



BRADFIELD COLLEGE

EDUCATIONAL VISITS POLICY

Last review / revision: June 2019

PART 1: GENERAL INFORMATION

Provided to parents in the Parents' Handbook

INTRODUCTION

At Bradfield College, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different. Some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self-reliance and team-working. Others will extend their knowledge of the world. The common factor is that they all make an essential contribution to your son's or daughter's development and education in the broadest sense of the word.

OUR TRIPS AND VISITS

We regularly take pupils on day trips to: museums, galleries, theatres, historic sites, natural features and sporting venues to support both work in our curriculum and as part of the general all-round education of the pupils.

Academic departments have organised residential visits, for example: the Divisions trip to Portugal in Year 9; Language exchanges and visits in Years 10 and 12 to France, Spain, Germany and Italy; Geography field trips to Manchester and the South Coast in Years 12 and 13; Art History to Italy for Sixth Form; a biennial trip to Hollywood for Film Studies. The choir has toured extensively in past years and the Drama department perform annually at the Edinburgh Festival.

Sporting tours are a key feature of the co-curricular programme at Bradfield and have included trips to: USA, Singapore & Malaysia (hockey); Barbados, Dubai, Sri Lanka and South Africa (cricket); Spain, Holland and Portugal (football). There have been skiing trips and other sports have tours in the UK or overseas at various times. In addition to this are the CCF, Duke of Edinburgh and other adventure activities.

We have an active Duke of Edinburgh Award programme from Year 9 upwards, involving a range of outdoor activities, services and skills. Most pupils take their bronze award, and many of our Year 11, 12 and 13 pupils pursue the more advanced silver and gold awards, the latter of which involve a residential project. As the award becomes increasingly popular there will be the option of undertaking the expedition section overseas (in Peru and, possibly, Malawi).

We also make use of well-established third party providers of outward bound activities (e.g.: World Challenge).

Our CCF is open to all pupils from Year 9 upwards, and provides opportunities to take part in activities in the Royal Marines, Army and Royal Air Force sections, involving weekend exercises, adventurous training and military camps.

You can find more about the trips, visits and activities that are available to each year group from our web site, our prospectus and the College White List. You may also read more about our policy on sports, games and pastimes in the Co-Curricular Handbook.

INFORMATION ON PLANNED TRIPS AND ACTIVITIES

Your son's or daughter's White List records the trips and visits that are due to take place over the coming academic year, together with a list of planned home and away sports fixtures for the coming term. We very much welcome family and friends at all our matches, both home and away.

You will not generally be notified specifically if your child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site and that visit is published in the White List. However, we will send you a "*for information*" email if the trip is not White Listed. Additionally, we will always seek your permission for your child to participate if the visit involves any extra charge.

We send details of planned trips and activities, involving overnight residence away from Bradfield, well in advance, to all parents of pupils of the relevant year group or cohort. Parents who opt for these trips are often invited into the school for a full briefing before their son or daughter departs especially if the visit involves an overnight stay overseas.

CONSENT

We require your specific, individual written consent if we are to take your son or daughter on any trip or visit that involves an overnight stay, adventurous activity, or an overseas visit. Please note that we are unable to take your son or daughter without a completed and signed consent form, which includes details of where you may be contacted in an emergency. Other than in exceptional circumstances, this form will be sent to you well in advance and must reach the school at least three weeks before the start of the trip.

SAFETY

Safety is top priority for us. We expect you to support the school in insisting that your son or daughter follows the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. We reserve the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the school's behaviour code. Pupils are asked to sign a detailed behaviour code before taking part in any trip or expedition involving an overnight stay outside the UK.

PART 2: GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS

INTRODUCTION

There are a large number of trips, out of school activities and visits at Bradfield; these are an important part of the College's educational ethos. The College expects that every member its staff endorses the educational value of activities outside the classroom. It encourages everyone possible to participate in them and to help with the arrangements. To make this possible, Bradfield sets reasonable timetables, with plenty of non-contact time, as it does not want this important function to become burdensome. The College always welcome suggestions from staff for new trips.

RESPONSIBILITIES

ROLE OF THE EDUCATION VISITS COORDINATOR

Trevor Kidson is the College's Education Visits Coordinator (EVC). He supports the Deputy Head (Co-Curricular) in the process of approving visits, ensuring that they are spread through the different age groups, and the school year (although there is inevitably a concentration during the last part of the summer term, when exams have finished and the weather is at its best). He helps staff involved with organising tours, with checking parental consent forms and keeps records of all previous visits. All new staff have a session on planning school visits as part of their induction training.

The Deputy Head (Co-Curricular) is delegated the responsibility for ensuring all off-site activity is properly risk assessed and the EVC, along with the Head of Adventurous Activities (Danny Daniels) assist him in ensuring this is done with care and accuracy. He also keeps reports of any accidents or near misses provided to the Deputy Head (Co-Curricular).

ROLE OF THE GROUP LEADER

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. He or she will always have had experience of accompanying school visits before taking on the role of Group Leader. At Bradfield we arrange for the EVC to provide annual in-service training for all Group Leaders; this covers practical guidance on conducting risk assessments, emergency procedures, the school's insurance cover, budgeting for visits and the circumstances under which a visit might be terminated or curtailed (for instance if weather or sea conditions suddenly deteriorated).

The College expects all Group Leaders to hold a valid First Aid certificate. At Bradfield, all new members of teaching staff, matrons and other selected staff are required to attend first aid instruction as arranged by the school and to have this training up-dated regularly. All staff and support staff are required by the school to attend yearly Epipen first aid instruction and demonstration.

A Deputy Leader (Second i/c) is nominated for all trips. S/He may not hold the qualifications of the Group Leader; but is nevertheless capable of taking over that role, if necessary. When an external provider (such as World Challenge) assists in the organisation of a trip for very limited members of pupils, the expedition leader from the providing company may take the role of Second in charge in order to control expedition costs. All personnel provided by an external provider will have enhanced DBS clearance.

PROCEDURES AND PLANNING

All documentation relating to Educational Visits is published on Firefly under Co-curricular. Educational visits are either Special Activities or Normal Offsite Activities.

NORMAL ACTIVITIES

ALL off-site activities must be fully risk assessed. Any visit not involving overnight residence away from Bradfield or some high risk/adventure activity is Normal Activity and must be carefully planned:

The trip leader MUST:

- Complete a **Normal Activities Proforma** otherwise known as a 'pink form' and submit together with signed and dated copies of the necessary **Risk Assessments** to Roger Wall, Deputy Head (Co-Curricular) **at least 48 hours** before the pupils are taken out of College.
- Roger will approve the trips details from the forms and pass the approved forms to Tara Williamson Co-Curricular Co-ordinator to set the trip up on SOCs;
- **If the pupils will be out of touch of direct supervision for any part of the trip**, you will also need to complete **Page 2** of the **Normal Activities Proforma** (which is an **EMERGENCY CONTACT CARD** for pupils left unsupervised and contains important contact information for the trip leader). Once completed, the trip leader should give Page 2 directly to Office Services for printing; they will return the printed cards directly to the bunker of the trip leader.
- Enter an accurate pupil and staff list (nominal role) onto SOCs before the trip leaves the College site;
- Take a copy of all risk assessments and the nominal role with him/her on the visit;
- **NOT consume alcohol or be under the influence of previously consumed alcohol whilst leading the trip;**
- If there is a *significant* and unavoidable change of plans from those included on the Risk Assessment, then the group leader must:
 - mentally risk assess the new set of circumstances (a teacher is required to act in a way that any reasonable adult would do);
 - discuss with another staff member on the trip to check their assessment of the risks. (If there are no other staff accompanying the trip, call the College and speak to a colleague);
- Regular off-site visits (e.g.: House visits to Sainsbury's Calcot, visits to the dry ski slope at Bracknell) can be set up as recurring activities on SOCs. Before the first occasion the recurring activity takes place, the necessary paper work must be submitted to the Deputy Head (Co-Curricular) for approval and copies of the risk assessments must be taken by the activity leader each time the activity goes out of College. **On every occasion that the activity takes place, the nominal role on SOCs must be updated by the group leader before the party leaves Bradfield.**

SPECIAL ACTIVITIES

Any off-site visit involving overnight residence away from Bradfield or some high risk/adventure activity requires extensive preparation. A detailed list of the preparation to be undertaken can be found starting on page 6 of this policy. The following forms must be completed:

- Parental Consent Form
- Special Activities/Expedition Proforma
- Code of Behaviour Form

STAFF/PUPIL RATIOS

The recommended staff to pupil ratios for visits and off-site activities is one member of staff to 20 pupils. For overseas trips the ratio is one adult to 10 pupils. Ideally two adults should accompany all parties – this is a requirement if the party is travelling overseas. The College will fund the provision of a third adult to attend long haul trips. Where a party consists of both sexes, it should be accompanied by both male and female members of staff unless the activity involves a small group of Sixth Form pupils on an outing not involving a night away *and* providing appropriate adult help is available at the group's destination. In all cases supervising members of staff and any accompanying volunteers *including parents* must have been cleared through the Disclosure and Barring Service.

PERSONAL LIABILITY AND INSURANCE

Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Bradfield College, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the College's guidelines.

Bradfield College has £15m of Employers' Liability Insurance and £25m of Public Liability Insurance, as well as a group travel policy that covers visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays; but does not cover all adventurous activities, such as climbing or scuba diving. A full list of exclusions is given in the Special Activities Expedition *pro forma*. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school's travel insurance (available from the Bursar's Secretary) with him/her on all but the shortest of visits.

Where a member of staff transports a pupil in his/her car, insurance cover is provided through the school's "occasional business use" motor policy. The Bursar's Secretary should be informed when a journey is to be made under the cover of this policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer.

ALCOHOL

At all times during an off-site visit involving overnight residence away from Bradfield or some high risk activity, a specific member (or, where appropriate, specific members) of the accompanying staff will be specified as the designated duty person(s) responsible for the management and care of the group for explicitly defined periods of time. The designated duty person(s) will be subject to the same expectations as those placed upon a tutor i/c of a boarding house at Bradfield. In particular, the designated person will consume no alcohol (and not be under the influence of previously consumed alcohol) within the period of duty, to be in position to deal responsibly and reliably with emergency situations. Other accompanying

staff will consider themselves to be on-call to provide any needed assistance in an emergency and thus for “off-duty” periods remain within the limit of alcohol consumption permitted for legal driving within the UK.

WORKING WITH EXTERNAL STUDY CENTRES, OR WITH EXTERNAL ORGANISERS / SUPERVISORS

Teachers who take pupils away on activities that are provided by an external organisation such as World Challenge should ensure that the provider is licensed and that individual instructors possess relevant, recognised qualifications. It must also be clear that the teacher’s standing *in loco parentis* cannot be transferred to the external provider. This means, for example, that at a Geography field study centre, the accompanying Bradfield teachers remain *in loco parentis*, even when the pupils are receiving instruction from the staff of the study centre. **Thus judgements about any digression from the programme advertised to parents must ultimately always be the responsibility of the accompanying teacher.**

EUROPEAN TRIPS

For most European countries pupils with non-EU passports can travel under the List of Travellers visa waiver scheme provided by the British Council. If you are not familiar with this arrangement Michelle Harrison and Mark Etherington have experience of the application system. The application can be made up to 6 weeks in advance and must be completed TWO weeks before travelling. Please note that this scheme will not cover accompanying staff. If staff do not have an EU passport they will need to have/apply for a Visa.

UNITED STATES OF AMERICA

Pupils and/or staff who do not hold a US passport will need to apply for an ESTA (tourist visa). This can be arranged via the travel agent or applied for direct. When applying the system will flag up any travellers who already have an ESTA in place and no charge will be payable.

For travel to any other countries staff should seek advice from the travel agent.

MINIBUS USE

No one should drive the school minibus unless s/he is eligible to drive one as part of their work as an employee of the College. Further details are given in the College policy on the use of minibuses.

PREPARATORY ARRANGEMENTS

The amount of advance preparatory work needed will obviously vary considerably with the type of activity. Very little preparation may be needed for a group of pupils to a museum, spending a few hours there and travelling back in time for school tea. The Normal Activities Proforma (pink form) should be completed and submitted with necessary risk assessments 48 hours prior to departure. Trip Leaders must enter a list of the pupils who will be participating in the trip on the SOCS system by 6.00 pm on the day before the trip goes out of College.

Group Leaders may draw upon the EVC’s stock of existing background material – for example paradigm Risk Assessment material is published on the intranet.

By contrast, a visit lasting a week or more to a country outside the EU, requires considerable research and preparation as outlined below.

The list that follows is designed to cover all the planning that a Group leader needs to undertake *for a longer type of visit*. It is designed to be as comprehensive as possible. A useful checklist is also provided separately.

Text in italics indicates that an action that may not always be required

1. At Least Twelve Months in Advance

- Prepare a **Trip Pre-Approval Form**, to be counter-signed by the Deputy Head (Co-Curricular), seeking formal approval.
- Obtain advice from the Deputy Head (Co-Curricular), on suitable dates, precedents etc
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number & age of participants with EVC.
- Calculate the staff to pupil ratio (see STAFF/PUPIL RATIOS section above).
- Prepare a draft itinerary.
- Decide mode of transport for all legs of the journey.
- Prepare fully inclusive costs for the visit, including an appropriate contingency (10%) for delays and emergencies. *Be aware of possible exchange rate fluctuations.* (The costs of the accompanying staff – one free place per 10 pupils – must be included).
- *Apply to the Bursar by the September before departure for financial support from the school if it required.*
- Check that any provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority.
- Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments
- *If the visit involves hazardous activities check the school's insurance cover (see PERSONAL LIABILITY AND INSURANCE section above).*
- *Ascertain the medical requirements. Check with the School Medical Centre whether inoculations, malaria tablets etc. are required for your proposed destination(s).*
- Discuss with the EVC other members of staff who might be invited to participate in the trip, bearing in mind the need to have both male and female teaching staff when both sexes participate in a visit, and the need for a Second i/c to be identified. *It is desirable to have at least one member of staff who speaks the language of the country to be visited.* At Bradfield we are always happy to include volunteers from the Medical Team amongst the supervising staff. We hope that Sports Coaches and Visiting Music Staff will participate in sports and music tours; they are also welcome to help with other visits. Office staff may assist with day trips and theatre visits
- *If parent volunteers participate: Arrange for any volunteers participating in the trip to obtain an enhanced DBS disclosure. (The HR office will make the necessary arrangements).*
- *Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.*
- *If the location is not one that the school has visited before carry out a reconnaissance visit. (If a reconnaissance visit is impossible, a reference from another school that has visited the site, or a comprehensive virtual tour of the destination/facilities, using internet sites, may suffice).*

- Establish the minimum and maximum numbers for the visit to be viable (bearing in mind any costs of accompanying staff which it is planned to divide amongst the participants)
- *Ascertain the visa requirements – including those for non-UK and non-EU pupils.*
- *Advise Accounts with details of pupils to be billed and cost of deposit.*
- *Establish with Parents and Accounts the policy on refunds for withdrawal from what stage.*
- *Establish when the deposits are required by tour operators/ airlines/ activity centre etc., and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)*
- *Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office*

2. After Permission is Granted (At Least Six Months in Advance)

- Following formal approval, send a copy of the signed pro forma to:
 - The Second Master
 - The Educational Visits Co-ordinator
 - Deputy Head (Co-Curricular)
- Advertise the trip in the Headmaster's end-of-term letter and/or write a preliminary letter to send to parents and guardians of a target group, outlining the purpose of the trip, the programme and the expected maximum cost. Ask for acceptance in writing, together with a deposit by a specific date. *Mention that parents will be invited to a briefing meeting within six weeks of departure.* Explain any restrictions on numbers. These letters should always be cleared in advance with the Senior Deputy Head.
- Visa requirements must be communicated to parents.
- Advertise the trip to pupils including its dates and purpose
- Decide on method of payment for parents – deposit (refundable if place on trip not secured), then where necessary instalments charged to school bill over as many terms as possible (3 or 4?), with the final instalment at the beginning of the term before you depart.
- Decide on any fund-raising initiatives – clarify to parents how this will influence the final cost of the trip – will the money raised be divided equally between the participants? Will it be used for paying for extras during the trip or will it subsidise the basic cost of the trip?
- Collect deposits and arrange with the Accounts Office to set up a unique cost centre in the school accounts for the trip; ensure that you have access to check it from day to day. Keep your own separate financial records but all income and expenditure should go through the Accounts account – **DO NOT ACCEPT ANY PERSONAL PAYMENTS TO YOU.**
- Check when payments are due to tour companies/agents/airlines/hotels/activity centre etc. and ensure that there are enough funds in your school account. If you need to make payments to overseas companies in foreign currency, the Financial Controller will help with organising a telegraphic transfer.
- On exchanges: assign pupils to host families. Encourage an exchange of letters/emails/photographs etc.
- Contact the College's Health and Safety Manager to set up a contact group on BC ICE.

3. At least Three Months in Advance

- Finalise the costs with travel company etc.
- Refine details of the cost for parents (including contingency to cover delays etc).
- Contact the Bursar's PA for details of the "HSBC Travel Cover for Schools' policy. The school buys cover for all school trips annually and the cost of cover for your trip will be calculated and charged to your account – you just need to give a copy of the group list to the Bursar's PA.

- If any individuals are travelling separately from the main group on outward or return journey, their insurance cover for this part of the trip needs to be confirmed with HSBC.
- You may need to pay extra premiums for any hazardous activities not covered by the general policy (e.g. white-water rafting, climbing, caving) – this may necessitate you contacting HSBC direct.
- Book any Insurance and transport to and from Bradfield College.
- Arrange for any meals provided by College i.e. packed lunches are ordered.
- Copy details of the insurance cover to parents.
- Insist that all coaches are fitted with seat belts. (This may not be possible in every country).
- Check that each passport is valid for at least six months after the return date.
- *Underline to parents the visa requirements. Stress to parents of non-British passport holders that they are responsible for meeting the visa requirements of the country to be visited.*
- *Underline to parents the medical requirements. A letter from the school doctor to parents is helpful, stating what the school advises – parents may have alternative views on, for example, malaria prophylaxis. Inform parents of the general arrangements. The School Medical Centre will organise the administration of inoculations etc., usually with the help of House Matrons (adult supervisors should refer to their own GPs). Participants should carry appropriate certificates (e.g. yellow fever) with them.*
- Arrange for the Accounts department to bill parents for the balance of the cost of the trip
- Arrange with the Accounts department to pay the balance to the airline, hotel, travel company etc. Prompt forwarding of invoices is advisable.
- Arrange with the Director of ICT for loan of school mobile with pre-paid SIM card valid for the country to be visited to be available on a specific date.
- Provide a comprehensive list of recommended kit. *It may be possible to hire expedition kit from the school's CCF. The school has an account with Cotswold Camping in Reading that qualifies us for discounts on kit purchase – see Head of Adventurous Activities or the Duke of Edinburgh's Award Officer.*
- *On trips to certain destinations it may be advisable for group members to travel with a day's worth of kit as hand luggage (in case of misdirected luggage!).*
- *Look at booking tickets for events via ticket websites online to avoid carrying extra cash.*

4. Six Weeks in Advance

- Begin work on the Special Activities/Expeditions *pro forma*. The thorough risk assessment carried out, according to the College guidelines, should include consideration of the following risks: during outward/return journeys, during travel at the destination, in accommodation at the destination, while pupils are unsupervised, medical risks, sporting risks, risks from hazardous activities (supervisors of such activities should hold **NGB** qualifications), serious illness/death arrangements, pupils detached from the party. Note this exercise has to be finalised and the *pro forma* submitted **THREE WEEKS** prior to departure, or **THREE WEEKS** before the end of the preceding term.

All Group Leaders at Bradfield are trained in conducting risk assessments on the potential hazards involved in a visit, trip or activity that they are planning. Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Additional risk assessments will be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances. Generic Risk Assessments for off-site activities can be downloaded from the Intranet.

- All pupils on the trip should be given and **EMERGENCY CONTACT CARD** which includes the contact details for the trip leader and accommodation during the trip. The template for this is included within the Green Form. Simply complete the details requested and once the Green Form has been submitted to the EVC for approval, he will arrange for the cards to be printed and put in your bunker.
- Further advice on Risk Assessments may be obtained from the Head of Adventure Activities.
- Check the Foreign and Commonwealth Office Travel Advice for country-specific advice, and make parents aware of this.
- Provide the School Medical Centre with a list of pupils participating on the trip and the proposed itinerary – they will advise of any specific medical concerns for individuals. Be alert to any issues that you think might prevent an individual from participating in all or part of the trip. **THE HEALTH AND SAFETY OF THE PUPILS IS OF PARAMOUNT IMPORTANCE ON ANY TRIP.** You will need to gain medical information separately from parents of day pupils.
- Encourage the participants to be open about any ailments that they might experience during the trip.
- Agree set days/times for when the group should take any preparatory common medication.
- A professionally compiled and checked medical kit is of paramount importance – this will be provided by the School Medical Centre, although your budget might incur considerable extra cost to pay for any special items. *Some INSET from the School Medical Centre on use of the kit is helpful, as might be more specific training (e.g. in stitching of wounds).*
- Formulate contingency plans on what to do in case of medical problems during the trip – consider a range of possible occurrences, from death to minor injury/illness, to any member(s) of the group (including adult supervisors). Extra back-up insurance (e.g. flying doctor) if appropriate. Chapel Row surgery issues some very good sheets on travel advice. Specialist information and advice (e.g. from the British Mountaineering Council on acute mountain sickness) might also be sought.
- Participants should be reminded of the European Union Health Insurance Card.
- Discuss with EVC concerns about special arrangements that may be required for handling any specific medical or SEN/disability issues.
- Book traveling first aid kit from the Medical Centre
- *Give the Accounts department details of arrangements for the ordering of foreign currency/Currency Cards.*
- *Arrange meeting with parents to brief them on all aspects of the trip, including:*
 - *The itinerary, including the meeting and collection points.*
 - *Contact details for the hotels/hostels/ names and addresses of the host families.*
 - *The number of the school mobile phone issued to the Group Leader.*
 - *The kit and equipment that the pupils need. Any dress code of the country.*
 - *Parents should be advised how much spending money will be required and in what form that should be carried (cash, currency card etc.). A secure money belt or wallet for each participant should be advised.*
 - *The medical and visa requirements.*
 - *The expected standards of behaviour, and the potential risks of irresponsible behaviour [and the ground rules for behaviour in host families' houses.]*
 - *The ground rules on consumption of alcohol, tobacco, vaping [and illegal substances.]*
 - *Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.*
 - *Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.*
 - *Arrangements for communicating with parents in the event that the return is delayed. Parents should be issued with one emergency contact number at Bradfield (accessible 24 hours), which should be the main channel of communication in both directions. Parents should be reminded only to use this number in case*

of emergency. You should have contingency plans for how to contact parents en masse in case of emergency that affects the whole group or in case of a delay in the return journey – parents may need to take into account their own holiday arrangements when advising of their own contact details.

- *The need to notify the school in the event of contact with an infectious disease within four weeks of traveling.*
- *The reasons why a completed consent form is essential.*
- *The need for a copy of each pupil's passport.*
- Brief pupils:
 - a) on expectations of standards of behaviour and cultural differences.
 - b) if the trip is to a country other than one of those listed below, you will need to inform the pupils that personal information (eg: their name, passport number etc) will need to be transferred to accommodation providers etc outside the EEA, otherwise they will not be able to participate in the trip; by participating in the trip, they imply they consent to this transfer. This must be made clear to pupils when they sign the Code of Behaviour form.

Andorra, Argentina, Australia, Austria, Belgium, Bulgaria, Canada, Cyprus, Czech Republic, Denmark, Estonia, Faeroe Islands, Finland, France, Germany, Greece, Guernsey, Hungary, Iceland, Ireland, Isle of Man, Italy Jersey, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, State of Israel

- Complete **Section 1** of the Parental Consent Form. Please note this includes a section on **RISKS** where the trip leader is asked to identify particular hazards associated with the trip. This is there so, if something goes seriously wrong, no parent can claim that they were not alerted to the level of risk they were accepting on behalf of their child (see news article at following link: <http://www.bbc.co.uk/news/uk-england-london-25715383>)
You do not need to include routine activities eg: transport and travel or normal activities associated with the day-to-day participation on the trip eg: playing hockey as part of a hockey tour. You should only include particular hazards such as: mountain-climbing, kayaking, treacherous hill-walking etc. The important thing is not to disguise significant hazards. If you think there is nothing that needs to be highlighted to the parents, please write **NIL** (do not leave the box blank).
- Email the completed form to Tara Williamson, Co-Curricular Co-ordinator at cocurricular@bradfieldcollege.org.uk with:
 - a full copy of the itinerary;
 - a full equipment/kit list
- Email a list of the pupils accompanying the trip to cocurricular@bradfieldcollege.org.uk, confirming that the pupils have been briefed on standards of behaviour and cultural differences (see above).
- **The Co-Curricular Co-ordinator will then:**
 - Send all parents a copy of the Parental Consent form with a specified return date (three weeks prior to departure/the end of the preceding term)
 - Arrange all the forms for the pupils to sign the Code of Behaviour forms for their trip involving an overnight residence away from Bradfield. Please note, parents no longer need to sign this as it is included in the Consent Form. The trip leader will be present at the signing session and must notify the pupils if their Personal Data is to be transmitted outside the EEA (see above).

c) **Three Weeks in Advance**

- Check with the Co-Curricular Co-ordinator that the Parental Consent forms have been returned. These will be attached to the Green Form by the Co-Curricular Co-ordinator on submission of the form.
- Submit completed Special Activities/Expeditions *pro forma* with all required attachments to the EVC for scrutiny. Expedite any changes he requires within 24 hours, prior to submission to the Deputy Head (Co-Curricular).
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.
- Where possible passports and tickets should be held by the tour leader or in a safe; pupils and staff should be advised to carry photocopies of the key pages from their passports in case of emergency.
- *Check all tickets for accuracy against travel documents. Make sure names on the flight tickets correspond with pupils' passport details. Store the tickets securely until collection*
- *Collect Currency cards and foreign currency. The tour leader may wish to purchase foreign currency on behalf of the whole group – this reduces commission charges. You should also take an emergency contingency fund – as a minimum this should be sufficient to pay for two members of the group to fly home in an emergency (this may be borrowed from the School).*
- *Note their serial numbers of Currency Cards before storing safely until collection, with the foreign currency. Give copy of serial numbers to the Accounts Office.*
- Check all participants have *appropriate inoculation certificates (e.g. yellow fever), as well as any European Health Insurance Cards* required.
- Ensure each member of staff and each adult volunteer accompanying the trip has the following information:
 - The itinerary (*including address, phone numbers etc. of all locations where the party is staying*).
 - A copy of all risk assessments that were attached to the Special Activities/Expeditions *pro forma* when submitted to EVC.
 - The Group Leader's mobile number **or** the school mobile number,
 - Mobile numbers of all participating staff,
 - A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions),
 - *Copies of all passports and travel documents,*
 - Emergency contact numbers for the Home Area Contact, the Duty Member of SMT and the EVC.
 - *The address and contact details of the nearest British Consul.*
 - *On exchanges, the names and contact details of the exchange school and the host families that are accommodating each pupil.*
 - A copy of the tickets, travel insurance document (including emergency contact details).
- On approval of the Special Activities/Expeditions *pro forma* (which must have been be counter-signed by EVC, Deputy Head (Co-Curricular) and possibly the Headmaster) the original pack you submitted for approval will be put back in your bunker.
- You then need to prepare 3 copies of the whole Special Activities/Expeditions *pro forma*. One each for:
 - Home Area Contact
 - Headmaster's Office
 - Co-Curricular Co-ordinator

d) The Day Prior to Departure/The Day of Departure

- Collect up tickets, *foreign currency etc.*
- *Give each pupil the names, addresses and phone numbers of their accommodation*

- Remind pupils about the rendezvous, dress code, standards of behaviour etc.
- Remind pupils of the potential risks of irresponsible behaviour
- *Remind pupils to bring passports. Ask to see each passport.*
- Collect a copy of the full Certificate of Insurance
- Collect list of emergency contact numbers for use throughout the trip. As the leader of the trip, be careful not to exceed the maximum cash limit on the policy.
- Collect traveling first aid kit(s). Check contents.
- Collect School Mobile and charger.

DURING THE VISIT OR ACTIVITY

Primary responsibility for the safe conduct and discipline during the visit rests with Group Leader. S/He has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. S/he must hold a copy of the full Certificate of Insurance and emergency contact numbers throughout the trip. As the leader of the trip, he/she must be careful not to exceed the maximum cash limit on the insurance policy.

S/He will liaise with any partner school in the event of difficulties between a pupil and their host family. Security of cash, travellers' cheques and passports is very important during the tour – safes should be used whenever possible.

S/He may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel/hostel.
- Ensuring that sleeping accommodation is suitable and located as described in the Special Activities/Expeditions pro forma when submitted to the EVC.
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Asking all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups.
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour.
- Looking after – or reminding pupils to look after – passports and valuables
- Storing cash, travellers' cheques and tickets in the hotel safe.
- Keeping an account of all expenditure.
- Recording all accidents and near misses.

ILLNESS OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill, the Group leader, or another member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The

College expects the Group Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

EMERGENCY PROCEDURES

In the event of a serious accident resulting in injury or the death of one or more pupils and / or staff, the Group Leader's first priority would be to summon the emergency services, to arrange for medical attention for the injured and to ensure the remainder of the group are safe and looked after. One of the accompanying members of staff should accompany those injured to hospital. The Group leader would then inform the Duty Member of SMT of the incident and would need to give a full and factual account of what has happened and what is known at the time. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Home Area Contact is maintained. A full record should be kept of the incident, the injuries and of the actions taken.

Once the SMT are informed the Headmaster, Bursar, Second Master and Assistant Bursar will decide if the incident requires Major Incident Management procedures to be invoked.

He/she may also need to arrange for the British Consul to be contacted as quickly as possible, if the accident happened overseas.

The College, depending on the nature of the incident, will implement its own communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. It is recognised that in an era of instant communications, it may not be possible for the College to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. The College will use mass communication methods (email and text messages) for communicating with those whose children are not affected.

Communication with the media will be coordinated by SMT and the Major Incident Management Team. The Group Leader should in all cases refer the media to the school. If comment is unavoidable, it should be factual, calm and with no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

DELAYED RETURN

If a visit is delayed, the Group Leader should phone the Home Area Contact who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

ON RETURN

Each Group Leader is asked to provide the Deputy Head (Co-Curricular) with a report on the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group leader should return all school property together with a report of any lost or damaged property.

He or she should also:

- Instruct all pupils to delete their records of the school mobile [and of any staff mobiles].

- Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit.

Additionally, the Group Leader should arrange for:

- Appropriate 'thank you' letters to be written
- A letter to go to parents of participants
- A report for the Headmaster's newsletter
- All Welfare Plans are returned to the Deputy Head (Pastoral)'s PA for destruction
- *A reunion meeting*
- *A display photographs in Blooms*
- *A presentation at school assembly*

Expenditure

The Group Leader is responsible for returning any unused cash or currency cards to the Accounts Office. The Group Leader is also responsible for producing a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.

Report for Governors

The Headmaster's termly report to the Governors will contain a synopsis of all the school trips and visits that have taken place since the last meeting.