



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 (DfE); Health and Safety on Educational Visits (Nov 2018) & Keeping Children Safe in Education (KCSIE) September 2023

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 Head.
- The timing of any visit should be determined as far in advance as possible – preferably through the calendar ‘bidding’ process, at least one term in advance (not including additional Sports fixtures).
- For residential visits abroad, permission from the Governing Body must be sought in advance for ratification.
- The visit must be appropriate to the age and experience of the pupils involved.
- The visit should complement and enrich the curriculum area.

- 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.
- For children over nursery age, written consent is not needed for most trips, as they are part of the curriculum. Specific written consent is usually only needed for trips that:
 - need a higher level of risk assessment
 - are outside normal School hours
- Parents should complete the modified DfE universal consent form when their daughter enrolls (Appendix I). This will cover them for their whole time at the School. Specific parental consent is required for residential trips in the UK and for any trip abroad. Schools should still tell parents about these trips and give them the opportunity to withdraw their child
- Pupils should not be excluded on grounds of disability where 'reasonable' adjustments may be made to accommodate the disability.
- Costs of trips (e.g. accommodation, transport) should be kept to a minimum so as to ensure that as few pupils as possible are excluded from the trip for financial reasons. Parents experiencing financial difficulties may write to the Headmistress in confidence.
- 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 as well as parents must be given sufficient information about the trip to understand what to expect .
- Safety must underpin all stages and aspects of the visit.
- Full risk assessment must be in place for every visit (Refer to the Annex D of the Health and Safety Policy).
- Pupils 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, with at least one female member of staff present on any trip. The DfE recommendations state ratios of Year 7 upwards of 1:15/20 (with a larger ratio permitted for over 16s) and 1:10 for all visits abroad. This should be the minimum for visits. Further information may be found at The Outdoor Education Advisors' Panel (OEAP).

RESPONSIBILITIES

The Governing Body

The Governing Body has overall responsibility for the visits policy which they delegate to the Headmistress. All residential visits must be sanctioned by the Governing Body before they take place.

The Headmistress

She is responsible for:

- Ensuring that there is a competent leader for the trip. 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 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. These should be conveyed to pupils prior to commencement of the visit and to parents in writing (if overnight stays are involved).
- 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 and first aid pack are 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. This may require a preliminary observation visit to the site by a trip leader.
- 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 before 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.
- Each pupil is given a phone contact number (e.g. on a wrist band) of the party leader, to be used in the event of an emergency.
- 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.
- All transport, especially that abroad, used on the trip is checked for appropriate safety measures (e.g. shoulder safety belts on buses/coaches)

Responsibilities of Parents

Parents should ensure that:

- Their child is fully prepared for the visit.

- They have shared with their child the School's rules and regulations for the trip.
- 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 code of conduct for pupils ("School Code") 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 written 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, and is mandatory for residential trips, and trips abroad. In broad terms, penalties for infringements of the School 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 2 for copy of the School Code*).

The 2 main types of trips:

Routine visits

These involve no more than an everyday level of risk, such as slips and trips and are covered by the School's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.

Trips that need a risk assessment and extra planning

These are trips not covered by current policies. This could be due to things like:

- The distance from School.
- The type of activity.
- The location.
- Needing staff with specialist skills.

Sometimes a visit will just require a review of current plans or arrangements that were successful on previous trips. However, some trips will need risk assessments, detailed planning and informed approval. The person given the role of managing this should:

- Have the skills, status and competence needed for the job.
- Understand the risks involved.
- Be familiar with the activity.

Plans should be proportionate and sensible, focusing on how to manage genuine risks.

CHOICE OF VISIT/VENUE

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

- The aim and educational value 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 for a non-routine trip 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 needs to be costed into 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 must include at least one who is first aid trained, and 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 by the trip leader.
- Not be required to do specific duties.
- Respect the codes of conduct set for other members of the party.
- Undergo a Disclosure and Barring Service (DBS) check in conjunction with the Bursar/HR Manager.

- Not act in any way as to make the role of 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:

- Follow the written regulations for a residential trip.
- 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

Contact the venue to see if they have a risk assessment which can be used to supplement the visit risk assessment.

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 Pupils for identification purposes.
- Others around your party and your party may be a risk if the 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’ (**See Appendix 4 and Appendix 2 to Annex D of the Health and Safety Policy**)

The Risk Assessment should include details relating to the following as relevant:

- Departure.
- Journey.
- During the visit.
- Other instructors.
- Equipment.
- Catering – particularly packed meals and availability and quality of drinking water.

- Activities.
- Sub visits, particularly when secondary transport is involved.
- Accommodation/sleeping arrangements, where relevant

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.

Trip leaders should expect the possibility of a change in circumstances that may necessitate an operational change which has not been planned for. 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 considerations in the financing of any visit are keeping the costs to pupils as low as possible while at the same time ensuring you have allowed for all major expenses and the extras as well as having enough in reserve as a contingency fund. Any surplus should be refunded to parents 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 will have been given for the administration of a number of non-prescription medicines and remedies (ie Over the Counter meds) when the pupil joined the School. This may be updated if a Visit Consent Form (Appendix5) is used. 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 (See Appendix 3). 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 Bursar can provide copies of relevant insurance if required.
- 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.
- 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.

TRANSPORT ISSUES

Most visits will involve transport at some stage. Trip leaders should consider the environment when selecting modes of transport – options considered and the method chosen should be explained in the planning/proposal 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 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 where fitted is obligatory at all times in accordance with the specific mode of transport guidelines.

- Parents must be aware of their responsibilities in terms of departure and collection . Special arrangements for individuals can cause problems for the whole group and should be avoided.
- The party leader should have an easily accessible contingency fund.
- All members of the party must have consented to the specific code of conduct for their visit and this should include travel items. This should be given in the form of their and a parent's signature.
- On the return journey, the party leader should advise the party members of an approximate arrival time so that pupils can inform their parents of the estimated time of arrival back at School.

Coach Travel

- Book only with approved companies and ensure that you have an emergency contact number for the company, both in and out of normal working hours. This contact number must be obtained from the operating coach company so that emergency contact can be made during any 24 hour period.
- Make sure adequate arrangements are in place in the event of a breakdown.
- Shoulder seat belts must be in working order for all passengers and staff and must be worn.
- While the coach is moving, passengers should avoid leaving their seats in all but exceptional circumstances.
- All passengers must be made aware of the position of the safety exits.
- Where possible and staff numbers allow, one member of staff should be positioned near the safety exit, one near the driver and others 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 hold the relevant licence (DI) to drive a mini bus and have received the necessary local training.
- 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. (See 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 preferred option is to use a hire car however, as a last resort, a private car can be used. The School has an insurance policy that covers anyone engaged on School business. A copy is available from the Bursar.
- The Bursar and the party leader must check that the driver's driving licence, MOT and road tax are current.
- 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.
- Pupils 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 checks 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, pupils 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

- Seats should be booked in advance.
- Whenever possible pupils 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. 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 e.g. for souvenirs.
- School uniform/dress code requirements.
- Any special equipment that may be needed.
- Insurance details.
- 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, informing them of a meeting prior to the visit and gaining permission to attend. 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).
- Details of any necessary inoculations, where appropriate.
- 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, including allocation of rooms and staff supervision
- 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 International Health 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.
- Pupils' 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, and mobile phone contact details of all trip staff members.
- 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 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 pupils 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.

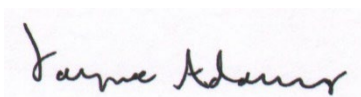
Following the trip:

- Complete brief evaluation form if required and give to Deputy Head.
- 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 Key Stage 3, 4 or 5 from whom further advice on any action necessary may be taken.

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

This policy will be reviewed regularly by the Headmistress in conjunction with the Governing Body.

Reviewed: March 2023
Next Review: March 2024



Signed.....

.....Date..... 17 March 2023.....

Mrs J Adams
Chairman of the Governing Body

Appendices:

- 1 Consent Form for School Trips and Other Off-Site Activities
- 2 The School Code
- 3 Accident Report Form for Pupils Only
- 4 Sample School Visit Risk Assessment Form

Consent Form for School Trips and Other Off-Site Activities

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

.....:

- 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 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 including any which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures 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 child 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 child suffers from and any medication my child should take during off-site visits:

.....

Signed.....

Date.....



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, Pupils 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 members 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 pupils 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.



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? YES/NO
TYPE OF INJURY, eg fracture, laceration	DID THE INJURED PERSON NEED RESUSCITATION? YES/NO
PART OF BODY INJURED	DID THE INJURED PERSON GO TO HOSPITAL? YES/NO IF YES, WHICH HOSPITAL?
WERE PARENTS NOTIFIED? YES/NO IF YES, STATE METHOD AND TIME	DID THE INJURED PERSON REMAIN IN HOSPITAL FOR MORE THAN 24 HOURS? YES/NO
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: JMT ☐ **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.

Sample School Visit Risk Assessment Form

WALTHAMSTOW HALL RISK ASSESSMENT FOR SCHOOL VISITS FORM

DESTINATION:

Accompanying Staff:

Means of Travel:

Date of Travel:

Mobile Phone No.

School Office: 01732 451334

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
Date:						
Teacher in Charge Signature:						
Deputy Head's Signature						