TRIP ORGANISERS

Have you:

- 1) read the School's Guidelines on Educational Trips and Visits?
- 2) consulted the other relevant information appropriate to the trip, e.g. HASPEV, Mountain leadership etc.?
- 3) discussed the proposed visit with the Headmaster and/or the Trips Co-ordinator/Health and Safety Adviser and obtained his approval for the trip?
- 4) obtained a Trip Number from the Trips Co-ordinator?
- 5) sought and obtained local advice and/or visited the area yourself to assess the facilities and possible safety hazards?
- 6) made all the necessary travel arrangements?
- 7) prepared costings and consulted the Bursary?
- 8) arranged for sufficient members of staff to accompany the party and confirmed that between them they have the necessary qualifications, skills and expertise (including first aid training) for the activities involved?
- 9) obtained adequate insurance cover for accidents and injuries, baggage and travel (especially if mini-buses or private cars are involved)?
N.B. Particular care must be taken over insurance cover for overseas trips.
- 10) given parents all the necessary information in writing?
- 11) obtained the necessary medical information and completed consent forms from parents?
advised all staff and boys of the educational and safety matters including:
 - potential dangers:
 - the need to adhere to plans and to follow instructions;
 - the need for courtesy and proper conduct at all times;
 - what to do in an emergency, as far as this can be foreseen?
- 12) obtained all necessary passports, visas and forms (e.g. E111)?
- 13) arranged necessary inoculations?
- 14) made necessary emergency arrangements?
- 15) given information about the trip to those who need to know the details - (Headmaster, Bursary, Trips Coordinator, Health and Safety Adviser, Housemasters, the emergency contact, the school's telephone exchange)?
- 16) given the necessary billing information to the Bursary?

**SPECIMEN CHECK LIST OF ITEMS
THE TRIP LEADER SHOULD TAKE WITH THEM**

- 1) Photocopy of booking form (if using tour operator)
- 2) Code of conduct (drafted for trip and seen and signed by all participants)
- 3) List of contact addresses and telephone numbers for each place on the itinerary
- 4) Copies of insurance policies together with policy numbers and the 24 hour a day emergency
- 5) Telephone number of the insurance company
- 6) Details of tour and coach operators including their out of hours telephone numbers
- 7) List of personal credit card, etc., numbers
- 8) Emergency fund money
- 9) A copy of the Emergency Procedures guidelines
- 10) Telephone number of nearest British Consul
- 11) The School List & Calendar, which contains many important telephone numbers
- 12) Parental consent forms for each boy on the trip

C: HAZARDOUS ACTIVITIES

The diversity of outdoor activities both in terms of the range of activities available and the variety of environments and conditions likely to be met is now so great that simple prescriptive regulations are no longer adequate. The approach now required must consider the implications of Safety. In all matters relating to the expression and development of human potential in the outdoors the opportunity for creativity and commonsense should prevail. Members of Common Room involved with hazardous activities may find the following guidelines helpful.

Hazardous activities include climbing, potholing, skiing, sailing, canoeing, wind-surfing, parachuting, sub-aqua, and hill and mountain walking in areas remote from rescue or medical facilities. This list is not comprehensive and members of staff involved in these and other activities will need to consider the dangers involved and to adopt safe practices in them. This will involve completing a written risk assessment.

It is important that parents are informed in writing of any hazardous activities their sons might be involved in and they give their consent to his taking part in that activity in writing.

Members of staff organising a trip involving hazardous activities should ensure these activities are specifically covered when applying for insurance.

When unusual or hazardous activities are involved it is important that members of staff accompanying the trip are appropriately qualified or experienced.

Hazardous activities should only be undertaken if appropriate equipment and/or clothing are available.

Where appropriate and possible, hazardous activities should be undertaken at specialist centres.

For all hazardous activities a code of safe practice should be adopted. This may include:

- appreciation of the value of planning and preparation;
- awareness of potential hazards and dangers;
- importance of appropriate clothing/personal buoyancy;
- awareness of the dangers of hypothermia; Weil's disease; alcohol consumption; weeds; unstable river beds, etc.;
- procedures in event of an emergency/accident;
- rescue procedures - appropriate instruction including resuscitation and self-rescue is essential;
- regular checks and tests of equipment;
- knowledge of the location of emergency equipment;
- knowledge of the location of a telephone;
- understanding of any emergency recall signal;
- importance of responsible behaviour;
- appreciation of the need for sound judgement of what constitutes a dangerous situation.

D: GUIDELINES FOR PARTICULAR ACTIVITIES

Each of these activities must have their own risk assessment.

Canoeing

Boys must all be competent swimmers. They should be able to swim a minimum of 50 metres in light clothing.

The master in charge of canoeing should hold an appropriate B.C.U. coaching qualification. Masters supervising canoeing should hold or be working towards the B.C.U. supervisor's qualification.

The recommended buoyancy must be worn by all persons canoeing.

Safety helmets should be worn for white-water canoeing.

A safety boat should be in attendance for sea canoeing.

Horse riding

The group leader should be an experienced and responsible person.

Only stables and riding schools approved by the British Horse Society should be used.

All riders should wear properly fitting approved protective headgear.

Mountain Walking

For mountain walking in rough country (i.e. in the Peak District, Welsh Mountains, Pennines and Cheviots, North Yorkshire Moors, Dartmoor, Exmoor, Lake District, large areas of Scotland, and mountainous areas of Northern Ireland) group leaders should hold a Mountain Leadership certificate and should be qualified in first aid.

For hill walking group leaders should be experienced and responsible persons.

The leader should carry a first aid kit, emergency supplies, and a mobile telephone if possible.

All participants should wear appropriate footwear and clothing.

For walking in rough mountainous areas one adult should normally be at the head of each group of walkers and another should bring up the rear.

Rock Climbing

The basic entry level qualification (locally) is a Climbing Wall Instructors Cert, run by Evolution at their Ley Green Wall, but there is no nationally recognised qualification; experience therefore is of vital importance and in addition leaders should where possible be 'recognised rock-climbing instructors' or should hold a Mountain Leaders certificate. The minimum standard required by staff is the Southern Sandstone Award, further awards include the Single Pitch Award.

The British Mountaineering Council provide guidance notes on safe techniques and on the selection and care of equipment including ropes.

Staff involved in rock climbing should be able to provide written evidence of their experience in leading climbs, including a log book detailing climbs, grades of severity, and other relevant information.

Rowing

The master-in-charge of rowing should be a recognised A.R.A. coach.

Boys must all be competent swimmers. They should be able to swim a minimum of 50 metres in light clothing.

A safety boat should always be in attendance.

A first aid kit and blankets should be available.

Sailing

The master-in-charge of sailing should hold appropriate certification of the RYA.

Boys must all be competent swimmers. They should be able to swim a minimum of 50 metres in light clothing.

A safety boat should always be in attendance. It is recommended that there is a minimum of 1 safety boat per 10 craft.

All participants should wear the appropriate recommended and approved personal buoyancy.

A first aid kit and blankets should be available.

Snow skiing

Whilst experience is vital group leaders are to attend a Ski Course Organisers' course (run by the English Ski Council and by county councils).

Instruction in skiing should be given by ski-school instructors holding appropriate national qualifications.

Staff should be available to look after pupils on the ski slopes in case of an accident. Instructors of ski-schools are not legally in charge of our pupils when the school takes a party abroad.

Boys should not be allowed to ski on their own, i.e. unsupervised, unless parental permission has been given.

Off-piste skiing often requires additional insurance and parents must give expressed permission for such an activity.

E: GUIDELINES ON STAFFING RATIOS

The ratios given can only be guidelines. In assessing the number of staff required for any trip or activity, the following points should be taken into account:

- the ages of the boys taking part;
- the purpose and duration of the trip;
- the mode of travel;
- whether any hazardous activities are involved; **known experience/qualification of both staff and boys;**
- the nature of the locality, **weather conditions etc.**

Parties to London or another city travelling by public transport	2 adults per party up to 25: additionally, 1 adult per 15 boys or part of 15.
Parties to London or another city travelling by coach from door to door	1 adult per 25; thereafter 1 per 25 or part of 25.
Parties abroad	Minimum of 2 adults plus 1 adult per 10 after 15.
CCF activities	Staffing ratios are specified in CCF regulations.
Canoeing	1 per 8 during initial training on calm water; 1 per 7 on running or tidal water, or at sea.
Camping	2 per 20 (maximum number per group/team).
Horse riding	1 per 10 (with 2 members of the Riding School staff).

Local walking	1 per 15 (as per public transport).
Hill walking	Subject to time of year and experience of staff/boys; 1 per 10 (minimum of 2 staff).
Mountain Walking	D of E rules: 1 per group of 7.
Orienteering	2 per 15, 1 per 15 thereafter.
Rock climbing	1 per 6-10 depending on cond/exp. (CMH to advise).
Rowing	1 per boat.
Sailing	1 per 3 boats during initial stages of training. 1 per 6 single handed dinghies. 1 per 12 boats otherwise. (KDS to advise).
Snow skiing	1 per 10 with a minimum of 2 staff. Thereafter, 1 per 10 per ability group. No beginners unless under instruction from a ski school.
Water skiing	1 per 6 (for supervision, not instruction).
Windsurfing	1 per 6 during training. 1 per 12 thereafter. (KDS to advise).