



WALTHAMSTOW HALL  
SEVENOAKS

## **SCHOOL VISITS POLICY – SENIOR SCHOOL**

**This policy forms one of a suite of policies at Walthamstow Hall for safeguarding children. It has been drawn up with regard to the following advice published by the Department for Education: Health and Safety of Pupils on Educational Visits: A good Practice Guide (1998) (HASPEV), Health and Safety: Responsibilities and Powers (2001) and the further guidance ‘Health and Safety Provision on Educational Visits’ (2005)**

**KCSIE September 2018**

At Walthamstow Hall we value the contribution of educational visits to the education of our pupils. Visits may be day or residential, in this country or abroad, and may be directly or indirectly supervised. Such visits provide pupils with opportunities for development through learning, discovery, exploration and challenge in ways that cannot be achieved in the classroom.

All visits from Walthamstow Hall should be conducted in accordance with the following guidelines, which are designed to ensure that such visits occur within a structured and supportive framework. Attention to the safety of all members of any group is of paramount importance, and party leaders will be well prepared and well supported. Group leaders have a duty to keep all other members of the group well informed and to ensure all guidelines are clearly stated and understood by everyone involved.

### **The Duty of Care**

Teachers/staff looking after pupils are acting in loco parentis:

‘They must take that care that a reasonable prudent and careful parent would take in the same circumstances’.

In exercising the duty of care and interpreting the meaning of ‘reasonable, prudent and careful’, common sense should be applied. In doing so, those involved should:

- Try to think as a parent might in similar circumstances
- Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect, and ultimately in a court of law

If they are in doubt they should not proceed until they have sufficient further information and advice to remove the doubt.

### **General Points**

- The purpose of the visit must be established and agreed with the Headmistress/Deputy Heads
- The timing of any visit should be determined as far in advance as possible – preferably through the calendar ‘bidding’ process
- For residential visits abroad, permission from the Governing Body must be sought in advance
- The visit must be appropriate to the age and experience of the pupils involved

- The visit should be linked to current work and/or stage of development. There should be clear aims and objectives, evaluation procedures and follow-up work in line with the aims of the curriculum
- Consent must be received from parents/ carers annually in advance of the visit. The DfE universal consent form, completed by all parents/carers annually at the start of the Autumn Term, covers all day visits, fixtures etc. in the UK. Specific parental consent is required for residential trips in the UK and for any trip abroad.
- Pupils should not be excluded on grounds of disability.
- Parents must be involved in such a way as to ensure that they are informed promptly and fully of all appropriate matters and can make an informed choice as to whether their child should go on the visit
- All members of the staff team must be knowledgeable about the details of the visit and the extent of their responsibilities
- Pupils must be knowledgeable about the details of their visit
- Safety issues must underpin all stages and aspects of the visit
- Full risk assessment must be in place for every visit (**please refer to the Appendix B of the Health and Safety Policy New June 2017**)
- Girls should wear correct school uniform unless the nature of the visit makes this unsuitable
- Staff / pupil ratios should be appropriate for the age of the pupil and the nature of the visit/activity. The DfE recommendations state ratios of Year 7 upwards of 1:15/20 (with a larger ratio permitted for over 16's) and 1:10 for all visits abroad. This should be the minimum for visits.

## **RESPONSIBILITIES**

### **The Governing Body**

The Governing Body has overall responsibility for the visits policy which they delegate to the Headmistress. All residential visits are sanctioned by the Governing Body.

### **The Headmistress**

She is responsible for:

- ensuring that there is a competent leader. Party leaders should have had experience as an accompanying member of staff on the same or similar expeditions at this school
- approving the choice of accompanying staff
- ensuring that adequate child protection procedures are in place
- ensuring that adequate First Aid provision is in place, that medical details are known and understood by all appropriate parties and that there is an emergency procedure in place
- Consulting with the Senior Deputy Head regarding the above and delegates such arrangements as she sees fit
- not allowing any visit to take place unless all the necessary arrangements are in place

### **Party Leaders**

Party leaders are responsible for ensuring that:

- they, along with accompanying adults, are in 'loco parentis' and must take at least that degree of care

- they have a clear view of the purpose of the visit and the standards of behaviour expected and that this has been conveyed to pupils on the visit
- all accompanying staff are fully briefed as to the purpose of the visit, their responsibilities, the level and type of supervision required and the standards of behaviour expected and that they are aware of potential hazards
- insurance provision is adequate for all activities
- a visit pack is prepared
- all reasonable steps are taken to ensure the safety of all transportation and venues
- all adults involved with the management of the group are introduced to the group at the outset or during the preparations
- all the planning for the visit is carried out according to school guidelines
- a risk assessment is carried out prior to the visit
- the site is checked on arrival for any immediate changes necessary
- they are aware that some sites to be visited may be sensitive and may require special instructions to be given
- if there is a large group it may be necessary to sub-divide into smaller groups, each with their own group leader who, in turn, report to the Party Leader. Each sub-group leader must be properly briefed and must carry their own copies of lists, medication etc.
- everyone knows for whom he/she is responsible
- there is proper advance planning during the visit and that each stage has been properly thought through. For example, on the coach planning, the safe disembarkation and movement to the next venue, arranging sub-groups and meeting points, or phoning ahead to check that room allocation has not changed etc.
- any disciplinary or health issues are dealt with promptly, with all relevant staff informed and involve outside agencies where necessary
- they consult regularly with other adults on the visit to monitor and review progress with regard to the visit  
they invoke the Major Incident Procedure (a copy to be carried on all trips) in the event of an emergency

### **Responsibilities of Parents**

Parents should ensure that:

- their child is fully prepared for the visit
- they have supplied the School with the necessary health details and emergency contact details
- their child carries with them any necessary emergency medicines, such as inhalers and epipens. Attendance on a school trip will be prevented for non-compliance with this request.

### **CODES OF CONDUCT**

The School Code for pupils applies on all visits. In addition it may be necessary to devise an additional code to cover journeys or specific activities. The School Code, with additional items relating to specific excursions must be made clear to all and adhered to throughout every visit. Pupils are expected to wear school uniform on visits, unless there is a good reason why not, when a clear dress code should be in place.

A code of conduct that covers most aspects of the visit and has been agreed in advance, makes the visit more straightforward for everyone and makes any disciplinary issues far easier to deal with. In

broad terms, penalties for infringements of the code should also be decided in advance and agreed to by all involved. Specific codes must be related to the age of the party and the nature of the visit. (see *Appendix for copy of the School Code of Conduct and sample additional code*).

### **CHOICE OF VISIT/VENUE**

Factors guiding the choice of venue for a visit may include:

- the aim of the visit
- safety – stairs/fire arrangements
- security of site
- arrangements for eating packed lunch
- hygiene arrangements
- qualifications and number of staff
- supervision arrangements
- on site transport arrangements
- insurance
- medical arrangements
- equipment – guarantee of standards/quantity/safety/maintenance and written accident and emergency procedure

### **PRELIMINARY VISITS**

A preliminary visit should always take place where possible for a new visit in order for a valid risk assessment to take place. Such a visit also provides the opportunity for good links to be established. Most reputable companies will include a free staff inspection visit but where necessary, finance for such visits need to be costed in to the overall budget. Preliminary visits should also be used to evaluate the area and further details of the programme.

### **RISK ASSESSMENTS**

Everything we do has an element of risk. The Risk Assessment is an examination of what could cause harm to people and subsequent planning to remove the problem and minimise the risk to an acceptable level given the age and experience of the party and the nature of the activity. It is necessary to make a judgement about the extent of the risk and whether a hazard is significant – and whether it is covered by satisfactory precautions so that the risk is small.

#### **Definitions:**

**Hazard** – anything that can cause harm e.g. traffic at crossing points

**Risk** – is the chance, high or low, that somebody will be harmed by the hazard

#### **Accompanying Staff**

Accompanying staff are responsible for:

- attending briefing meetings as required
- supporting and helping the party leader in all his/her duties
- relaying information between various parties as requested
- having access to all information relevant to the trip

- having reasonable knowledge of the planning of the visit
- reporting any significant events to the party leader
- dealing with minor issues as necessary

### **Other adults accompanying the visit**

Accompanying adults must:

- support and help the party leader and other staff
- have their role explained clearly to pupils
- not be required to do duties
- respect the codes of conduct set for other members of the party
- all adults must undergo a DBS check in conjunction with the Bursar
- not act in any way as to make the role of other staff more difficult or undermine the authority of the party leader
- not be given sole charge of any group except in exceptional circumstances

### **Responsibilities of Pupils**

The group leader should make clear to pupils that they must:

- not take unnecessary risks
- follow instructions given by the leader and other staff
- dress and behave sensibly
- be sensitive to other people
- be aware of possible dangers and inform the party leader or other staff

### **Risk assessments – factors to consider**

*(see sample in Appendix/ Central Resources and also ask venue for their own site risk assessment if appropriate)*

#### **Look for hazards:**

- in the preliminary planning visit or contact, find out about the potential hazards in the context of the group and the experience and knowledge of the staff
- concentrate on reasonable issues related to the developmental stage of the group
- get information from others who may have had experience of this visit
- ask relevant questions – if you are not shown something on your checklist, ask to see it
- check that the situation will be the same when you visit

#### **Decide who is at risk:**

- risk assessment should include all members of the party – adults and pupils. Some people in the group may be at greater risk than others and special provision may be necessary.
- Staff who do not know pupils so well may pose a hazard or be at risk. This can be improved by having photos of the girls for identification purposes
- others around your party and your party may be a risk if your Code of Conduct is not well observed and discipline poor
- poor organisation and inadequate rest for staff on duty can pose a hazard and put all at risk. Try and build in enough rest.

### **Evaluate the risk:**

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains. You have to assess on the level of the risk for each hazard and minimise it by various strategies such as increasing the use of safety equipment, changing time schedules to reduce fatigue or increasing staff supervision.

Risk Assessments must be recorded on the form 'Risk Assessment for School Trip' (**please refer to the Appendix B of the Health and Safety Policy New June 2018**)

The Risk Assessment should include the following as relevant:

- Departure
- Journey
- During the visit
- Other instructors
- Equipment
- Catering – particularly packed meals
- Activities
- Sub visits, particularly when secondary transport is involved

Party leaders need to be able to show that:

- a proper check was made
- significant hazards were dealt with
- proper account was taken of individual needs
- precautions taken are reasonable and the risks are minimised
- accurate records have been kept

Nothing remains constant and circumstances may necessitate change. Risk assessments should be revised regularly (certainly during a visit) and you must never be afraid to change them. Most common reasons for change are:

- illness
- change of staff
- weather
- transport problems
- equipment
- increasing fatigue of party
- political change eg. terrorist attack

## **FINANCE**

Major consideration in the financing of any visit are keeping the cost to pupils as low as possible while at the same time ensuring we have allowed for all major expenses and the extras as well as having enough in reserve as a contingency fund. Funds can be refunded to pupils on return. It is hard to ask for more money after the visit.

### **Items to be remembered:**

- any letter to parents must state clearly what is being included in the main cost and what likely extras there may be
- any adult taking a sub group must be adequately funded

- check all brochures for hidden extras
- check costs carefully before including them in a letter. It is a good idea to write that the visit will cost '**not more than** xx amount' and allow a certain amount of 'float' in your calculations
- be clear about how much pocket money is to be allowed. This should be a small amount only
- take a credit card of your own for emergency use
- if you will have known entry fees while away, prepare the money in advance to avoid fuss at ticket offices. Never have pupils paying one by one even for extras. Take advantage of group rates
- preview costs need to be included in the budget

### **HEALTH ISSUES**

The success of any visit is greatly enhanced by clear and efficient management of health issues. Many aspects of this will vary depending on the age of the pupils and our actions are also affected by current legal requirements. All staff must be aware of pupils with special medical needs and with how to cope with problems that may arise as a result of these. One member of staff can have the duty of keeping a particular watch over such pupils although the party leader is ultimately responsible for all pupils. A list of medical needs must be made prior to the visit and all staff accompanying a visit must be made aware of them.

If, during a visit there is any doubt as to whether a pupil should see a doctor or visit a hospital, always err on the side of caution.

Update members of the party as appropriate and ensure accurate information is given.

Parental consent is given for the administration of a number of non-prescription medicines and remedies on the specific school visit consent form. Further permission is not required to administer any of these, but accurate records of what is administered must be kept. (In order to ensure that pupils cannot receive an overdose of any medication, one person should be in charge of administration).

Any accidents and action taken must be recorded on the Schools Accident Form (copy in Appendix and on Central Resources).

Accident forms should be given to the Bursar on returning from the visit.

Ensure that all asthmatics and epi-pen users are carrying their inhalers and epi-pens.

### **INSURANCE**

- it is the responsibility of the Headmistress and the party leader to ensure that this is in place
- the school insures all members of the school and adult supervisors on day and evening visits while engaged on school business, please check details with the Bursar, if in doubt
- for 'high risk' activities additional insurance may be necessary. If in doubt check with the Bursar
- the parents of some pupils with special health needs may prefer to take out additional insurance

- some companies offer their own insurance and include it in the overall cost of the visit. Check carefully the level of the cover
- if abroad on high risk activities check whether you will have to pay 'up front' for ambulances etc., whether the cost of a member of staff remaining with an injured/sick pupil is covered and whether parents will be flown out
- the party leader must have all appropriate contact numbers

**Any insurance policy should include the following:**

*Public Liability covering claims for negligence*

*Third party liability covering claims against the school and its members*

*Personal accident cover for Party Leaders, Voluntary Helpers and participants*

*Medical Treatment*

*Transport and passenger liability*

*Damage to or loss of personal or hired equipment*

*Programmed and non-programmed activities*

*Transport and accommodation expenses in case of emergency*

*Compensation against cancellation or delay*

*Compensation for loss of baggage and effects*

*Legal assistance in the recovery of claims*

*Failure or bankruptcy of a centre or travel company*

## **TRANSPORT ISSUES**

Most visits will involve transport at some stage

### **General Points**

- **any journey must be included in the Risk Assessment for the visit. This should include arrangements for any emergency, e.g. coach breakdown, party getting separated if using public transport**
- any journey should be seen as an exciting and worthwhile part of the visit
- any disturbance or irritation to the general public must be avoided
- regular head counts should be made and must certainly be made after any stops
- sub groups make checking easier and give other staff the chance to get involved and get to know the pupils
- prepare for travel sickness – seat known sufferers sensibly and make sure the transport is well ventilated
- the wearing of safety belts is obligatory and non- negotiable at all times
- parents must be aware of their responsibilities in terms of departure and collection and should sign a slip to agree to these responsibilities. Special arrangements for individuals can cause problems for the whole group and should be avoided
- set up a telephone tree to contact parents for collection times if appropriate. This is particularly important when children do not have mobile phones
- the party leader should have an easily accessible contingency fund
- all members of the party must have agreed to the specific Code of Conduct for their visit and this should include travel items

### **Coach Travel**

- book only with approved companies and ensure that you have an emergency contact number for the company
- make sure adequate arrangements are in place in the event of a breakdown
- seat belts must be in working order for all passengers and staff and must be worn
- no movement to be allowed while the coach is moving
- all passengers must be made aware of the position of the safety exits
- one member of staff should be positioned near the safety exit. One near the Driver and other spread around
- incorporate enough rest stops as appropriate to the needs of the party
- ensure that all members of the party are aware of information re meeting times etc after stops
- if there are any doubts about the safety of the driver or the vehicle do not proceed until confident that it is safe to do so
- if early morning departures with large groups are taking place make careful plans for embarkation
- take plenty of bin bags
- it is customary to give the coach driver a small tip, which should be included in the costings
- no singing or other rowdy behaviour
- DVDs are at the discretion of the party leader and by agreement with the coach driver.  
**They must be age related**

### **Mini Bus Travel**

- all drivers must receive training and pass the required minibus test every three years. This is organised by KCC through the school
- drivers are legally responsible for the safety of the bus
- mini bus driving guidelines should be checked for the length of time that a driver may perform in one day and the number of drivers needed. (*copy in Appendix & Staff Handbook*)
- all passengers must be made aware of the position of the safety exits
- luggage must be secure and must not obstruct the exits
- all passengers must use seatbelts
- all passengers must have a clear understanding of the code of conduct
- there are special guidelines to observe if taking a vehicle abroad (*ask about this before agreeing to do so*)

### **Private Cars**

- the Bursar and the party leader must check that the driver's insurance policy, driving licence, MOT and road tax are current
- the School has an insurance policy that covers anyone engaged on School business. A copy is available from the Bursar
- all passengers must use seatbelts (seats with lap belts only should only be used if no other seat is available)
- all passengers must have a clear understanding of the code of conduct
- students should travel in the rear seats whenever possible

### **Ferry Crossings**

- consideration must be given to the potential danger on board for the particular group. In particular, great care and diligent supervision must be given if the group is allowed on deck

- clear meeting points must be designated
- if combining coach and ferry, all members of the party must know which deck their coach is on
- briefing must be given on:
  - emergency evacuation
  - location of muster stations
  - feeling unwell
  - care of property
  - respect for other
  - meeting points
- Code of Conduct must be clearly established particularly with regard to Duty Free Shops, alcohol, aerosols, tobacco and other illegal substances
- supervision at the port should be carefully managed with the group working in sub groups if necessary and no one moving on without the permission of the Party Leader
- minimum group size if given free time is three

### **Air Travel**

- use subgroups for check if there is a large group but the whole group should move to and from the flight together with the Party Leader at the back to avoid the party being split
- establish a base while waiting
- make sure all members of the group know the flight number and time and know how to check the boards
- give clear instructions about meeting times
- while waiting minimum group size is three
- emergency arrangements must be clear and understood by all
- all passengers will be made aware of the position of the safety exits, girls must be instructed to listen to these carefully
- respect for other travellers must be included in the code of conduct
- where possible, seat all pupils ahead of staff in the aircraft
- ensure that special dietary needs have been catered for
- seat pupils with special needs near staff

### **Rail travel**

- whenever possible seats should be booked in advance
- whenever possible students should be seated together or in sub groups with a member of staff
- each member of staff needs to be aware of emergency exits and procedures and to inform their group
- seat pupils with individual needs near staff
- on long journeys pupils should be encouraged to remain in their seats and permission should be sought if they need to leave their seats
- no one may leave the train before the destination without the permission of the Party Leader
- respect for other travellers must be included in the code of conduct
- if using a train e.g. an underground train where seats cannot be booked, it is a good idea to divide the party into sub groups each of whom will board together into a separate carriage
- ensure that pupils know where to meet if they become separated from the rest of the party

- for Sixth form trips, when meeting pupils, give clear instructions about meeting times and place

**Emergency arrangements during travel must be clear and understood by all**

### **CONSULTATION WITH PARENTS – LETTERS**

**It is necessary and desirable to keep parents well informed at all stages of a visit.**

#### **Day Visits**

- for day and after school visits, a letter explaining about the visit is sufficient (parents/carers have already completed the annual DfE universal consent form)
- the letter must contain the following information:
  - venue
  - purpose
  - departure and return time
  - mode of travel and name of company
  - name of party leader
  - cost and information about what is included
  - any further money that may be required eg for souvenirs
  - school uniform/dress code requirements
  - any special equipment that may be needed
  - insurance details
  - and relevant medical details

Immediately prior to departure, pupils should be given final details containing group lists if appropriate and any update to arrangements. Pupils should be reminded of the School Code of Conduct which applies on school visits and any additional requirements that apply to a specific visit (for example, on mobile phones, ipods, etc.)

#### **Residential Visits**

- for residential visits of any kind, it is necessary to send a letter giving information to parents and informing them of a meeting prior to the visit. Each pupil should have an adult representative at that meeting
- the initial letter must contain the following information:
  - venue
  - purpose
  - departure date and approximate time if known
  - return date and approximate time if known
  - insurance details (pre-printed on consent form)
  - mode of travel and name of company
  - name of party leader
  - staffing for the group
  - approximate cost and information about what is included
  - any further costs
  - any special equipment that may be needed
  - date of meeting
  - tear off slip to confirm attendance at meeting

The meeting for parents should not last longer than forty-five minutes (excluding questions). The contents of a meeting should be along the following lines:

welcome parents and introduce the visit  
explain the purpose and relevance  
departure and return dates  
mode of travel  
destination  
location  
accommodation/style and security  
food and clothing  
costings – what is covered. Payment schedule and deadlines. Cancellation arrangements  
Code of Conduct and sanctions for infringements  
Medical details requirement  
items that will/will not be allowed  
advice on pocket money/bank/small denominations  
special activities/safety arrangements/equipment needed  
passport requirements (if appropriate)  
information on obtaining EHIC card (if appropriate)  
staff information/information on staff at centre and qualifications  
details of insurance cover  
details of emergency procedure

When they are known, final details with confirmed travel arrangements and contact numbers should be sent to parents. Immediately prior to departure pupils should be given any final details and any update to arrangements, particularly relating to travel. Arrange a system for notifying parents of return times. Several different systems work and samples are available. Pupils should be reminded of the School Code which applies on school visits and any additional requirements that apply to a specific visit (for example, mobile phone use, ipods, etc.)

### **Final Arrangements for School Visits to be undertaken by the Party Leader**

24 hours beforehand:

- confirm travel arrangements if necessary
- ensure that all members of staff are fully briefed and prepared
- ensure that you have all the necessary details e.g school, coach company etc.
- complete visits pack – this should contain:
  - details of venue with contact numbers
  - details of transport with contact numbers
  - copy of itinerary with approximate timings
  - risk assessment
  - girls' medical and contact details (updated information about medical conditions and any emergency medical treatment, GP's address, any special dietary requirements, emergency contact details)
  - telephone tree if used
  - contact details of member of staff in school responsible for liaison on the visit
  - arrange for collection of First Aid Kit from Sister

These details should be carried by the Party Leader and accompanying staff. A copy of the visits pack should also be left with the Senior Deputy Head.

On the day of the trip:

- arrange for collection and distribution of First Aid Kit(s)
- ensure that at least two members of staff are carrying mobile phones
- register pupils and divide into groups as appropriate
- remind pupils of code of behaviour expected
- notify Main School Office of any absentees
- ensure each member of staff has all the relevant details for the visit
- if any form of transport is to be used, ensure that everyone is aware of the emergency procedures needed e.g. emergency exit on coach, where to meet if separated on a train journey
- if students are allowed to go off in small groups, these should be no smaller than three and no greater than five (different arrangements may be made for Sixth Form) and clear arrangements about when and where to meet should be made. Other arrangements apply for Duke of Edinburgh activities

### **Emergency Procedure**

***In the event of a serious emergency on a school visit, the Major Incident Procedure must be initiated and followed scrupulously.***

Following the trip:

- complete brief evaluation form if required and give to Senior Deputy Head/Head of Junior School as appropriate
- make sure charge sheets have been completed and returned to the Bursary (if relevant)
- any infringement of the Code of Conduct on a school visit should be reported to the Heads of Lower/Middle School from whom further advice on any action necessary may be taken

This policy has regard to the guidance issued by the Secretary of State.

### **Arrangements for Monitoring and Evaluation**

*This policy will be reviewed regularly by the Headmistress in conjunction with the governing body.*

Reviewed June 2018  
Next Review Feb 2020

.....Date.....

Mrs J Adams  
Chair of Governors

## **Appendices**

- The School Code
- Sample specific Code of Conduct (e.g. Geography residential Cevennes trip)
- Sample annual Parental Consent Form
- Accident Report Form
- Sample Risk Assessment Pro Forma
- Sample Risk Assessment Form
- Visit Proposal Form



# The School Code

This Code is the result of a long period of consultation and was agreed by School Council.

## Relationships

1. There should be good manners, consideration and honesty throughout the school between contemporaries, younger and older pupils, girls and staff (both teaching and non-teaching).
2. We should all:
  - ❖ Respect other people and respect their opinions even if these differ from our own.
  - ❖ Try to make a positive contribution to the happiness and self-confidence of those around us, and welcome visitors, new pupils and new staff.
  - ❖ Support each other, but also be aware of people's need for independence and privacy.
  - ❖ Respect other people's confidences and avoid malicious gossip.
  - ❖ Honour promises and commitments.
3. Language should be courteous, not abusive or coarse.
4. Any form of bullying behaviour, such as physical or verbal aggression, or exclusion, is unacceptable. It is not 'telling tales' to report such behaviour, which ought to be stopped quickly.
5. The Tutor will offer particular support to her/his tutees but all member of staff can be approached for help, as can Prefects and other Sixth Formers.
6. Our behaviour out of school affects our relationship with the community around us and its perception of us. We should always be courteous and considerate towards people outside school, e.g. by making way on the pavement and avoiding bad behaviour in public.

## Learning

We should respect the learning process. This means:

1. Being punctual to our lessons and with our work.
2. Showing maturity and courtesy in class.
3. Listening to other girls as well as to the teacher and working co-operatively.
4. Concentrating and not distracting others – they have a right to learn.

## Possessions

Individuals are responsible for naming their possessions and keeping them tidy. We should treat the property of others with respect and not interfere with it in any way. There should be no 'borrowing' without permission and no-one is under any obligation to lend to others.

## Safety

We should:

1. Be aware of those around us and consider their safety, as well as taking responsibility for our own behaviour.
2. Move around the school in a sensible manner
3. Ensure that our possessions are not left where they may be a hazard or temptation to other people.
4. See that, if we drive or are driven to school, our vehicle does not block the road or a gateway.
5. Be familiar with emergency procedures and observe safety regulations.

## Environment

Everyone shares responsibility for the school environment. We should:

1. Take care of our surroundings and think of the consequences of our action.
2. Avoid waste and turn off lights when you leave a classroom.
3. Be tidy: and place all litter, even if it is not ours, in a bin.
4. Treat school property with consideration including displays and notices.



## Health, Safety and Behaviour Guidelines for France

The following guidelines **must** be followed to enable you to have a safe and enjoyable trip. These guidelines are from Discover Limited – the company organising the trip.

### Swimming

**The Eagle's Nest recommends the following:**

'Visiting staff should be aware that any swimming is a **potentially hazardous activity**. **The Eagle's Nest staff are not trained or qualified to supervise these activities.**'

Miss Burtenshaw and Mrs Derrick are also **not** qualified life savers – so **no** swimming is allowed at the coast or in the river. In the past, there have been fatalities on British school trips due to swimming and some schools have stopped all school trips as a result.

- Seat belts **must** be worn on the coach at all times
- No alcohol may be purchased or consumed
- Smoking is **not** allowed
- A sun hat **must** be worn
- Suncream (Factor 15 or above) **must** be used and reapplied frequently
- Bottled water **only** should be drunk when away from the Centre. Plenty of water should be consumed every day. Do **not** share bottled water
- Individuals **must** be responsible for their own medications and these **must** be carried with them, where appropriate
- Wash hands before all meals
- Cuts should be cleaned as soon as possible and plasters applied if necessary, from **your own** First Aid kit
- Do **not** walk bare-footed around the Ski Resort
- Take care when crossing roads (**remember cars drive on the right**)
- Keep in your groups at all times in towns
- Do not use Insect repellent sprays at any time. Use a cream on your skin, if necessary
- Do not use electrical equipment during thunderstorms (computers etc.)
- Do not leave the grounds of the Ski Resort
- Do not visit dormitories of the opposite sex
- Speak French whenever possible to local people
- Be polite and grateful at all times
- Girls must be quiet between the hours of 23:30 and 07:00 hours

✂ .....

### Parent's and Student Agreement

I have read the above guidelines and discussed them with my daughter, who agrees to abide by them during her stay in France.

Parent's Signature ..... Date: .....

Student's Signature .....

Student's Name (*please print*) .....

Dear Parents

As you will already be aware, fieldwork forms an important part of Geography at Walthamstow Hall, being a basis for all GCSE coursework. In order to provide the opportunity for a residential fieldwork experience relevant to GCSE, we are planning to run a week's field course in southern France between Saturday 2 July and Saturday 9 July 2015.

We shall be using a company called 'Discover', a specialist company which we have used on several occasions, who own their own centre in the Cévennes called 'The Eagle's Nest'. This is a purpose-built Study and Activity Centre that offers accommodation for groups of between 10 and 80. It is situated on the south-facing slopes of Mont Lozère, the highest peak in the Cévennes, which form the southern edge of the Central Massif. The Cévennes are an area of outstanding natural beauty, rich in flora and fauna benefiting from Mediterranean sunshine.

Fieldwork abroad has many advantages, not least of which is the added stimulus and excitement of a totally new environment as well as the chance to speak French! The work will form an excellent supplement to the GCSE studies in both the physical and the urban units as well as providing a real educational experience in the widest sense. There will also be the opportunity for taking part in rafting and enjoying a meal in a French restaurant; both will be included in the price.

Although this is not a compulsory fieldtrip, it is highly recommended that your daughter take the opportunity of participating in it, because it will provide additional fieldwork techniques for GCSE coursework and relevant case-studies for the written paper. If the whole class signs up for this trip it may be possible to do the Controlled Assessment ('Unit 4 Researching Geography') fieldwork, which will be written up in the Autumn Term of 2011. The cost of this exceptional course will be approximately **£548** per person. This is a fully inclusive price for eight days and I believe represents excellent value for money. Anyone experiencing financial difficulties may write to the Headmistress in confidence. A charge of **£75.00** for the **non-refundable deposit** will be added to your account at the end of the Autumn term. This price will include all travel expenses, accommodation, food, insurance, rafting and a meal in a French restaurant. We will travel overnight by coach from school, via a cross-Channel ferry, to the Cévennes, making frequent stops at service stations in France.

The course is being offered to the present Lower Fifth (Year 10) students as, at the time of the course in Summer 2011, they will be half-way through their GCSE course. Also it allows approximately ten months for saving the sum involved. There will, of course, be the opportunity for staged payments. There is a minimum number of 8 pupils, so if there are not enough girls, the trip will be cancelled.

If you would like your daughter to join this expedition, please complete the attached form and return it to me by **Monday, 4th October**.

Parents experiencing financial difficulties may apply to the Headmistress in confidence.

Yours sincerely  
Miss K E Burtenshaw  
Head of Geography

**GCSE Geography Fieldtrip to The Eagle's Nest, Cévennes, France**  
**2 July – 11 July**

Name: ..... Form: .....

I have read the information about the proposed visit to France between 2 July and 9 July 2015 and I agree to my daughter taking part. I am willing to pay the total cost of approximately **£548** and for an initial **non-refundable deposit of £75** to be added to my school account at the end of the Autumn term.

Signed: ..... (Parent/) Date: .....



**WALTHAMSTOW HALL**

**CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES**

*(To be completed at the beginning of each academic year)*

**Name:** ..... **Tutor Group:** .....

Please sign and date the form below if you are happy for your daughter

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment, including anaesthetic or blood transfusion as may be considered necessary by the medical authorities present, during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - **all** visits (excluding residential trips) which take place during the school year (*including weekends and school holidays*). Separate permission will be required for residential visits.
  - off-site sporting fixtures during and outside the school day.
- The School will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the School that you do not want your daughter to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the School’s Curriculum and usually take place during the normal school day.

Please complete the medical information section below (*if applicable*) and sign and date this form if you agree to the above.

**MEDICAL INFORMATION**

Details of any medical condition that my daughter suffers from and any medication my daughter should take during off-site visits:

.....

.....

.....

**Signed**..... **(parent) Date**.....



**PARENTAL CONSENT FORM FOR RESIDENTIAL VISITS - UK AND FOREIGN**

**School Journey to:** .....

**Departure Date:** ..... **Return Date:** .....

**Pupil's Name** ..... **Form:** ..... **Age:** Yrs.....Mths.....

**I. Medical Information:**

a) Does your child suffer from any condition requiring regular medical treatment/medication i.e. asthma, diabetes, epilepsy, fainting etc? If YES, please give brief details:

.....  
.....

b) If YES to (a) do you wish your daughter/a member of staff \*to carry medication

*\*please delete as appropriate*

c) Does your daughter have any specific dietary requirements? YES/NO

If YES please specify:.....

d) Is your daughter currently vaccinated against tetanus? YES/NO Date:.....

e) Is your daughter allergic to any medication? YES/NO If YES please specify:

.....

For residential visits (foreign or UK) lasting more than one day

a) To the best of your knowledge, has your daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If YES please give details:

.....  
.....  
.....

**2. Emergency contact Telephone Numbers during the duration of the trip:**

Home: .....

Mother Work: ..... Mobile: .....

Father Work: ..... Mobile: .....

Alternative emergency contact: Relative/Neighbour *(please specify name/relationship)*

.....

Family Doctor: ..... Telephone No: .....

**Parental Declaration:**

I have read the details about the above visit and agree to my daughter participating in this event and the activities described and for you to debit my school account as per the notified payment schedule.

I confirm that my daughter has a valid British/EU passport.

***If your daughter does not hold a British or EU passport, please specify country of origin:***

.....

I agree to my daughter receiving medication as instructed above (1a), and, in the case of an emergency, that dental, medical or surgical treatment, including anaesthetic or blood transfusion, may be given as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided. *(Full details of the travel company insurance policy you have already received)*

If there is any change to my daughter’s medical condition or other circumstances between now and the commencement of the journey, I will contact the appropriate member of staff.

Signed: .....(Parent) Date: .....

***A copy of this form is to be taken with the Group Leader on the visit and a copy retained in School***



# WALTHAMSTOW HALL

## ACCIDENT REPORT FOR PUPILS ONLY

FULL NAME OF PUPIL	
FULL ADDRESS AND POSTCODE	FORM  DATE OF BIRTH  HOME PHONE NUMBER
DATE OF INCIDENT	TIME OF INCIDENT
WHERE DID THE INCIDENT TAKE PLACE?	DID THE INJURED PERSON BECOME UNCONSCIOUS? <b>YES/NO</b>
TYPE OF INJURY, eg fracture, laceration	DID THE INJURED PERSON NEED RESUSCITATION? <b>YES/NO</b>
PART OF BODY INJURED	DID THE INJURED PERSON GO TO HOSPITAL? <b>YES/NO</b> IF YES, WHICH HOSPITAL?
WERE PARENTS NOTIFIED? <b>YES/NO</b> IF YES, STATE METHOD AND TIME	DID THE INJURED PERSON REMAIN IN HOSPITAL FOR MORE THAN 24 HOURS? <b>YES/NO</b>
WITNESSES TO ACCIDENT	

*Please continue overleaf*

DESCRIBE WHAT HAPPENED GIVING AS MUCH DETAIL AS POSSIBLE eg

- the name of any substance involved;
- the events that led to the incident;
- if a personal injury, give details of what the person was doing.
- the name and type of any machinery involved;
- the part played by any people;

(Use a separate piece of paper if necessary)

SIGNATURE OF INJURED PERSON  
 \_\_\_\_\_  
 PRINT NAME \_\_\_\_\_  
 DATE \_\_\_\_\_

SIGNATURE OF MEMBER OF STAFF  
 \_\_\_\_\_  
 PRINT NAME \_\_\_\_\_  
 DATE \_\_\_\_\_

**Circulation for Junior School: JS Head**  **Sister**  **Head**  **Bursar**

**Circulation for Senior School: Deputy Head**  **Sister**  **Head**  **Bursar**

*Please initial against your name and pass this report to the next recipient without delay.*

## WALTHAMSTOW HALL RISK ASSESSMENT POLICY – General Risk Assessment Form

**For visit to/activity/area:**

**Date:**

**Staff:**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables.	Better housekeeping in staff kitchen needed, eg on spills.	All staff, supervisor to monitor.	From now on	xx/xx/xx
		Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Arrange for loose carpet tile on second floor to be repaired/replaced.	Manager	xx/xx/xx	xx/xx/xx
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires	Staff trained to spot and report (to Estates manager) any defective plugs, discoloured sockets or damaged cable/ equipment. Defective equipment taken out of use safely and promptly replaced. Staff told not to bring in their own appliances, toasters, fans etc	Confirm with Estates Manager the system for making safe any damage to building installation electrics, eg broken light switches or sockets. Confirm when the next safety check of the electrical installation will be done	Staff	xx/xx/xx	xx/xx/xx
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects	Trolley used to transport heavy items when collecting deliveries etc. High shelves for light objects only	Remind staff that they should not try to lift objects that look or appear too heavy to handle	Line Managers	From now on	xx/xx/xx
<b>Date:</b>						
<b>Teacher in Charge</b>						
<b>Signature:</b>						
<b>Deputy Head's Signature</b>						

**WALTHAMSTOW HALL RISK ASSESSMENT POLICY – Risk Assessment for School Visits Form**

**DESTINATION:**

**Accompanying Staff:**

**Means of Travel:**

**Date of Travel:**

**Mobile Phone No.**

**School Office: 01732 451334**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to control this risk?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>
<b>Date:</b>						
<b>Teacher in Charge Signature:</b>						
<b>Deputy Head's Signature</b>						



## FIELD TRIPS/STUDY VISITS/OUTINGS PROPOSAL

Department/Subject: .....

Class(es)/Tutor Group(s)/Year Group(s) involved: .....

Destination: (to include accommodation if relevant and contact number):

.....

Date(s): .....

Approx. time of departure: .....Return: .....

Staff in Charge: .....

Accompanying Staff: .....

.....

.....

.....

*N.B. If staff from another department may be accompanying, please consult the Head of that Department and Mr Howson before staffing is finalised.*

Means of transport: .....

Name of coach company:..... Tel. No.: .....

**Checklist:** Prior Permission for trip from Mr Howson

- (as many items as relevant)
- Permission from Head of Department if not leading outing
  - Transport
  - Letter to parents approved and sent
  - Lunch arrangements checked/packed lunches ordered via Domestic Bursar
  - Return consent forms received from parents (**copy to PHO**)
  - Check medical details with Sister. Obtain First Aid Kit if appropriate
  - Staffing (check with PHO)
  - Insurance – see Bursar’s Office
  - Risk assessment completed (copy to PHO)**
  - School Mobile Phone (if required)


Signed:..... Date: .....

**N.B. Please ensure that this form reaches the Deputy Head (Senior School) or Head (Junior School) not less than one week before the date of the outing. The names of the girls involved should be attached to the form and also on the staff board one week before the date of the outing.**

**Thank you**