The Regis School Outdoor Education and Off-site Educational Visits Management Plan

Date of Origination: February 2012
Date of Review by Governing Body: March 2018
Date of next Review: March 2020
The Regis School Outdoor Education and Off-Site Educational Visits Management Plan

Unicef RRSA: Article 29: ‘Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for the parents, their own and other cultures, and the environment’

1. Introduction

1.1 The Regis School provides many opportunities for its students/children/young people to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. The school recognises that in addition to offering appropriate enrichment activities that support and enhance the learning that takes place within the normal school curriculum it has a role in offering its students access to experiences that may otherwise not be available to them. The broad and varied curriculum on offer at the school also necessitates some aspects of students learning taking place off-site. The desired educational outcomes for all activities form the foundation upon which all visits are considered and authorised by the school.

1.2 The value of off-site educational visits is recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated clearly and responsibilities recognised.

1.3 This document outlines the specific policies and procedures for The Regis School. It supplements and follows the advice and guidance contained within the following significant publications:

- United Learning educational visits policy
- County Council Local Educational Authority’s “Regulations and Notes of Guidance for Off-Site Activities”.
- Outdoor Education Advisors Panel National Guidance for educational visits produced.

1.4 All visits must be preceded by assessment of the risks involved and there must be written risk assessments¹ and/or written arrangements for individual visits. When identified as necessary, training must be provided. Risk assessment training must include information on generic assessment, specific assessment and ongoing assessment. The risk assessments and arrangements must include consideration of matters such as higher risk/adventurous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and safeguarding. Before the visit leaves, the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.

1.5 Final authorisation for each visit, including approval of the risk assessments/arrangements, must be made by the Principal. Risk assessments etc must be ‘signed off’ before the visit departs and signed copies must be taken by the group leader on the visit.

1.6 Consideration in completion of all risk assessments to include:
   a. The main activity?
   b. "Plan B"?
   c. Travel arrangements?

¹ The ‘forms’ at the end of this section should be used to formalise the arrangements for visits.
d. Emergency procedures?
e. Staff numbers, gender and skill mixes?
f. Generic and site-specific hazards and risks (including for Plan B)?
g. Variable hazards (including environmental and participants' personal abilities and the 'cut off' points)?
h. What information will be provided for parents?
i. What consents will be sought?
j. What opportunities will parents have to ask questions (including any arrangements for a parents' meeting)?
k. What assurances are there of the leader(s) competencies?
l. What are the communication arrangements?
m. What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?

n. What are the arrangements for monitoring and reviewing the visit?
o. Medical/Health/Emotional needs of individual pupils who might otherwise be vulnerable?

2. Roles and Responsibilities

2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body. The Governor responsible for educational visits will also record their approval as a note on the ‘Evolve’ form associated with any hazardous, overseas or residential activity.

2.2 The Principal is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. This is recorded through use of the Internal Permission/Cover Arrangements/Checklist form and through the use of the 'evolve system' to monitor and authorise all trips.

2.3 The Educational Visits Co-ordinator (EVC) supported by the educational visits administrator ensures that all off-site activities follow the correct procedures. The person with these responsibilities (Will Knight) will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. The EVC will formally review own training on an annual basis and report to the school health and safety co-ordinator. In addition, the following responsibilities and duties are undertaken:

2.3.1 Assess the competence of leaders and other adults proposed for supervision of visits, these may need accreditations from an awarding body – assessment may include practical observation or verification of experience

2.3.2 Ensure the training of leaders and other adults going on visits - training will commonly involve risk assessment and basic first aid and information will be based on risk assessments and other written arrangements – records are required

2.3.3 Ensure that Criminal Records Bureau disclosures are in place as necessary

2.3.4 Assign competent people to lead or otherwise supervise a visit

2.3.5 Organise thorough induction of leaders and other adults taking pupils on specific visits
2.3.6 Work with group leaders to obtain the consent/permission or refusal of parents and to provide the details of the visit beforehand so that parents can give or refuse consent/permission on a fully informed basis.

2.3.7 Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event (see appendix F).

2.3.8 Support the Principal and governors with approval and other decisions.

2.3.9 Keep records of individual visits including reports of accidents and ‘near misses’.

2.3.10 Review systems and, on occasion, monitor practice – this will involve going on visits.

2.3.11 Liaise with the West Sussex Outdoor Education Adviser where necessary to ensure the proposed visit complies with the West Sussex regulations. (TRS has bought into the West Sussex ‘Evolve’ approval system for educational visits).

2.4 **The Group Leader** is responsible for identifying the purpose of the visit and following the checklist published in the guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVC.

This will take account of:

- Generic risks as published in this policy document and the West Sussex Regulations and Notes of Guidance for Off-site Activities.
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures.

2.5 Administration of all trips will be undertaken by the educational visits administrator (Ruth Hambleton) in liaison with the EVC and the trip leader. All trips will be recorded in the ‘Evolve’ system and student names added to allow analysis.

3. **Guidance Notes for Off-Site Educational Visits**

To ensure proper good practice and compliance with the necessary regulations it is expected that:

3.1 The timescales outlined in the administrative guidance are adhered to strictly see Appendix B2/B3.

3.2 All group leaders will familiarise themselves with this policy and additional published advice and guidance. Further information is available from www.teachernet.gov.uk/visits Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

3.3 In order to plan an off-site activity the EVC and other key staff (HOF/DOL) should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly / yearly basis. No financial commitment should be agreed until all relevant approvals have been achieved.
3.4 **Parental Consent.** Copies must be available for the Emergency Contact and the Group Leader to take on the visit. A pupil must not be allowed to participate in a visit unless an appropriate consent form has been signed by his/her parents/Carer and returned to school. See Appendix A

3.5 **Off-site activities proposal form.** This should be completed and returned to Ruth Hambleton at least 8 weeks before the event. (16 weeks in the case of hazardous pursuits or residential / overseas visits) See Appendix B / B1

3.6 **Evolve Activity Monitoring Form.** This must be completed for all residential visits and for those that are either visits abroad or for hazardous pursuits. It will need to be signed by the Head of Establishment (or EVC) and submitted to to West Sussex for approval one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing body's approval, (this is recorded as a note on the Evolve form by the designated governor.

3.7 **OE2 form:** This optional form provides information on what it is expected an external provider will deliver. It should be sent to any provider being considered for the first time and given to the EVC as evidence of the planning process. Information may be available through the Outdoor Education Office about other Educational Establishments that may have used such a provider before. See Appendix E

3.8 **Evaluation Report:** On return the Group Leader must report to the EVC and should complete an educational visit review form. If an accident form was completed at the venue, there is still a need to place such an occurrence on the record at TRS. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken. See Appendix D

3.9 **Risk Assessment forms** (eg. RAOS1) should be completed and lodged with the EVC when risks are perceived as significant. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities a Learning outside the classroom (LOtC) Quality Badge is legally required. (See the LEA guidance or [www.lotc.org.uk](http://www.lotc.org.uk)) If this is the case their licence number need only be quoted instead of actually requiring copies of their risk assessment documents. See Appendix C

3.10 **Employees Accompanying Visits**

3.10.1 Wherever possible, leaders and employees accompanying the visit should be teachers employed by the school.

3.10.2 In general there should be a minimum of two employees accompanying visits in the ratio of not less than one to twenty pupils for visits in this country and 1:10 for visits abroad. Ratios will depend upon risk assessment and the Principal may make exceptions to the general rule, for instance, for games matches and for small sixth form groups.

3.10.3 Ratios described are recommendations. The Principal must ensure that ratios are adequate. When considering the ratio necessary for any particular visit the following points will be taken into account:

- The sex, ages and temperaments of the pupils involved
- The length and purposes of the visit
- The method of travel
- The nature of the locality and the activities to be undertaken
- The nature of the activities including any higher risk/adventurous activities are involved
- Any medical or special needs of any pupils taking part.

3.10.4 Trip ‘supervisors’ accompanied by their spouse/partner and/or children should be discouraged and must not be counted in the ratio. Research indicates that this has proven to compromise the interests of the group as a whole.
3.10.5 If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.

3.10.6 If female pupils are going on the visit a male employee should be accompanied by a female employee and vice-versa. However if compliance would result in difficulties for small groups of pupils, the Principal has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

3.11 Parent and other Adult Helpers

3.11.1 Whilst it is accepted that other suitable adults (who usually need to be CRB checked e.g. if accompanying any residential trip or if they are to have unsupervised access to pupils) may play a useful role in connection with accompanying school visits they should not be taken into account in the calculation of the minimum number of employees required to supervise the group as set out above. The Principal may, however, make exceptions to this general rule for instance for:
   - Groups of 20 or more pupils where there are at least two employees accompanying the group
   - Sixth form outings.

3.11.2 Parents or other suitable adults should only be allowed to accompany the visit if:
   - Their inclusion is expressly approved by the Principal who should reserve the right to refuse any offer of help.
   - They have been informed of the nature of the visit and made aware of their duties and responsibilities.

3.12 Employees Conveying Pupils in Private Cars

3.12.1 The use of private cars, particularly pupils’ private cars, should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Principal must check and keep copies of the employee’s:
   - Driving licence (employees must bring any endorsements to the attention of the Principal and the licence must be satisfactory to the Principal – six points is the usual cut off point)
   - MoT certificate
   - Comprehensive insurance (which covers use for the purposes of his/her employers business)

3.12.2 Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

3.13 Higher Risk/Adventurous Activities

3.13.1 When these are to be undertaken, the Principal must ensure that appropriate employees accompanying the visit are qualified\(^2\) and competent and that all relevant equipment is provided to the appropriate safety standards and is properly maintained.

3.13.2 It is often practicable for activities to be undertaken at specialist provider centres where qualified and competent staff etc are available.

---

\(^2\)Qualifications must be those approved by the sports/activity’s national governing body. See AIEPE ‘Safe Practice in Physical Education and School Sport’. Qualifications must be checked in advance by the party leader.
3.13.3 Parents must be informed in writing of any higher risk/adventurous activities to be undertaken and these must be specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water-sports, pony trekking etc.

4. Shared Responsibilities

4.1 External Providers

4.1.1 The Principal must be supplied with up to date copies of any provider’s health and safety policy and risk assessments and with written evidence that supervisors and instructors are qualified and competent and that any relevant activity centre has a licence.

4.1.2 The provider’s safety policy, risk assessments and other written evidence must be checked at the initial planning stage. One of the items to check is that all provider staff who will possibly come into contact with pupils have been vetted in accordance with the safer recruitment policy.

4.1.3 Compliance with ‘BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK’ is a good benchmark when relevant.

4.1.4 There will be times when provider staff will be primarily responsible for the pupils. These times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.

4.1.5 If, as in the case on some field trips, the visit is unaccompanied, then this must be made clear to parents and the Principal must be satisfied with all the safety procedures.

4.2 Joint Trips with other Schools

There should be one overall party leader and the Principal should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.

4.3 Remote Supervision

After careful risk assessment, guidelines must be laid down by the party leader and clearly understood by all members of the party.

4.3.1 The geographical area in which pupils must stay should be clearly defined.

4.3.2 Pupils must be in groups – appropriate group sizes must be determined by the group leader.

4.3.3 A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, pupils must be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble.

4.3.4 If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with employees.

4.3.5 Pupils should be reminded that in the UK it is an offence for persons under 18 to buy cigarettes, alcohol and ‘illegal substances’. Other laws apply abroad. Pupils must be clearly informed of the school’s policy in connection with the consumption or use of these.

---

3 Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.
4.3.6 Pupils away from home may strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must be clear about the school’s rules of conduct in this respect.

5. Residential Trips

5.1 The Party Leader should check the fire exits in all group overnight accommodations and must inform pupils of the locations of fire exits and of the fire procedures. If possible a fire drill should be held on the first evening before bedtime.

5.2 Exchange Visits

These usually involve groups of pupils travelling to another country and staying with host families and may be organised by a specialist company or in conjunction with a school in that country. The following matters are relevant:

5.2.1 The Principal will expect an employee to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency. Pupils must be given details of the employee’s telephone number or other contact arrangements and it must be made clear to pupils and host families when the employee will be available at an agreed location.

5.2.2 Parents must be fully informed of the arrangements and given all necessary details in connection with the host families.

5.2.3 Employees should accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio on the flight, provided that the appropriate numbers of employees accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.

5.2.4 Unambiguous instructions must be given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing.

5.2.5 Host families must be informed of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever an employee is advised of the illness of/accident etc to a pupil s/he should personally investigate immediately and if the situation warrants inform the pupil’s parents straight away.

5.2.6 If activities are planned with another school, it is essential that the extent of responsibility of that school’s staff is agreed in advance and that pupils know when the ‘other’ school staff are in charge and how to contact their own if based at a location remote from the pupils.

5.2.7 The group leader will need to ensure that host families have been ‘vetted’ as suitable and that their household insurance cover is adequate. If the host school or placing agency does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of exchange or home stay pupils, the visit may need to be re-considered.

5.2.8 Check with parents for individual pupil’s special and/or medical needs.
5.3 Information Concerning Visits

Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers. Where possible the Principal or a senior member of the teaching staff who is not involved in the visit should also attend to give an objective view and independent advice. Written information should include the following as appropriate:

5.3.1 Purpose of visit

5.3.2 Accommodation type and meal arrangements

5.3.3 Travel arrangements including time of return

5.3.4 Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate

5.3.5 Insurance cover and name and address of insurers

5.3.6 Health and hygiene requirements e.g. inoculations; safety or not of tap water

5.3.7 Names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK must be given)

5.3.8 A contact number for the pupil must be given (if pupil staying in family it may not be possible to give this information immediately in which case further information will need to be given)

5.3.9 Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money

5.3.10 Advice that the Principal reserves the right to exclude a pupil from a visit on behavioural or medical grounds

5.3.11 Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol. For major visits and all residential visits a behaviour agreement should be signed by pupils. Parents should be informed that any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil concerned will be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents. This may also jeopardise their chances of going on another school visit. Requirements in the code include a statement that pupils are under the jurisdiction of the school during the visit and therefore pupils must obey the instructions of group leader and supervisors. Pupils must not possess, use or purchase cigarettes/alcohol/illegal drugs or knives; pupils must take responsibility for their own possessions; pupils must use seat belts where provided and must remain seated on coaches and minibuses; pupils must not put themselves or others at risk; pupils must remain in their allocated groups; and pupils must behave and dress appropriately. (An example code appears at the end of this section.)

5.4 Risk Assessment

Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose of the visit and understand expectations of behaviour. (see Appendix J –
Sample code of conduct for Pupils on Educational visits. *Pupils must be given clear safety instructions. They must also know who is in charge of the visit, how to behave and what to do if they get lost or into difficulties. The following are other matters on which they may need information provided:*

5.4.1 On risks associated with the trip such as with the particular type of travel to be used.

5.4.2 On considerations concerning special and/or medical needs.

5.4.3 On any local customs they may meet which might surprise them and the possibility of their giving offence.

5.4.4 That tap water abroad is not always safe to drink.

5.4.5 In some localities abroad, that salads may need to be avoided and fruit should be carefully washed in purified water or peeled.

5.4.6 That the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat.

5.4.7 That rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.

5.4.8 Always clean hands before eating.

### 6. Emergency Procedures

6.1 Part of the written arrangements or risk assessments for the visit must include details on how to contact a designated senior member of staff, at school or otherwise, for emergency purposes.

This member of staff should agree to being the ‘contact’ and should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information should also be lodged at a known place at school and held by the party leader. In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.

6.2 The designated member of staff and/or parents as appropriate must be contacted if there is “no show” by any pupil.

6.3 A first aid kit and mobile phones (where appropriate pupils’ mobile phone numbers should be collected) should be carried and ideally there should be trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine should be included in the risk assessment.

6.4 Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

6.5 Serious or Fatal Injury – Emergency Procedures

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party must be familiar with them and must be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit.

The party leader **and only the party leader** (or other person in charge of group if out of contact with party leader until party leader can be contacted) should:
6.5.1 Establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Principal, emergency ‘contact’ or other senior employee.

6.5.2 Call whichever emergency services are required (UK 999, Europe 112, USA 911).

6.5.3 Where anyone is injured have first aid administered if possible.

6.5.4 Make sure all other members of the party are accounted for and are safe.

6.5.5 Establish the name(s) of the injured.

6.5.6 Advise other party adults of the incident and that emergency procedures are in operation.

6.5.7 If possible arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down.

6.5.8 Ensure that the remainder of the party are adequately supervised throughout - may be necessary to arrange for their early return to base.

6.5.9 Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for.

6.5.10 Commit to writing full details of the incident:
- Name(s)
- Nature, date and time of incident
- Location of incident
- Details of injuries
- Details of police who attended/witnesses names, addresses (and telephone numbers if possible)
- Action taken so far
- Telephone numbers for future communication.

Note: Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.

6.6 Procedures for Other Accidents/Incidents

Complete the school accident/incident report form or commit to writing full details as above.

7. Additional Guidance for PE Trips and Fixtures

7.1 Students taking part in sports team fixtures will complete a generic consent and medical form (Appendix 1) that will be held centrally within the PE department. All staff taking teams out for fixtures will take a copy of this information for each of the players involved.

7.2 Parents will receive individual information about specific fixtures as they occur.

7.3 Staff taking teams will complete the Sports Teams Information Form (Appendix H) and leave a copy with the HoF and the Arena Sports Centre.
7.4 Any fixture which requires travel greater than 1.5 hours from the school will require full educational visit forms to be completed.

Appendix

A Parental Consent
B Proposal Form
B2 Administration Flowchart
B3 Administration Timeline
C Risk Assessment and Risk Management Form
D Educational Visit Review
E OE2 Form
F Fire Evacuation Emergency Response Plan
G Use of Private Car Form
H Sports Fixtures Information Form
I Sports Team Permission Forms
J Sample code of conduct for Pupils on Educational visits
K Monitoring Procedures for Students Educated Off Site
THE REGIS SCHOOL
OFF-SITE ACTIVITY – PARENT'S CONSENT FORM

<table>
<thead>
<tr>
<th>Name of Pupil:</th>
<th>Tutor Group:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupil’s mobile phone number:</td>
<td></td>
</tr>
<tr>
<td>A journey to:</td>
<td></td>
</tr>
<tr>
<td>Date(s):</td>
<td>Cost to Student:</td>
</tr>
</tbody>
</table>

**Activities:**

I wish my son/daughter to be allowed to take part in the above-mentioned school journey and, having read the information sheet, agree to his/her taking part in any or all of the activities described.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son, daughter arising during or out of the journey.

**Please delete and complete the following as is appropriate:**

- My child has no illness, allergy or physical disability/ My child has the following illness or physical disability which necessitates the following medical treatment

- I consent to any emergency medical treatment necessary during the course of the visit.

**Signed:**

Print Name:

Relationship to pupil:

Date:

**Pupil Code of Conduct**

I, the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of the party. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

Signed by the pupil:

Date:

**Emergency Telephone Contacts**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home:</td>
</tr>
</tbody>
</table>

Alternative contact person

Name:

Telephone No:

This trip will return to the school at approximately

[Please tick]

I will collect my son / daughter from the school at this time

I wish my son / daughter to be dismissed from the school at this time

PLEASE COMPLETE BOTH SIDES
## MEDICAL QUESTIONNAIRE

### PUPIL'S NAME

### PARENT'S NAME AND INITIALS

### HOME ADDRESS

### TELEPHONE NO.

### MEDICAL INFORMATION CONCERNING PUPIL:

<table>
<thead>
<tr>
<th>a. Does the pupil have any special dietary requirements?</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Has the pupil suffered from any of the following:</td>
<td></td>
</tr>
<tr>
<td>Asthma or Bronchitis</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Heart condition</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Fits, fainting or blackouts</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Severe headaches</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Diabetes</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Allergies to any known drugs or medication</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Any other allergies e.g. material, food, insect bites</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Other illness or disability</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Any recent contact with contagious diseases and infections</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>

If the answer to any of the above is YES, please give details below:

<table>
<thead>
<tr>
<th>c. Has your child received vaccination against Tetanus in the last ten years?</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. Is the pupil prone to travel sickness?</td>
<td>YES/NO</td>
</tr>
<tr>
<td>If YES, please give the name of travel sickness pills normally administered (by yourself) if any.</td>
<td></td>
</tr>
<tr>
<td>e. Does your child have a school care plan?</td>
<td>YES/NO</td>
</tr>
<tr>
<td>f. Please give your family doctor’s name, address and telephone number:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Tel No:</td>
<td></td>
</tr>
</tbody>
</table>

Is the pupil receiving medical treatment of any kind from either your Family Doctor or Hospital? YES/NO

If YES please give full details below and include name of any medication(s), dose and frequency of administration and if ‘self administration’ is preferred

Has the pupil been given specific medical advice to follow in emergencies? YES/NO

If YES please give full details below

Signed: Print Name:

Relationship to pupil: Date:

PLEASE COMPLETE BOTH SIDES
### OFF SITE ACTIVITIES PROPOSAL FORM

- Complete this side and return to **Cover Office at least 5 weeks** before the visit.
- For Hazardous activities, Residential or overseas visits return **at least 10 weeks** before the visit.
- Please check the school diary with before planning trips.

**Please note that no financial commitment should be made until approval has been given (including County and Governors approval for Hazardous/Residential/overseas visits). For major residential trips it may be necessary to seek approval up to 12-18 months before visit.**

<table>
<thead>
<tr>
<th>Educational Visit to:</th>
<th>Lead person responsible:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Visit:</td>
<td>(Please explain why it needs to take place at this time)</td>
</tr>
<tr>
<td>Higher Risk Activities</td>
<td>Remotely Supervised Time</td>
</tr>
</tbody>
</table>

#### Purpose of Visit

Please detail the Learning Outcomes/expected educational impact for students and relevance to the curriculum in terms of the trip or activity.

### Time of Departure:

<table>
<thead>
<tr>
<th>Time of Return:</th>
<th>Return after 4.45pm (to be completed by trips administrator)</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency meeting place</td>
<td>Mode of transport</td>
<td>Coach/Minibus/Walk</td>
</tr>
</tbody>
</table>

### Year Groups:

<table>
<thead>
<tr>
<th>Classes involved:</th>
<th>Total No of Students:</th>
<th>Male:</th>
<th>Female</th>
</tr>
</thead>
</table>

#### Please Sign to confirm that you have consulted with Grant Parker re: offering places to LAC Students

<table>
<thead>
<tr>
<th>Staff (staffing must be completed prior to seeking approval from SLT)</th>
<th>Staff : student ratio</th>
<th>1 : 2</th>
<th>3 : 4</th>
</tr>
</thead>
</table>

Name of Adult present holding current, one day, Health and Safety Executive (HSE) ‘Appointed Persons Certificate’, or equivalent. (Please state if equivalent) **COMPULSORY REQUIREMENT**

#### Request for Cover – (Nb the trip will not be approved at SLT if this has not been completed)

<table>
<thead>
<tr>
<th>Name</th>
<th>Break Duty?</th>
<th>If yes who have you swapped with</th>
<th>Ment</th>
<th>L1</th>
<th>L2</th>
<th>L3</th>
<th>L4</th>
<th>L5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of JLS agreeing date and cover arrangement

#### Estimated costs of the trip:

<table>
<thead>
<tr>
<th>Cover costs (calculated at £175 per day per teacher)</th>
<th>Venue costs</th>
<th>Travel arrangements &amp; costs</th>
</tr>
</thead>
</table>

Subsidy available: Total estimated cost per student Proposed/actual cost to students

Please obtain **signature of HoF** confirming trip leader is appropriate to run this trip and agreeing arrangements:

I have checked the County Regulations relating to this particular type of activity (*T Drive: Educational Visits*)

I have read the School Policy for Outdoor Education and Off Site Educational Visits

**Signature of trip leader:**

#### Feedback from SLT:

Comments/Actions Needed:

<table>
<thead>
<tr>
<th>Signature of EVC (WKT) giving approval in principle:</th>
</tr>
</thead>
</table>
CHECK LIST

1 Complete proposal form. Make sure you include the cost of a day’s supply for teachers who will require cover, admission to the venue and transport cost. Do you have a first aider? Do you need a coach quote? (Ask the trips administrator to obtain this for you.) Once you have all the relevant information hand the form to trips administrator who will get approval in principle from EVC and approval of cover request.

1 You will then be asked to forward an electronic cover of your draft letter and risk assessment to the trips administrator.
   • Letter: Please do not send the letter until full approval for the trip has been given.
     a) Money – do not collect money yourself. Make sure the letter indicates that monies are to be handed into the Finance office in room 134.
     b) Are you coming back after 4.45pm? If so the phone number must be given to parents for after school emergencies. This is usually 01243871088.
     c) Remember to advise parents whether uniform is required.
   • Risk Assessment (must be completed for all visits and off site activities)
     a) Have the risks involved been fully considered.
     b) Has a preliminary visit taken place? This is required for visits to new venues and advised for established visits that have new leaders.
     c) Have you planned, and where necessary, recorded your control measures using the RAOS1 form (Please consult County Regulations and notes of guidance
     d) Have all staff been issued a copy of the risk assessment and made aware of their responsibilities?

3 The trips administrator will enter all the details on Evolve and advise you when final approval has been received.

4 Send parents the letter together with parent consent / medical forms.

5 If the trip is definitely going ahead ask the trips administrator to confirm the coach booking.

8 Interchange any duties with another member of staff.

9 Set work for classes which are left.

10 Collect your trip bag from the trips administrator. This will include copies of the consent forms, emergency contact card, a first aid box and mobile phone. Make sure you have copies of any relevant careplans and collect any epi pens from the medical room.

11 The trips administrator will have arranged for packed lunches for free school meals pupils. Please remember to collect from the canteen before departure.

12 Please hand your register to the attendance officer before you leave.

Quick check list of day of trip:

1. Pick up Trip Bag from trips administrator.
2. Ensure you have all the medical forms, care plans, epi pens.
3. Pick up packed lunches.
4. Leave a list of students with Colleen Gaffney for registration purposes before departure.
5. Advise site staff of any cars that will be left on site for late return.
6. Have a great day!

You will be asked to complete an educational visits review form which will be emailed to you after the trip.
OFF SITE ACTIVITIES

For hazardous/residential/Overseas trips allow **10 weeks**. For all other trips allow **5 weeks**.

**TRIP LEADER**
1. Obtain a coach quote (if required) from Trips Admin
2. Request a trip proposal form from Trips Admin (alternatively these can be found on T:\Whole School\Off Site\Proposal Form Sept 2017)
3. Complete proposal form including all costings (cover, travel, entrance) and obtain relevant signatures
4. Return completed proposal form to Trips Admin

**TRIPS ADMIN**
1. Enter cover on Sims making a note of any cover issues
2. Forward to WKT for approval in principal
3. Forward to JLS for approval of cover
4. Has trip been approved in principal?

**LOCAL AUTHORITY & GOVERNORS**
1. Evolve will automatically send the trip to the LA for approval
2. Once approval given produce a PDF of the Evolve form and send it together with a copy of the RA letter and itinerary to Governors for approval

**FACULTY ADMINISTRATOR**
1. Prepare and distribute letters and consent forms

**TRIPS ADMIN**
1. Check that all of the consent forms have been fully completed.
2. Create a register
3. Print copies for trip leader and keep originals
4. Make copies of any care plans
5. Prepare a trip bag
6. Include emergency cards
7. Pre-order free school meals for collection from canteen by trip leader

**TRIPS ADMIN**
1. Add student names to Evolve
2. Add student names to equalities spreadsheet
3. Request a trip review from trip leader

**TRIP LEADER**
1. Pick up trip bag
2. Pick up epipens etc from medical
3. Pick up any FSM packed lunches
4. Take a register prior to leaving
5. Leave completed register with attendance

**TRIP LEADER**
1. Complete trip review and return to Trips admin

**TRIPS ADMIN**
1. Enter review on Evolve
2. Give a hard copy to WKT
3. File paperwork & keep for 7 years
**Off-Site Activities**

The Trips Office will be responsible for the administration of trips. However, in order to take advantage of this facility please note the following:

If you are considering organising a school trip please follow lines below. Please allow **at least 10 weeks** for hazardous/residential/over05seas trips and **5 weeks** for all other trips.

*Remember:*

- *If your paperwork is received too late the trip may not be able to take place and the trips office will not be able to support administration*
- *Bookings should not be confirmed or monies collected until all authorities are collected!*

**Timeline for none hazardous/residential/overseas trips**

<table>
<thead>
<tr>
<th>Action by trip leader</th>
<th>Time allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete trip proposal form and return to trips office</td>
<td>SLT approval in principle required.</td>
</tr>
<tr>
<td>Email sent re outcome</td>
<td>SLT meet once a week – <strong>allow 1 week</strong></td>
</tr>
<tr>
<td>If SLT approval given you will be asked to forward an electronic risk assessment to the trips office together with outline of letter to parents. Email sent re outcome</td>
<td>JLS approval required re cover</td>
</tr>
<tr>
<td></td>
<td>WKT final approval required</td>
</tr>
<tr>
<td>Letter to parents - Ascertain interest</td>
<td>Produced by RHN</td>
</tr>
<tr>
<td>Collect monies, medical consent forms, confirm bookings</td>
<td>Finance Office</td>
</tr>
</tbody>
</table>

*Allow 5 weeks in total*

**Timeline for hazardous/residential/overseas trips**

<table>
<thead>
<tr>
<th>Action by trip leader</th>
<th>Time allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete trip proposal form and return to trips office</td>
<td>SLT approval in principle required.</td>
</tr>
<tr>
<td>Email sent re outcome</td>
<td>SLT meet once a week – <strong>allow 1 week</strong></td>
</tr>
<tr>
<td>If SLT approval given you will be asked to forward an electronic risk assessment to the trips office together with outline of letter to parents. Email sent re outcome</td>
<td>Governors approval required</td>
</tr>
<tr>
<td></td>
<td>JLS approval required re cover</td>
</tr>
<tr>
<td></td>
<td>WKT final approval required</td>
</tr>
<tr>
<td></td>
<td>Education Office approval required</td>
</tr>
<tr>
<td>Letter to parents - Ascertain interest</td>
<td>Produced by RHN</td>
</tr>
<tr>
<td>Collect monies, medical consent forms, confirm bookings</td>
<td>RHN/Business Manager</td>
</tr>
<tr>
<td>Arrange information evening with parents</td>
<td>RHN/Trip Leader</td>
</tr>
</tbody>
</table>

*Allow 10 weeks*
# Educational Visit Risk Assessment and Risk Management

## Activity:

<table>
<thead>
<tr>
<th>Date of activity:</th>
</tr>
</thead>
</table>

## Venue including address:

<table>
<thead>
<tr>
<th>Party leader:</th>
<th>Mobile No:</th>
<th>First Aider:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R.A. completed by:</th>
<th>School contact</th>
<th>Signed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date completed:</th>
<th>Review Date:</th>
<th>Pre-visit undertaken:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Aim of Activity:

## Hazards

<table>
<thead>
<tr>
<th>Risks associated with:</th>
<th>Risk identified:</th>
<th>List of groups of people who are especially at risk from the significant hazards you have identified:</th>
<th>How will you control this risk?</th>
<th>Post event review</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Consider: journey, method of transport, activities, accommodation, fire precautions, weather (winds, tides etc), biological/chemical hazards, man-made/natural hazards, personal safety of pupils, possible contact with animals and contraction of disease (from animals etc) ‘free’ time)</td>
<td>(Consider age, temperament, medical needs, special needs of pupils, first aid, employees and general public)</td>
<td>(Include: reference to any provider involved, risk assessments from any provider, first aid cover and measures, supervision arrangements (attendance should be checked regularly eg at meal times and whenever the party is about to move from one venue to another – is often convenient to give small groups of pupils responsibility for one another, reporting to the leader if anyone is missing), lost pupil arrangements, remotely supervised time, travel arrangements to avoid driver fatigue, past experience and Plan B with risk associated risk controls)</td>
<td>(Use this column to comment if you have a concern or an incident occurred)</td>
</tr>
</tbody>
</table>

## Students

<table>
<thead>
<tr>
<th>Group / Individuals who may be a concern</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## Travel

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## Venue

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## Activity

<table>
<thead>
<tr>
<th>If the activity carries a risk, how can this be adapted so that the benefits of the activity are not lost?</th>
</tr>
</thead>
<tbody>
<tr>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

## Emergency situation

<table>
<thead>
<tr>
<th>Measures related to the need to be able to respond to an emergency situation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
</tr>
</tbody>
</table>

- Pupils will be reminded that they must remain vigilant at all times and immediately report anything they are concerned about to an adult on the visit.
- Trip Leader to share advice from the police on coach / before visit should there be a major incident:
  1. **RUN** – to a place of safety (Stay in a single line, shield each other, maintain touch in group, Follow your leader)
  2. **HIDE** – if nowhere to run. Turn phone to silent and turn off vibrate. Barricade yourself in if possible. (Find cover eg. Brick, steel, Silence – Don’t talk)
  3. **TELL** – call the police on 999 when safe to do so. (Don’t risk calling, Use phone SOS)
<table>
<thead>
<tr>
<th>Residential</th>
<th>Emergency Evacuation</th>
<th>ALL</th>
<th>Fire drill will be carried out within 24 hours for all residential trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Risks</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please tick to confirm you will print out and take a care plan for any student whose parent has indicated on the consent form that a care plan is present.

Please tick to confirm all staff involved in the visit have a copy of this risk assessment

Authorised and signed off by:
THE REGIS SCHOOL - EDUCATIONAL VISIT REVIEW

Please ensure that the following are completed on return from your visit / activity:

1. A short press / Newsletter release and photo is completed and passed to Jenny Brakefield (please attach copy)
2. Any digital photos are downloaded to the O Drive (Media) or passed to Ruth Hambleton
3. Any accident forms related to the trip are completed and attached to this review form.
4. Any changes to the students that attended are notified to Ruth Hambleton to update Evolve

<table>
<thead>
<tr>
<th>Visit to:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose of Visit:</th>
<th>No. of Students</th>
<th>Y7</th>
<th>Y8</th>
<th>Y9</th>
<th>Y10</th>
<th>Y11</th>
<th>6th</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Do you intend to repeat the visit next year</th>
<th>YES / NO</th>
</tr>
</thead>
</table>

How do you feel the visit went?

Did you have to change anything during the visit /activity?

Does anything need to be changed for future trips?

Was the transport and facility what you expected?
Did any additional risks emerge?

Did the visit encounter any accidents or near accidents?

<table>
<thead>
<tr>
<th>Cost</th>
<th>Overall</th>
<th>Per student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Were there any financial extra's unaccounted for?

Balance remaining

Additional comments and notable incidents

Signed: ___________________________  Date: ___________________________

EVC / SLT Review
PROVIDER STANDARDS
FORM OE2

For completion by providers of outdoor education, visit venues and off-site activities to West Sussex schools and education establishments

Name & address of provider/organisation: -

The provider named above is asked to give careful consideration to the statements below and sign in the space at the end of the form that the standard of service provided will meet the conditions listed.

Please tick all specifications you meet, cross any you cannot meet or write N/A against any specification, which does not apply to your provision.

Section A must be completed for all visits. Section B (adventurous activities) must be completed if applicable.

Section A – ALL PROVIDERS

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work etc Act 1974 and has a health and safety policy and risk assessments which are available for inspection.

2. Accident and emergency procedures are maintained and records are available for inspection.

3. The staff have the experience, competence and professionalism to work with the age range and abilities of prospective groups.

4. The provider has a Code of Conduct, which can be provided in advance of any booking and to which visiting groups should adhere.

5. All reasonable checks, including Disclosure and Barring Service checks, are made on staff that have frequent and intensive access to young people.

6. There are adequate and regular opportunities for liaison between visiting staff and the provider’s staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to visiting staff.

7. The provider has public liability insurance for at least £5 million, (please attach a copy of your certificate of public liability insurance cover) (please note £10 million may be required for sub aqua and airborne activities).

8. The provider will take all reasonable steps to allow inclusion and participation for any young people who have special needs or have a disability, following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001.

9. The provider encourages responsible attitudes to the environment as an integral part of the programme.

Outdoor Education Adviser, September 2017

EVOLVE: www.westsussexvisits.org
National Guidance: www.oeap.info
## The Regis School Emergency Evacuation Plan*

In the event of a fire alarm activation – break glass panel or smoke/heat detector (an alarm will sound at Reception & Facilities Management Office)

<table>
<thead>
<tr>
<th>Site Team / Fire Wardens</th>
<th>SLT</th>
<th>Teaching Staff</th>
<th>Support Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Site / Duty Officer will go directly to the activated call point/ detector &amp; assess the situation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Site / Duty Officer will instruct senior staff to switch to channel 3 on two way radios</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ If fire detected or 90 seconds of internal alarm sounding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fire Alarm fully activated</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Fire Brigade called by Site Officer or designated person</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Site Team sweep building to evacuate. Fire Wardens check fire exit stairwells.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Once building is clear withdraw to AWP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Site team to co-ordinate (with the assistance of SLT/SEN/PE Staff) to open all external gates around the site to give access to the AWP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Direct Fire Service on arrival</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Channel 3 - Senior members of staff on site locate themselves at exit nearest to fire panel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Prepare for evacuation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>On hearing alarm evacuate</strong>&lt;br&gt;<strong>the building to the AWP</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Initiate student &amp; staff movement to AWP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Based on information from fire service SLT make decision whether students return to lessons or are contained at the AWP &amp; MUGA.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ If required then initiate the <strong>Extended Emergency Plan – Evacuate via South Way exit.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ On hearing alarm evacuate the building to the AWP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Do not allow students to stop to collect equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Support Staff distribute class registers for Class Teachers to register.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Any students unaccounted for reported to SLT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Students remain with class teacher until otherwise instructed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Senior support member of staff responsible for checking register of support staff.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*School hours are defined as 8am-5pm Monday to Friday term-time only.

**Note:** Students/Staff/Visitors who are unable to make their own way to a fire exit on the ground floor without the assistance of others should wait at the ‘Refuge points’ (Fire exits), until a Fire Warden or Site Team reach them. They will assess the situation and if required use the ‘Evacuation Chairs’ to take the non-mobile person to the ground floor. If the Student/Staff/Visitors has a communication device (eg mobile telephone) they should call the Arena Sports Centre on 01243 870000 stating their position.
The Regis School Emergency Evacuation Plan (Outside of School Hours*)

In the event of a fire alarm activation – break glass panel or smoke/heat detector (an alarm will sound at Reception & Facilities Management Office)

<table>
<thead>
<tr>
<th>Site Team</th>
<th>Arena Sports Centre Staff</th>
<th>Tutors / Coaching Staff (if applicable)</th>
<th>Adult Education Staff (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Site / Duty Officer will go directly to the activated call point/ detector &amp; assess the situation.</td>
<td>☑ Arena Sports Centre Staff assist Site Staff in preparing to evacuate the building &amp; opening external gates.</td>
<td>☑ On hearing alarm evacuate the building to the AWP</td>
<td>☑ Adult Education Staff prepare to assist in registering students/participants on AWP</td>
</tr>
<tr>
<td>☑ Site /Duty Officer to contact Arena Sports Centre, who in turn contact the Adult Education Staff.</td>
<td></td>
<td>☑ Do not allow students/participants to stop to collect belongings</td>
<td>☑ On hearing alarm evacuate the building to AWP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Tutors/Coaches to register students/participants</td>
<td>☑ Adult Education Staff assist in ensuring tutors and students are accounted for.</td>
</tr>
<tr>
<td></td>
<td>☑ If fire detected or 90 seconds of internal alarm sounding</td>
<td>☑ Based on information from fire service Site Officer takes decision whether students/participants return to activities or are contained at the AWP</td>
<td></td>
</tr>
<tr>
<td>☑ Fire Alarm fully activated</td>
<td>☑ Site Team/Fire Wardens sweep building to evacuate</td>
<td>☑ Any students unaccounted for reported to Site Officer.</td>
<td></td>
</tr>
<tr>
<td>☑ Fire Brigade called by Site Officer or designated person</td>
<td></td>
<td>☑ Students/participants remain with Tutor/Coach until otherwise instructed</td>
<td>Note: If environmental conditions are extreme, retreat inside the Arena Sports Centre.</td>
</tr>
<tr>
<td></td>
<td>☑ Site Team/Fire Wardens sweep building to evacuate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Direct Fire service on arrival</td>
<td></td>
</tr>
</tbody>
</table>

*School hours are defined as 8am-5pm Monday to Friday term-time only.

Note: Students/Staff/Visitors who are unable to make their own way to a fire exit on the ground floor without the assistance of others should wait at the ‘Refuge points’ (Fire exits), until a Fire Warden or Site Team reach them. They will assess the situation and if required use the ‘Evacuation Chairs’ to take the non-mobile person to the ground floor. If the Student/Staff/Visitors has a communication device (eg mobile telephone) they should call the Arena Sports Centre on 01243 870000 stating their position.
Use of Private Cars to Transport students

Name: 

Car Registration: 

I confirm that:

(Please Tick boxes)

☑️ I Currently hold comprehensive insurance that allows me to use my car for business use and to carry students
☑️ I hold a current driving Licence
☑️ I have current road tax for the above vehicle
☑️ A copy of my driving licence and insurance is held by the Principal’s office.

Signed: ...................................................... Print Name: ......................................................

Date: ......................................................
Trips of more than 1 ½ hours require full educational visit paperwork to be submitted to WKT for SLT approval

Please check you have completed the following:

- Both sides of this form completed and a copy left with HOF and at Arena reception ✔
- Cover slip if required Ruth Hambleton (signed by JCN)
- All Activities require written notification to parents (use the team sheet overleaf)
- If appropriate ensure all students have completed and returned lesson off slips
- If activity is during the school day – notices on staff room noticeboards.
- Attendance officer (Colleen Gaffney) informed of students that will be absent form lessons
- All students have completed Sports Fixtures parental permission / medical forms
- Take medical forms & First Aid kit with you

Teacher in charge: Mobile no:

Other staff:

Member of staff on trip with appointed person first aid qualification:

Please completed both pages – the team list overleaf can be copied and given to team members to inform parents of the fixture arrangements.
**Team Regis Sports Team Sheet**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Fixture v</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Year Group</td>
</tr>
<tr>
<td>Travelling by</td>
<td>Teacher i/c</td>
</tr>
<tr>
<td>Meet at:</td>
<td>Return time (approximately)</td>
</tr>
</tbody>
</table>

1. 10.
2. 11.
3. 12.
4. 13.
5. 14.
6. 15.
7. 16.
8. 17.
9. 18.

Notes:

Late return enquiries please contact the Arena Sports Centre reception on 01243 871000
Name of Pupil: [Blank]
Tutor Group: [Blank]
Pupil’s mobile phone number: [Blank]
A journey to: [Blank]
Date(s): [Blank]  Cost to Student: £ [Blank]
Activities:
I wish my son/daughter to be allowed to take part in the above-mentioned activities and agree to him/her taking part in any/all of the activities associated with representing the school teams.
I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.
I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son, daughter arising during or out of the journey.
I understand that the information I have supplied will be held by the school for the period stated above. I understand that should any of the information change it is my responsibility to inform the head of PE in writing of this change.
(Note: A School Journey Insurance Policy of Zurich Municipal Insurance Limited is available through United Learning Trust, though claims arising from a pre-existing condition are exempt.)
I know of no information that may affect the insurance cover provided, the extent and limitations of which can be obtained from the school office.
Please delete and complete the following as is appropriate: -
My child has no illness, allergy or physical disability/ My child has the following illness or physical disability which necessitates the following medical treatment

I consent to any emergency medical treatment necessary during the course of the visit.
Signed: [Blank]  Print Name: [Blank]
Relationship to pupil: [Blank]  Date: [Blank]

Pupil Code of Conduct
I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of the party. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.
Signed by the pupil: [Blank]  Date: [Blank]

Emergency Telephone Contacts
Name: [Blank]
Alternative contact person Name: [Blank]  Telephone No: [Blank]

NOTE: Photographs or video footage may be taken that include your son/daughter. If you do not wish such picture to be used for normal publicity purposed, including publication on the establishment’s website, please tick the box: [Blank]
**MEDICAL QUESTIONNAIRE**

<table>
<thead>
<tr>
<th>PUPIL’S NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PARENT’S NAME AND INITIALS</td>
<td></td>
</tr>
<tr>
<td>HOME ADDRESS</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE NO.</td>
<td></td>
</tr>
</tbody>
</table>

**MEDICAL INFORMATION CONCERNING PUPIL:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a</strong></td>
<td>Does the pupil have any special dietary requirements?</td>
</tr>
<tr>
<td><strong>b</strong></td>
<td>Has the pupil suffered from any of the following:</td>
</tr>
<tr>
<td></td>
<td>Asthma or Bronchitis</td>
</tr>
<tr>
<td></td>
<td>Heart condition</td>
</tr>
<tr>
<td></td>
<td>Fits, fainting or blackouts</td>
</tr>
<tr>
<td></td>
<td>Severe headaches</td>
</tr>
<tr>
<td></td>
<td>Diabetes</td>
</tr>
<tr>
<td></td>
<td>Allergies to any known drugs or medication</td>
</tr>
<tr>
<td></td>
<td>Any other allergies e.g. material, food, insect bites etc.</td>
</tr>
<tr>
<td></td>
<td>Other illness or disability</td>
</tr>
<tr>
<td></td>
<td>Any recent contact with contagious diseases and infections</td>
</tr>
<tr>
<td></td>
<td>If the answer to any of the above is YES, please give details below:</td>
</tr>
</tbody>
</table>

| **c** | Has your child received vaccination against Tetanus in the last ten years? | YES/NO |

| **d** | Is the pupil prone to travel sickness? | YES/NO |
| If YES, please give the name of travel sickness pills normally administered (by yourself) if any. |  |

| **e** | Please give your family doctor’s name, address and telephone number: |  |
| Name: |  |
| Address: |  |
| Tel No: |  |
| Is the pupil receiving medical treatment of any kind from either your Family Doctor or Hospital? | YES/NO |
| If YES please give full details below and include name of any medication(s), dose and frequency of administration and if 'self administration' is preferred |  |

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the pupil been given specific medical advice to follow in emergencies?</td>
<td>YES/NO</td>
</tr>
<tr>
<td>If YES please give full details below</td>
<td></td>
</tr>
</tbody>
</table>

---

**Signed:**  
**Print Name:**  
**Relationship to pupil:**  
**Date:**
The Regis School Code of Conduct for Educational Visits

School trips and visits should benefit you educationally, but they should also be enjoyable. The Pupil Code of Conduct set out below gives you the general context in which School visits will take place, so that you can understand what we require of you. This Code of Conduct applies to all School visits in general, although specific visits may have additional rules, or slight modifications of these depending on the individual context. The rules about visitors in bedrooms, for example, should be taken to apply to visitors in tents where you are on a camping expedition.

We hope that your visit is safe, beneficial, and above all enjoyable.

**General Rules**

1) The health, safety and well-being of all members of the party are essential to us. You must not do anything that puts yourself, or others, at risk. If you do, penalties will be applied. These may be, for example, being under constant direct staff supervision for the remainder of the visit, or being sent back immediately to School at your parents’ expense.

2) You must obey all instructions given you by the teachers or by any other qualified person such as a ski instructor, an expedition guide, etc., or trip supervisor even if you feel these instructions to be unreasonable. The judgement of teachers and instructors etc. will always take precedence over the judgement of pupils.

3) You must abide by the laws both of our country and of any country that you are visiting. Your attention is drawn in particular to laws concerning the purchase and consumption of alcohol. You are required by the School to conform to UK licensing laws even if the laws of the country that you are in are more lenient.

4) You should at all times show respect; respect for teachers and other adults, respect for other pupils and their property, respect for local residents and other guests, respect for the rules laid down by any residential centre, and appropriate respect for establishments visited.

5) Your behaviour must at all times be such that your teachers are proud to have you identified as their pupils.

**Rules relating to activities**

6) Your teacher must know at all times where you are. Arrangements for contacting teachers in an emergency, and the meeting points and times throughout the day, will be given by the teacher.

7) If you are allowed “free time”, when you are not closely supervised, you must remain in your allocated groups. This is to allow, in case of accident or illness, one of you to go to seek help while another stays with the pupil needing assistance.

**Rules relating to accommodation**

8) No visitors are allowed in bedrooms except for members of our School party.

9) No visitors are allowed in bedrooms after lights out.

10) You may not visit the bedrooms of anyone except other members of our School party.

11) You may not visit another bedroom after lights out.

12) Your bedroom door must be kept locked after lights out.

13) You must remain in your room after lights out, unless you need to summon a teacher or react to a fire/alarm.

14) The School has a no-drinking policy.

15) The School has a no-smoking policy.

**Health and Safety matters**

16) The teachers will, shortly after arrival, go through with you the procedures for evacuating your room in case of fire or other emergency. You should discuss with everyone in your room the location of the nearest emergency exit/staircase.

17) Many bathrooms abroad have electric sockets in them for hairdryers, etc. UK standards consider this an electrical safety hazard, and you should not use electrical appliances in bathrooms or shower rooms or near a sink in your bedroom.

18) Seatbelts must always be worn where fitted.

19) On journeys and during activities, it will often be necessary for your teachers to count you to ensure that you are all present and safe. The quickest and easiest way of doing this is via counting groups. You may not change the counting group to which you are allocated.

20) If you believe that a fellow pupil is, by his/her actions, putting his/herself or others at risk, you must inform a teacher immediately. **You cannot take the responsibility of knowing this and doing nothing about it.**
Monitoring Procedures For Students Educated Off Site

TRAVEL
Daily:
- All students are registered and absences are sent to CSS directly from off-site providers
- Public transport is mainly used or private arrangements i.e.: lift from parent.
- All parents have completed and signed the 14-19 WSCC partnership documents, which are held in school this informs the school of each learners preferred way of travel.
- All emergency details/contacts are issued to the College or Provider.

ACHIEVEMENT
- Termly reports are issued from Colleges and alternative providers and this info is transferred to our systems by MGS, which also enables to pick up any problems with the learners.

BEHAVIOUR
- All behaviour is monitored regularly i.e: daily in school and weekly in College, parents are invited to parent evenings and to school open evenings to discuss any further issues. Heads of Houses are also informed of any major problems.