



Out of School Visits

Procedure to be followed for Out-of-School Visits arranged for pupils of the Loughborough Endowed Schools

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Policy

This policy is intended to minimise the risk to pupils (and, when applicable, staff) who are involved in visits, outdoor, sporting and adventurous activities/holidays. It includes an accident procedure to be used in the event of any serious problem.

Legislation/Guidance

Guidance has been obtained from Croner. For trips abroad or within the UK, the operators selected should implement the EC Package Travel, Package holidays and Package Tour Directive 90/311/EEC. Additional guidance is available from several sources: DfES booklet "Health and Safety of Pupils on Educational Visits" (2002), ATL Briefing "Out of School", PAT "Safety on School Trips" and the School Curriculum Development Committee's "Out and About": A Teacher's Guide to Safe Practice out of school". A copy of the "Health and Safety of Pupils on Educational Visits" booklet is held by the Deputy Head and should be used on occasions when this may be helpful.

Organisation

The key personnel responsible for the preparation of and safe control of any out-of-school visit are as follows:

- a. The Out-of-School Visit Organiser.
- b. The Out-of-School Visit Leader (normally the Organiser)
- c. Deputy Leader.
- d. School Heads.
- e. Educational Visits Co-ordinator (EVC)
- f. Emergency Contact
- g. Additional adult helpers.
- h. Minibus co-ordinators
- i. Activity providers

The responsibilities of these personnel are as follows:

- a. The Organiser:
Is responsible for the planning and organising of the visit, informing parents of the visit details, finance and insurance and, if also the Leader, health, safety and security during the visit. (Note: others may carry out some of these tasks on behalf of the organiser). Additionally the organiser is responsible for informing the Human Resources Officer of the names of all supervisors and helpers not employed at the schools so that the statutory background checks can be undertaken.
- b. The Leader:
The responsibilities are as outlined above for the organiser.
- c. The Deputy Leader:
Is responsible for supporting the leader during the visit and takes over administrative duties if the leader is incapacitated in any way.
- d. The School Heads:
Are responsible both for ensuring that these policy requirements are met by the organisers/ leaders of each out-of-school visit and the authorisation of the visit following consideration of the proposals and the risk assessment.

- e. Educational Visits Co-ordinator (EVC):
Is responsible for co-ordinating all visits within their school, particularly where adventurous activities are involved. They should give advice and practical assistance to the Organiser, and will give risk assessment approval prior to endorsement by the Head.
- f. Emergency Contact:
This is a member of staff (who is not participating in the trip) who is appointed as the Emergency Contact for each trip to activate any emergency plan if this should be necessary.
- g. The Helpers:
Are responsible to the visit leader in ensuring that the visit runs smoothly.
- h. The Minibus Co-ordinators:
Are responsible for controlling the use and maintenance of the minibuses owned by the Endowed Schools. He/she ensures that staff who drive the vehicles have completed the driver training course, and have completed the annual questionnaire. In addition he/she carries out the annual check on the licences of those staff that drive the vehicles. The Minibus Co-ordinators maintain the records of all the tests and annual checks.
- i. Activity Providers:
Would normally hold a licence for the type of adventurous activities that the Endowed Schools would typically engage in. It is important to note that a licensed provider does not necessarily have to hold a licence for all its activities. Further guidance on this is available in the Health and Safety of Pupils on Educational Visits booklet.

Arrangements

This policy applies to all of the occasions that pupils leave the school premises on an organised out-of-school visit. The extent of the details recorded will depend on the complexity of the undertaking. It is the responsibility of the visit organiser and the appropriate leader, in conjunction with the appropriate EVC and Head, to determine the level of control and the organisation needed to ensure a safe and worthwhile event. Other factors that are relevant to health and safety will arise during the course of certain visits and it is the responsibility of the visit leader to assess the implications and take appropriate action.

1. GENERAL CONSIDERATIONS:

To simplify matters, travel to and from the event and the activity itself can be considered separately when assessing the level of supervision required. The rules governing the use and hire of vehicles used for travelling to and from an event are detailed later. The level of supervision of pupils at an event will depend upon its nature. General considerations and requirements are detailed below and additional requirements for adventurous activities are also described later. In all cases the organiser/leader must assess the risks and plan accordingly.

- 1.1 As there could be liability on the part of the schools in the event of a tour operator experiencing financial difficulty, visit organisers are to consult the Foundation Secretary and Treasurer at an early stage when considering a trip abroad.
- 1.2 Before the visit takes place, the EVC and Head (or deputy) must have details of what is being proposed and approve the event (in principle). This approval is the initial part of the risk assessment procedure that is completed using the interactive, electronic proforma held on the Schools' intranet. This electronic system also allows a copy to be archived for future reference.
- 1.3 A clear onus is laid on the organiser/leader to assess the risks before and during a visit as an on-going process. This task is particularly important with outdoor and adventurous activities. The Schools operate as their own operating authority (the licence is held by the Grammar School), when participating in the Duke of Edinburgh Award Scheme. The arrangements for such expeditions meet, as a minimum, the standards laid down by the local authority. It is also imperative when planning and assessing trips and visits that the individual schools work to the same standards and safeguards.
- 1.4 Staff must be "suitably qualified" and an adequate number who supervise outdoor or adventurous activities must possess a recognised first-aid qualification. Since the Heads retain overall responsibility for the detailed arrangements on behalf of the Governing Body, the Heads must determine the experience and / or qualifications, which are appropriate for a particular activity. In doing so, they must have regard to the framework laid down by the Governors on behalf of the Foundation. Specific skills training will be important on particular activities/visits and experience of the safe management of groups in an outdoors or residential context is particularly relevant.
- 1.5 It is incumbent upon the Head of the schools to specify a leader and / or organizer for each out-of-school-trip or visit. The designated leader acquires legal responsibilities as a result of this process. If a member of a school senior management team participates in a school trip or visit and they are not nominated by the relevant Head as the leader of that trip or visit, the member of the senior management team will have no more responsibility for the arrangement or conduct of the trip or visit than any other participating member of staff.
- 1.6 Written parental consent is appropriate for visits which involve an overnight stay or a higher than normal level of risk. In such cases the proforma at Appendix III are to be used.

Risk Assessment

- 1.7 The organiser/leader must undertake a risk assessment before a visit will be allowed to take place. Risk Assessment is a crucial process and the outcome must be reflected in the arrangements for a visit. If, after due process, the risks are considered to be too high, that visit **should not take place**. When carrying out the risk assessment, the appropriate section of this policy dealing with types of activities must be consulted. In all cases of an out of school visit, a risk assessment must be undertaken.

When undertaking a risk assessment the following factors must be considered and the outcome must be recorded on the electronic form. However, this list is not exhaustive and there may be other aspects of a visit which should also be considered:

- a. Type of visit, e.g.
 - Field Trip
 - Theatre
 - Sports Fixture or Sports Trips
 - Activity centre
 - Adventurous activity/holiday
 - Cultural Exchanges
 - Lecture/Seminar
- b. Age, sex and number of participating pupils
- c. Experience and qualifications of pupils
- d. Any disabilities among participating pupils
- e. Type(s) of transport involved
- f. Distance to be travelled
- g. Time of year
- h. Weather likely to be encountered
- i. Venue facilities
- j. Type of activity and risks
- k. Supervision provided at the venue
- l. Availability of other adult assistance

These factors should be considered separately for the journeys to and from a visit venue and for the activity itself. They are not mutually exclusive.

- 1.8 Notice of a completed out-of-school visit risk assessment is automatically forwarded by email to those members of staff at each school who hold the responsibility for the agreement and endorsement of the assessment for the approved trip. Copies of the electronic form are to be made available to all adults participating in the trip. Furthermore, a safety briefing is to be given by the visit organiser to all pupils participating in the trip.

Administration

- 1.9 Information should be both given to and sought from parents. A briefing meeting with parents should be held prior to all adventurous or extensive visits.
- 1.10 Two copies of the consent forms at Appendix III (Appendix IIIA for UK trips and Appendix IIIB for overseas trips) are to be sent to those parents who exercise legal parental responsibility (providing details of the activity). One copy is to be returned (signed) to the organiser/leader. Where possible, for trips abroad, separated parents who exercise legal parental responsibility must each sign a copy of the consent form. In these circumstances two copies of the form should be sent to each parent. One copy is to be retained by the parent and the other copy is to be returned to school.

- 1.11 Organisers/leaders must carry a first aid kit (provided by the Matron/school nurse), a copy of the school accident form and a mobile telephone.
- 1.12 A member of the school's SMT staff (who is not participating in the trip) will be appointed as the Emergency Contact for each trip to activate any emergency plan if this should be necessary. He/she should have all the contact numbers so that all parents can be informed of developments. See section on Emergency Procedures.
- 1.13 Until the risk assessment has been approved, the visit endorsed by the Head (or their nominee) and the medical information for each pupil checked, the visit cannot go ahead. EVC's must ensure any visits that have not been fully approved do not take place.
- 1.14 Organisers of higher than normal risk visits should ensure that they consider plans for an alternative activity to be available if the primary activity becomes too high a risk (e.g. due to sudden deterioration in the weather).

2. TYPE OF ACTIVITY

2.1 Outdoor or Adventurous Activities

Adequate supervision is particularly important for these types of events. The provider of an activity should have staff available to supervise so that the number of school staff involved may be low. Always check the level of supervision being provided and the skill levels (see 2.1.4). For mixed groups of older pupils, both male and female supervision is to be available.

The level of supervision needed to control an event safely such as a hill or dales walk must be carefully considered. It is unlikely that a large number of pupils can be adequately supervised by an organiser/ leader without assistance as, in the event of an accident, there would be insufficient resources to manage the situation.

As a general rule, the absolute minimum pupil to staff ratio should be 10:1. However, this ratio will be varied in the case of skiing trips and may be varied depending on the recommendation of associations regulating certain activities and the results of the risk assessment.

- 2.1.1 If an activity is being considered which involves high risk, a suitably qualified and / or experienced leader must be in charge.
- 2.1.2 If an activity provider is to be used by the schools, the organiser/leader must check whether the provider holds a licence (if required) before arranging the activity. This information can be checked by either contacting the Adventurous Activities Licensing Authority direct; telephone 029 2075 5715 or by looking at the Authority's website on the Internet (<http://www.aala.org>)
- 2.1.3 Providers of those adventurous activities that require licensing (see list) must be licensed to continue trading (as of 1.10.97). However not all activity providers are required to hold a licence (depending upon the activity).

The following activities must be licensed when a commercial company is providing them or when local authorities / MOD provide them without charge:

- climbing and abseiling
- caving and the exploration of disused mines
- watersports, including canoeing, rafting and sailing
- trekking, including horse riding and mountain biking
- CCF activities:- static line parachuting, powered flight, gliding, shooting and assault courses.
(All under MOD control)

These types of adventurous activities when undertaken as part of an authorised Out of School Visit are included in the Schools' insurance cover.

2.1.4 The following adventurous activities, when part of an Out of School Visit, are not covered by the Schools' insurances. Consequently, special arrangements will be necessary to ensure that adequate risk assessments and insurance cover are organised:

- Free-fall parachuting
- Bungee jumping
- Scuba diving
- Paragliding / parascending
- Hang gliding
- Water skiing and jet skiing
- Snow skiing

Any other adventurous activity not listed in this policy should be referred to the relevant Head and EVC before they are planned.

2.1.5 When considering the use of an activity provider, there are some key items to note. These are:

2.1.5.1 Does the programme offered correspond with the provider's adventurous activity licence?

2.1.5.2 What is the group size and staff ratio for activity groups?

2.1.5.3 What are the emergency procedures, including the means of summoning help?

2.1.5.4 Do sufficient staff hold the appropriate First aid qualifications?

2.1.5.5 What happens to the programme in inclement weather conditions?

2.1.5.6 Who is responsible for maintaining safety and how do they fulfil that responsibility in respect of the pupils?

2.1.5.7 How is the emotional security of pupils safeguarded when they are faced with having to do things they find particularly challenging?

2.1.5.8 What experience do activity instructors have in teaching skills to pupils of a similar age?

2.1.5.9 Should both male and female supervision be provided?

Organisers or leaders should not be afraid to ask these questions when evaluating an activity provider. It fulfils the school's responsibility to ensure that providers fulfil theirs.

2.1.6 The decision regarding the leadership of an adventurous activity lies with the appropriate Head. In appointing a leader, the criteria outlined at Appendix VIII should be followed.

2.1.7 If a suitably qualified and / or experienced leader is not available, the proposed activity must not take place.

2.1.8 Ideally, a preliminary visit to an activity centre should be made before entering into any contract.

2.1.9 Where an Out of School Visit includes recreational swimming, the following requirements must be met:

- Public swimming pool: these types of pools will usually provide lifeguard protection, otherwise our Swimming Pool policy will apply.
 - Rivers, lakes, pools and sea: It is imperative that suitable lifeguard arrangements are either in place already or put in place as necessary. If this is not possible then recreational swimming will not take place in these areas.
- 2.1.10 Additional arrangements will be required to cover the organisation of a long visit to a UK or overseas destination. These could include travel arrangements, passports, health forms (EHIC), currency, insurance etc. Particular attention should be paid to the type of accommodation to be used on this type of visit.
- 2.1.12 If an outside supplier of transport or package holidays is used, they should meet the EU Regulations (see legislation/guidance) and be ABTA registered. The use of such providers will often help in those additional requirements identified above.

In any Out of School Visit where adventurous activities take place the participants' safety must never be compromised.

2.2 Skiing Trips:

The nature of skiing trips, combining both skiing and social activity, is such that those staff selected to supervise such trips must be fully aware of their responsibilities. In the case of joint schools trips, discussion between the relevant Heads on the selection of staff supervisors is a pre-requisite before any announcement or appointment is made. Ski trips rely heavily on the services of skiing professionals and facilities at the chosen resort. The qualifications and experience of members of staff involved in the skiing trip will influence the programme and the range of activities that can be undertaken by pupils during the course of the trip.

- 2.2.1 The following definitions of skiing activity apply: (Note this policy includes snowboarding)

Ski Tuition:

- In the normal course of events, ski tuition will be supervised by professional instructors provided by the resort.
- The organisers of ski trips should plan the programme of activities that is appropriate for the range of skiing ability and the ages of the participants. In doing so, it is essential that sufficient rest time is built into the programme (e.g. 1 hour minimum rest at lunch time).
- The cost of travel, accommodation, tuition and insurance is to be determined so that full recovery of the costs from the appropriate parents is made.

Supervised Practice:

- Supervised practice provides an opportunity for senior and junior skiers to practice, under supervision, the techniques that they have previously learned.
- It is essential that staff who undertake the supervision of supervised practice must hold the Alpine Ski Course Leader Award, or an equivalently recognised qualification.
- The qualified staff supervisors are always to select the runs, routes, the pace and the tasks to be performed.
- Pupils engaged in supervised practice must ski in groups.
- Pupils engaged in supervised practice must always be under the direct control of the staff supervisors.
- Staff supervisors must always be able to ascertain that all members of the group are safe and well.
- If a pupil does not wish to participate in supervised practice, they must still be supervised to an appropriate level.

Free Skiing:

- In free skiing, skiers chose the runs and routes.
- Supervision is variable and may not be evident.
- Free skiing is not recommended for school skiing trips by Snow Sport England or in the DfES and LEA Guidelines for Maintained Sector Schools.

Under no circumstances must free skiing ever be undertaken by pupils participating in a skiing trip which is operated under the auspices of the Endowed Schools.

General Guidelines:

- The maximum pupil/staff ratio for supervised practice skiing will be 8:1.
- No off-piste skiing by pupils is ever to be undertaken.
- All Endowed Schools' ski trips will be subject to any conditions put in place by the skiing professionals in charge or by the resort being visited (e.g. wearing additional safety equipment).
- Reliable communications must be available to staff supervising a ski trip in order to minimise any delay in the event of an emergency. The use of suitable PMR type radios is required for all ski trips (mobile telephones may not be effective in certain areas). A duty member of staff must be appointed as the main point of contact and he/she must remain in the vicinity of the ski centre (or the most suitable location, if that is not the ski centre) during their time on duty. It will be their responsibility to co-ordinate any assistance necessary to deal with an injured pupil or member of staff. It is imperative that the appointed duty member of staff be contactable at all times by the resort and/or other members of staff.
- The costs necessary to permit members of staff to undertake the Alpine Ski Course Leader Award may involve assistance from the Foundation, initially as a loan. If a member of staff, having acquired this award with financial assistance from the schools, takes part in a ski trip in each of the next three years, one third of the costs will be amortised in each of these years. Conversely, a member of staff who does not participate in ski trips in the three years following receipt of the award will be liable for repayment of the full costs whilst a member of staff who leaves the schools before the expiry of 3 years and therefore does not participate in a trip in any of the three years will be liable to repay an appropriate proportion of the costs.

2.3 Cultural Exchanges:

Cultural exchanges can involve very varied arrangements which can require very different levels of supervision so it may be possible to relax supervision levels. The venue may well have staff available that can be called upon to assist. Mixed groups of older pupils must have male and female staff available to supervise. As a general rule the pupil:staff ratio should be at most 15:1. However, this ratio may be varied as a result of the risk assessment.

- 2.3.1 Additional arrangements will be required to cover the organisation of a long visit to a UK or overseas destination. These could include travel arrangements, passports, health forms (EHIC), currency, insurance etc. Particular attention should be paid to the type of accommodation to be used on this type of visit.
- 2.3.2 If an outside supplier of transport or package holidays is used, these should meet the EU Regulations (see legislation/guidance) and be ABTA registered. The use of such providers will often help in those additional requirements identified above.

2.4 Theatre Trips, Lectures and Conferences:

The venues for these types of visit usually offer the greatest protection for the pupils taking part. Usually in this situation minimal supervision should be necessary. As a general rule the pupil:staff ratio should be at least 20:1 but particular account should be taken of the age of the pupils and the content of the event when assessing the risk.

2.5 Sports Fixtures and Major Tours:

Whilst local sports fixtures may be routine and may not require a separate risk assessment on every occasion, a sports tour may involve much planning and close supervision. The main areas of concern in setting supervision levels will be the journey (see Section 3). As a general rule the pupil: staff ratio for a local sports fixture should be at most 20:1. A greater level of supervision, possibly 10:1, might be appropriate for an extended sports tour.

Regular sports activities held at Quorn are not subject to specific risk assessments. The activities must be supervised and controlled to the same levels of safety as sports activities being held at the main campus. Travel to and from Quorn must be of a suitable standard. Ideally the coaches and / or buses should be fitted with seat belts but it is accepted that the approved transport supplier will use service double-decker buses which do not have seat belts.

3. TRAVEL

At all times adequate supervision must be available to control the pupils whilst travelling. The distance being travelled, the type of transport, the question of whether staff will be driving and whether they will be driving at night are important factors when deciding how many members of staff will be required.

When only one member of staff will be involved (e.g. when driving a minibus) particular thought should be given to the possibility of a pupil getting injured or the member of staff becoming ill and how these situations will be managed.

For late functions, and especially distant functions, it is preferable to hire a minibus or coach with a professional driver or to be accompanied by an additional member of staff. If buses or coaches are hired for a visit the driver could, in an emergency, be one of the people available to help. On passenger trains, aircraft and ships there should always be staff or members of the public available to help if necessary.

As a general rule, for a lone member of staff the pupil:staff ratio should be at least 15:1, whilst for two or more members of staff the ratio can be relaxed to 20:1. The rules governing the use of minibuses may override these ratios when appropriate (see 3.1).

3.1 Minibus Policy:

The following apply to all the minibuses owned (or leased) and operated by authorised members of staff of Loughborough Endowed Schools.

3.2 Legislation:

- 3.2.1 If a minibus is being used for hire or reward, a public service vehicle (PSV) Operator's licence must be obtained.
- 3.2.2 If an educational body is using a vehicle on a non-profit making basis, a Section 19 permit is required. The Endowed Schools holds sufficient S19 permits to cover all the minibuses in use at any time.

- 3.2.3 The holders of a car licences first obtained before the 1st January 1997 may drive the minibuses subject to having passed an approved minibus driving test and with authorisation from the schools. However, if these licences have been renewed since that date they may no longer include the minibus classes of vehicles that the holders are entitled to drive (D1 & D1+E). Holders of licences first obtained after the 1st January 1997 or those that have lost the minibus classes from their licence cannot drive the minibuses until they have taken the full PCV test and satisfy the medical requirements.

3.3 Minibus Co-ordinator:

- 3.3.1 Each school must appoint a minibus co-ordinator who will be responsible for ensuring that:
- 3.3.1.1 All minibuses must be safety checked at the start of each school day. These checks must be recorded.
 - 3.3.1.2 Any faults must be rectified and the minibus must be fully fit for use at the start of the school day.
 - 3.3.1.3 An authorised and reputable agent services the minibus at appropriate intervals.
 - 3.3.1.4 The insurance and road tax licence are current and valid.
 - 3.3.1.5 A list of authorised minibus drivers from the school is maintained.
 - 3.3.1.6 The licences of authorised minibus drivers are inspected at yearly intervals.
 - 3.3.1.7 A copy of the latest rules and guidelines for operating minibuses is maintained and is made available to other users of the minibus.
 - 3.3.1.8 Appropriate training courses for minibus drivers are arranged and a training record is maintained.

3.4 Insurance:

- 3.4.1 Drivers must be over 25 years old and experienced in handling minibuses.
- 3.4.2 The vehicle must not be used for competition, trails, hiring, racing, commercial travelling, or any other purpose connected with the motor trade. It may not be used for transporting goods in connection with any commercial venture of any kind, although, if asked on each specific occasion, Insurers may allow this for fund-raising purposes.
- 3.4.3 An annual check of the licences of all authorised drivers must be undertaken by the minibus co-ordinator and recorded.
- 3.4.4 There is a continuing (that is not only annual) duty to report to the schools' Insurers all material facts relating to driving convictions and health records, and authorised drivers should be aware of the severe consequences of failing to disclose such material facts immediately they occur. If in doubt, discuss with the Foundation Secretary and Treasurer.
- 3.4.5 The school insurers have stated that minibuses will not be insured under the auspices of the schools' policy unless they are being used on authorised school business. It is important to make arrangements for private insurance cover for any other event.

3.5 Rules for Drivers

- 3.5.1 Each individual driver is legally responsible for ensuring that the vehicle is fit to use. Immediately before a journey, drivers must satisfy themselves that any defect recorded in the Faults Book has been rectified and signed as such by the Minibus Co-ordinator, and must carry out all the checks on the journey form. It is no defence to blame someone else for failing to spot a mechanical defect. If a fault is identified, which renders the vehicle unsafe or illegal to drive, the vehicle must not be used until the fault has been rectified. All faults must be notified to the minibus co-ordinator and recorded in the faults book.
- 3.5.2 Drivers must carry their driving licences with them at all times whilst driving a school minibus.
- 3.5.3 If the fire extinguisher is discharged or materials in the first aid kit are used, this must be reported at the earliest opportunity, in writing, to the minibus co-ordinator and Matron.
- 3.5.4 Any incident involving either the vehicle or those involved in a journey must be reported at the earliest opportunity, in writing, to the Head and the minibus co-ordinator. If an insurance claim is likely to materialise, the Foundation Secretary and Treasurer must be informed.
- 3.5.5 All drivers authorised under this policy to carry pupils must have been assessed and approved through a recognised independent external scheme. Even so, where a lengthy period has expired since last use of the vehicle, a familiarization outing without passengers must be undertaken before carrying pupils.
- 3.5.6 For trips of over 200 miles in one day, a second driver is essential.
- 3.5.7 Drivers must be in a satisfactory physical condition to operate the vehicle and their ability to drive must be in no way impaired by any medication they may be receiving. Drivers must not drink any alcohol during the day on which they are operating the minibus.
- 3.5.8 Drivers must ensure that all loads are secured on top of and inside the vehicle. Gangways between seats must not be blocked and doors must be kept clear at all times. If necessary, loads and luggage should be transported in a suitable trailer. Vehicles must never be overloaded.
- 3.5.9 All doors must be easily accessible and able to open fully and easily from both the inside and the outside of the minibus. This is particularly important when a trailer is attached.
- 3.5.10 In the event of, or where there is a prospect of severe weather, drivers must check with the motoring organisations, police or Met. Office to ascertain the expected weather and road conditions on the proposed route, and must not embark on journeys when bad weather presents a significant hazard.
- 3.5.11 The wearing of seat belts for all occupants on all journeys is compulsory. No one should sit in the middle front seat if it only has a lap belt fitted.

3.6 Driver Training

- 3.6.1 All members of staff intending to drive a minibus with pupils must undertake a recognised course of specific training and instruction before becoming authorised drivers.
- 3.6.2 Reasonable opportunity to undergo this training will be provided on a regular basis and arranged by the Minibus Co-ordinator with a recognised training agency.

3.7 Driving Hours

A journey involving more than 2 hours of continuous driving is to be punctuated by a break of at least 15 minutes or a change of driver every 2 hours. No driver may operate the vehicle for more than 8 hours in any one day, or more than 90 hours in a fortnight (EEC Reg. 3820/85). These limits are maxima: the previous workload of the driver(s), the time of day, and the nature of the journey must all be taken into consideration and driving time(s) reduced appropriately.

3.8 Vehicle Maintenance

All minibuses must be serviced on a regular basis, either by a Main Agent or by another reputable service agent. Servicing records are to be kept on file for reference.

3.9 Hiring

3.9.1 It is essential that minibuses are hired from reputable firms and that they are fitted with diagonal seat belts.

3.10 Accident/Breakdown

If circumstances dictate, escort passengers to a safe distance away from the vehicle.

If another vehicle is involved, obtain name and address of driver, insurance company, and vehicle registration number, and name and details of any witnesses. Give equivalent information to the other party; do NOT admit liability.

3.10.1 Incidents not involving injury:

3.10.1.1 If the vehicle is in a safe condition, proceed with the journey. On return notify the minibus co-ordinator.

3.10.1.2 If the vehicle is NOT in a safe condition, do NOT drive: contact the AA (details in minibus) and inform School (or, in the evening, the Deputy Head, the minibus co-ordinator or the emergency contact) at the first opportunity. Cover is provided to bring your party home through the AA. Details of this are in the minibus.

3.10.1.3 Contact your destination to warn of delay.

3.10.1.4 On return, at the earliest opportunity, prepare a written report of the accident while events are easily recalled. This should also record the names and addresses and telephone numbers of independent witnesses. The report should be sent to the minibus co-ordinator.

3.10.2 Incidents involving injury:

3.10.2.1 Administer emergency first aid within the limits of your first aid skill.

3.10.2.2 Contact Emergency Services:999 or 112 within the European Union.

3.10.2.3 Contact School: 01509 283700

If this is not possible, contact the appropriate Deputy Head, minibus co-ordinator or the emergency contact:

01509 670366 (FFD)

07970 141159 (LGS)

01509 230114 (LHS)

01509 239666 (LHS)

- 3.10.2.4 Do not make a statement to any third party about the incident.
- 3.10.2.5 Contact your destination to warn of delay.
- 3.10.2.6 On return, at the earliest opportunity, prepare a written report on the accident while events are easily recalled. This should also record the names and addresses and telephone numbers of any independent witnesses. The report should be sent to the Head and a copy to the minibus co-ordinator.

4. EMERGENCY PROCEDURES

4.1 Before departing on an Out-of-School Visit the following should be in place:

- 4.1.1 A copy of the list of participants (pupils plus staff/helpers) is to be lodged with the appropriate school office immediately before departure. This can be easily accomplished by supplying a copy of the Visit Details form, which is completed as part of the administrative process.
- 4.1.2 Mobile telephones (own or schools') should be carried by adult participants. If possible, there should be at least two telephones per party (unless the party is very small / has only one adult involved).
- 4.1.3 A suitable member of staff, who will remain contactable and who will be available, must be designated as the Emergency Contact for any trip outside normal school hours. Full details of the visit, including the itinerary, should be available to this member of staff.
- 4.1.4 A facility for raising emergency funds should be available to the adult members of the visit. This facility should be arranged through the Bursary.

4.2 Actions to be taken in the event of an emergency:

- 4.2.1 An adult within the group must take control and organise local help as required.
- 4.2.2 One person only from the group is to contact the Emergency Contact at school to appraise him/her of the situation.
- 4.2.3 Each school must have in place procedures that may be activated in the event of an emergency. The main functions of those involved would be to:- collate all relevant information, organise as much help as possible and inform others (including parents) as appropriate.
- 4.2.4 All actions taken by schools-based staff should be recorded to assist any ongoing or subsequent investigations.
- 4.2.5 Any media interest must, initially, only be dealt with following consultation with the Chairman of Governors or, in his or her absence, a nominated deputy. No member of the schools' staff or group is permitted to give any opinions or details of the incident to any media body.

4.3 Actions to be taken following the conclusion of the emergency:

- 4.3.1 A decision must be made in consultation with the Emergency Contact either to continue the out-of-school event or to return to the school.
- 4.3.2 If the event is to continue, the organiser must be sure that sufficient (and suitable) supervision is available for the remaining pupils.
- 4.3.3 Where necessary, the organiser is to be kept informed about the progress of the repatriation so that the remaining pupils are kept up to date.

- 4.3.4 If the event is to be abandoned, the organiser must co-ordinate all further arrangements in the location. Some, indirect, support may be available from the school (i.e. to arrange additional funds or organise others to join the group etc.).
- 4.3.5 Decisions may have to be made involving splitting the group in order to return home as rapidly as possible. In these circumstances, the organiser must ensure adequate supervision for each of the sub groups. The organiser must also ensure continued communications between the sub groups and the school Emergency Contact.
- Step 3. The finance staff prepare a recommendation in accordance with the Scale of Awards and a decision is then reached.
 - Step 4. The parents/guardians are advised by the relevant Head whether their child is to be offered a place at the school and of the foundation bursary offer.
 - Step 5. Parents/Guardians are required to sign a letter accepting the place at the school and acknowledging the conditions relating to the provision of the foundation bursary.