



RAINEY ENDOWED SCHOOL EDUCATIONAL VISITS

Implementation Date – September 2026

Introduction

Educational visits are recognised to be a valuable part of school life. They enhance the curriculum for the pupils taking part, they allow educational knowledge to be developed by placing in context the work undertaken in class and apply this knowledge in the wider world and they help to develop the knowledge, understanding and self-confidence of the young people involved. It is also recognised that educational visits outside school pose concerns with regard to the safety of the individuals concerned and the opportunity for difficulties to arise. However, this should not deter a school for offering the opportunity for both staff and pupils to participate in Educational Visits. It is in the light of these two points that this document aims to set out the school's processes and procedures for organising and conducting educational visits to ensure maximum benefit for the pupils concerned, while minimising the risks associated with such activities.

Rationale

The school encourages pupils to participate in educational visits but it recognises that such visits need to be of educational benefit to the pupils concerned, well organised and planned, carried out in an appropriate and acceptable manner, with accepted school practices adhered to at all times and appropriately supervised to ensure the safety and well-being of the entire party undertaking the visit. The purpose of this document is to detail the main steps involved in planning an educational visit, to outline how to deal with the issue of risk and its assessment as part of the planning process, the conduct of the visit itself, how to deal with emergencies while on an educational visit and the reporting of issues or concerns once the visit has been completed.

Purpose

The purpose of this policy is to assist those involved in the planning and management of educational visits, through the clarification of policy and procedures, identification of roles and responsibilities and the exemplification of best practice.

The term 'Educational Visits' refers to:

'all academic, sporting, cultural, creative and personal development activities, which take place away from the young persons' school, and make a significant contribution to learning and development of those participating'.

Rainey Endowed School Educational Visits Policy has been drawn up on the basis of advice and guidelines given in "EDUCATIONAL VISITS (EA Educational Visits - interim guidance for schools)" produced in 2017. This Policy should be read in conjunction with this document. This document is available at <https://www.eani.org.uk/sites/default/files/2018-10/EA%20Educational%20Visits%20Interim%20Guidance.pdf>

This policy should be read in conjunction with our:

- *Administering of Medication
- *ICT – Acceptable Use Policy
- *Staff code of Conduct
- * Health and Safety Policy
- * Safeguarding and Child Protection Policy
- * Positive Behaviour and Discipline Policy
- * Pupil Code of Conduct

Aims

The aims of this policy are:

- To outline the stages involved in planning for an educational visit.
- To detail the information which should be sent to parents and the need for their permission before pupils go on a visit.
- To detail the information that must be available in school in advance of pupils leaving the school grounds.
- To outline the expected behaviours and supervisory arrangements which are needed to conduct a safe visit.
- To list the emergency procedures which should be followed if an incident occurs during a visit.
- To outline the reporting procedures which should be followed.

Categories of Educational Visits – as defined by the Education Authority

Category 1

Visits which take place on a regular basis.

(Non-hazardous) and occur largely within establishment hours e.g. sporting fixtures, swimming pool visits and outings.

Category 2

One-off day/evening excursions.

(Non-hazardous) e.g. field study trips, theatre visits, business/education visits, regional sporting fixtures.

Category 3

Residential visits of one or more nights within the UK or Ireland.

(Non-hazardous) e.g. visits to Residential centres, field centres, youth and school exchanges.

Category 4

Residential visits outside the UK or Ireland.

(Non-hazardous) e.g. International Exchange Visits, Sporting Events, Cultural Activities and International Community Work.

Category 5

Hazardous Activities – Residential and Non-Residential.

Hill Walking, Fieldwork, Cycling/Mountain Biking, Orienteering, Rock Climbing/Abseiling, Caving and Potholing, Kayaking, Open Canoeing, Windsurfing, Dingy Sailing, Sub-aqua, Skiing/Snowboarding, Horse Riding, Angling, Waterskiing, Rafting, Rowing, Surfing, Boulderling/Gorge Walking, Swimming in Open Water.

Category 1 and Category 2 recurring and one-off (non-hazardous) visit

Step 1 Identification of Educational Visit - Objective

The school identifies an area or areas of the curriculum for which an educational visit(s) may be an essential or relevant component.

Step 2 Approval

Details of the proposed visit(s) are submitted, on the Outline Approval Form - [Appendix 2](#) to the EVC for approval, **please send the completed form to Mrs Young in the first instance**. This should be approved before proceeding with finalising the arrangements. A Full Approval Form - [Appendix 3](#) should then be submitted to when all arrangements have been finalised.

Step 3 Implementing Appropriate Risk Management

It should be ensured that all visits are organised in accordance with relevant school policies (e.g. Health and Safety and Child Protection) and take cognisance of best practice, as set out in this document

Step 4 Informing the Parents

Parents should be informed about the educational visits their children will participate in, this should take place via a letter to parents using the SIMS/Bromcom App. Once parents have been informed of these visits, they should be asked to give their consent in writing or through Parent Pay. [Appendix 11](#) – Parental Consent for Day or Residential visits should only be used for day visits where numbers are very small and for all Residential visits.

Step 5 Maintaining Records

Copies of all forms (e.g. Outline approval - [Appendix 2](#), Full approval - [Appendix 3](#), Risk assessment for either [Appendix 9](#) - residential or [Appendix 10](#) – day visit, and any other relevant information should be filed at the school office with Mrs Young.

In the case of an incident/accident occurring, all appropriate documentation from the Employing Authority must be completed.

Procedures Step by Step for Visits in Categories 3, 4 and 5

Step 1 Identification of Educational Visit - Objective

The school identifies an area or areas of the curriculum for which an educational visit(s) may be an essential or relevant component.

Step 2 Initial Approval

Details of proposed visit should be submitted to the *EVC for consideration in consultation with the Board of Governors. The Outline Approval Form - [Appendix 2](#) should be used for this purpose and any relevant information attached e.g. details of the residential centre to be used. It is the responsibility of the *EVC in consultation with the Board of Governors, to decide whether a visit should proceed. It is essential, therefore, that they are consulted at the earliest opportunity. Under normal circumstances, a minimum period of notice of not less than 4 weeks is recommended. Detailed planning can proceed once initial approval has been granted. **Please send the completed form to Mrs Young in the first instance.**

Step 3 Expression of Interest

- a) Complete the template in [Appendix 4](#) and send to Mrs Young who will send this letter to parents/guardians via the SIMS App. This letter directs parents/guardians to the Parent Pay App where they can indicate an expression of interest in their child participating in the trip.
- b) An Expression of Interest Survey collecting the following information must be taken prior to finalising arrangements - Trip Leader, Trip Name, Short description of the trip, Year Group/s, Approximate cost (if known), Date/s of trip and closing date for parent/guardians to express interest in their child participating. This information should be sent to Mr R Donaldson to set up via **Parent Pay**. This should include brief details of the trip and an approximate price.
- c) **If the number of 'Expressions of Interests' exceed the places available, please seek advice from the EVC and or Principal before proceeding with the trip.**

Step 4 Completion of Planning Checklist

The appropriate sections of the planning checklist should be completed by those with key responsibilities for the visit. (See Planning Checklist – [Appendix 1](#))

Step 5 Briefings

Staff, volunteers, parents and pupils, should be briefed about all aspects of the educational visit. Once parents are fully aware of the visit details they should be asked to give their consent via the Parentpay App and in writing for residential trips, where written consent is also given by pupil and parent to abide by the code of conduct at all times. In the case of young people over the age of 18, with severe learning difficulties or vulnerable adults, consent is also required.

Step 6 Information Collated

It is important to gather together all relevant information about the pupils participating in the visit. This should be collated by the group leader and the originals retained by the school.

Step 7 Final Approval Secured

Visits in this category can only proceed once final approval has been secured from the *EVC and the Board of Governors. The Full Approval Form - [Appendix 3](#) should be signed by the EVC/Principal to confirm approval and endorsement of the arrangements for the visit. A Risk Assessment Form see either [Appendix 9](#) – Residential Trip or [Appendix 10](#) – Day Trip should also accompany the Full Approval Form-[Appendix 3](#).

Step 8 Maintaining Records

Copies of all forms and relevant information should be filed at the school.

Any changes to the original approved visit must be agreed, as appropriate, prior to the event taking place.

An exemplar Educational Visit Incident/Accident Form – [Appendix 6](#) is included at the end of this policy document. This form may be used by accompanying staff to keep a record of the pertinent information required of any incident or accident that occurs during an educational visit. The group leader should also ensure that all documentation required by the school in relation to any incidents or accidents is completed as appropriate. This must be forwarded as soon as is practicable.

Step 9 Evaluation

On return it is important to undertake an evaluation of the key aspects of the visit. The completed evaluation should be forwarded to the relevant personnel and maintained by the school for future reference. A Post Visit Review Form - [Appendix 7](#), may be used for this purpose.

*** Mr Francis is the (EVC) Educational Visits Coordinator**

Identify / Propose Educational Visit

Submit and outline proposal to EVC seeking approval.

Proposals might include:

Complete Outline Approval Form- [Appendix 2](#) - Purpose, objectives of the visit,

Proposed date, duration, venues and activities

Group, size, age range, staffing, resources required, estimate of costs.

Once the Outline approval Form – [Appendix 2](#), is returned from EVC with approval then planning may begin

(Proposals for longer visits may need to be made well before the start of the relevant academic year)

Regular Routine Visits (Category 1 and 2)

Inform parents of routine visits and obtain consent via Parentpay **or in writing** – see Mr Donaldson who will assist with this.

Brief pupils on agreed code of conduct;

Continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary;

Collate relevant information, amend SIMs accordingly, leave list of pupils at office.

Non-Routine Day or Residential visits (Category 3, 4 and 5)

An Expression of Interest ([Appendix 4](#)) must be obtained via Parent Pay before finalising trip details (add link)

Obtain parental consent via Parentpay

Briefing meeting (if necessary)

Code of conduct – [Appendix 5](#), discussed;

Continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary;

Collate relevant group information to be submitted to EVC and office before departure.

Maintain appropriate records.

Planning Checklist (Category 3,4 and 5)

Check insurance of provider.

Appropriate staffing for visit and group needs, definitive staff roles and responsibilities;

Risk assessment – [Appendix 9](#), shared with leaders and pupils - copy on file, emergency procedures and contact arranged.

Residential and Visits abroad (Category 3, 4 and 5)

Information to and from parents;

Briefing meeting for parents and pupils

Consent obtained via Parentpay **and in writing**

Code of conduct - [Appendix 9](#), discussed with staff and pupils;

Obtain Full approval – [Appendix 3](#), of all plans from Principal (A Risk Assessment is required before full approval is actioned)

Collate relevant group information to be submitted to Principal and office before departure;

Maintain appropriate records

Continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary.

Complete Evaluation Report – [Appendix 7](#) and submit to EVC no less than 5 days following the trip if appropriate.

Responsibilities for Visits

Approval

The EVCs agreement must be obtained before a visit takes place. An Outline Approval Form – [Appendix 2](#), should be completed for ALL visits and submitted well in advance of the visit.

Principal through EVC

- Should ensure that visits comply with regulations and guidelines provided by this document and with the School's Health and Safety Policy, Safeguarding and Child Protection Policy, Positive Behaviour and Discipline Policy and Pupil code of Conduct.
- Should ensure that adequate child protection procedures are in place.
- Should ensure that all details on forms are adequate and appropriate.

Group leader

- Has overall responsibility for the planning, implementation, supervision, discipline and conduct of the participants for the duration of the trip.
- Should be able to direct and supervise pupils, and be suitably qualified/competent to instruct them in all relevant health and safety matters and activities as appropriate.

Other Teachers

- Should follow the instructions of the group leader and assist with control and discipline.
- Must do their best to ensure the health and safety of everyone in the group.
- Act as any responsible parent would do in the same circumstances.
- 'In Loco Parentis' applies to all adults who work with pupils.

Adult Supervisors/Volunteers

- Must be Access NI checked
- Should be clear about their roles and responsibilities during the visit.
- Should do their best to ensure the health and safety of everyone in the group.
- Should not be left in sole charge of pupils unless it has been previously agreed.

Pupils

- Should be clear about the aims of the visit.
- Should be clear about the standard of behaviour expected from them during the visit.
- Should be aware of the extent of participation required by them.

Parents

- Should agree to the visit based on the information given to them via ParentPay or in Writing.
- Should attend briefing sessions where appropriate.
- Should prepare the child for the visit by reinforcing a code of conduct etc.
- Should provide the group leader with emergency contact information.
- Should declare any medical/psychological information about their child which may be relevant.

Planning Visits

This should be carried out as comprehensively and effectively as possible ensuring that risks are minimized.

Planning should include:

- Risk assessment
- Exploratory Visit – where appropriate
- Facilities/resources required
- Training needs
- Transport arrangements
- Insurance arrangements
- Staffing ratios
- Staffing responsibilities
- Communication with pupils and parents
- Emergency procedures
- Financial arrangements
- First Aid

Supervision

Irrespective of the type or size of the group there should always be ONE person with overall responsibility for the visit.

Ratios

These will vary according to the following factors:

- Sex, age and ability of the group
- Educational or medical needs
- Nature of activities
- Experience of staff
- Nature and duration of the visit
- Type of accommodation
- Requirements of the organization/location to be visited
- Competence and behaviour of pupils
- First Aid cover

Minimum ratios will vary from 1:8 for risk activities; 1:10 for trips abroad; 1:20 for general trips

Parents/Volunteers

- Must be Access NI checked & Safeguarding training provided by Designated Teacher for Child Protection
- Should be carefully selected
- Should never be left in charge

Supervisors' Responsibilities

All, teachers/adult volunteers/supervisors should be fully aware of their roles and responsibilities BEFORE going on the visit.

Where risk activities are involved the supervisor must be qualified as required by the Education Authority.

Supervisors should always carry a list of names of all members of the group.

Golden Rule: Pupils must always be in a group with a minimum of 3, pupils should never be left on their own.

Head Counts

These should be carried out on a regular basis as appropriate depending on the size of the group and duration of the trip.

Where the visit is to a densely populated area, then easily identifiable items of clothing may be considered i.e. caps, T-shirts.

Pupils should NOT wear name badges.

A rendezvous point should always be established in case some pupil might become separated from the group.

Remote Supervision

Depending on the age of pupils and the type of visit some time may be unsupervised. This should be established during the planning stage and parents must have agreed to this as part of the condition of the visit.

It is vital that both parents and pupils are fully aware of and accept the ground rules **regarding** remote supervision.

Preparing Pupils

Pupils should understand:

- The aim and objectives of the visit
- The background information of the place to be visited
- Standards of behaviour expected from them
- Appropriate and inappropriate personal and social conduct
- Who is responsible for the group
- What to do if approached by someone from outside the group
- Rendezvous points and times
- Emergency procedures including telephone numbers if lost
- Ground rules for remote supervision
- Areas or activities that are out of bounds
- Why safety precautions are in place
- How to avoid specific dangers and why they should follow rules
- Safety rules for getting on and off transport
- Behaviour expected on transport
- Basic foreign words – where appropriate
- Relevant foreign culture and customs – where appropriate
- **Pupils must always be in a group with a minimum of 3, pupils should never be left on their own, and have the trip leader's contact details.**

Pupils with Special Educational / Medical Needs

The following factors should be taken into consideration.

- The suitability of the activity
- The capability of the pupil
- The need for additional resources and supervision
- The details of the medical condition
- The details of any medication a pupil may be taking
- Any allergies or phobias the pupil might have
- Dietary requirements
- Toileting difficulties
- Special mobility / transport arrangements
- A risk assessment is required for all visits; additional needs should be incorporated into the Risk Assessment, where appropriate.

Communicating with Parents

Parents should be informed in writing or Parent App of any off-site activity or visit unless it is a regular part of the school curriculum about which the parents have already been informed.

Before residential visits parents are asked to attend a briefing meeting where written details of the visit should be provided. These should include:

- Dates
- Objectives
- Transport/travel arrangements
- Accommodation arrangements

- Supervision
- Emergency procedures
- Programme
- Details of host families if appropriate
- Insurance arrangements
- Contact names and telephone numbers

Parental Consent (via Parent Pay)

This should be obtained for:

- Non routine visits
- Adventure/Risk activities
- Residential/Overseas Trips – a physical signed copy of the Code of Conduct for Trip/Visit
- Remote supervision

Medical Consent

Parents should be asked to agree to the pupil receiving emergency treatment including anaesthetic or blood transfusion as considered necessary by medical authorities.

Planning Transport

In planning transport arrangements, the group leader must consider the following:

- Transport legislation
- Supervision on transport
- Hire of coaches
- Licenses and permits
- Use of private cars
- Parents of young people under the age of 18, and vulnerable adults, must put in place suitable arrangements for the pick up and set down of their son/daughter prior to and after the educational visit. These must be agreed with the school or youth centre/project in advance.
- Only by direct contact with a parent or guardian and with the agreement of the school or youth centre/project may an alternative to the scheduled pick up or set down locations be arranged.
- The Group Leader or supervisors of an educational visit must not make ad hoc pick up or set down arrangements with a member of the group.
- **All trips should begin and end at Rainey Endowed School**

Insurance

The groups' leader must ensure that adequate insurance arrangements are in place well before the group departs. Extra insurance cover may be required to cover the following:

- personal accident
- medical treatment
- personal effects
- cancellation or delay
- repatriation

CODE OF CONDUCT FOR EDUCATIONAL VISITS

This code of conduct aims to ensure that respect for the individual is maintained at all times and that neither fellow students nor others expose our students to risk of physical, sexual or emotional abuse or harassment. It is the responsibility of the leaders to maintain standards of behaviour and discipline while on educational visits. While on a residential, leaders remain responsible for the conduct and safety of young people 24 hours a day (in loco parentis). This should be taken into consideration when deciding on appropriate behaviour, practice and supervisory arrangements. It may be necessary to devise a duty rota in order that staff can have a break away from supervisory duty, while ensuring that an appropriate level of supervision is maintained at all times.

Code of Conduct for Staff

Teachers/Adult supervisors leading and accompanying a group of students are at all times bound to follow the Child Protection Policy. Given the particular circumstances of educational visits, adult supervisors must adhere to the following additional guidelines:

- Teachers/adult supervisors/volunteers must discuss and agree supervisory duties in advance of the trip and carry out all duties so assigned throughout the period of the trip;
- Teachers/adult supervisors/volunteers must ensure that their relationships with pupils are appropriate to the age and gender of the pupil, taking care that their conduct does not give rise to comment or speculation;
- Teachers/adult supervisors/volunteers must not enter the bedrooms or sleeping accommodation of pupils unless accompanied by another supervisor except in an emergency or when such action is completely unavoidable;
- Teachers/adult supervisors/volunteers should avoid situations in which he/she is alone with a pupil. If such a situation is unavoidable, the supervisor should as far as possible ensure that he/she is in a public place with the pupil;
- Teachers/adult supervisors must avoid all physical contact with pupils, unless engaging in administering first aid or as part of the school's Reasonable Force Policy;
- Teachers/adult supervisors must not consume alcohol during the trip;
- Teachers/adult supervisors must not smoke/vape in the presence of pupils during the period of the trip;
- Teachers/adult supervisors must ensure that their own conduct is appropriate in the circumstances and would not give rise to comment or speculation;
- if any incident occurs during the trip where a teachers/adult supervisor feels that his/her actions may have been misconstrued, the supervisor should report the incident to the group leader and to the EVC immediately and should, on return, provide a written and verbal report of the incident to the EVC.

Procedures to be followed:

All visits outside the school must be authorised by the school Principal (through the Educational Visit Co-ordinator – Mr Francis). No trip should be organised without prior approval and if the trip is category 3 -5 an Expression of Interest Survey must be taken. **At least 5 working days must be given before a trip takes place.** Applications to the EVC for such visits should be made on the Outline Approval Form – [Appendix 2](#) which should be completed and **returned to Mrs Young in the school office in the first instance.** If the trip falls into Category 3-5, an Expression of Interest Survey (add Link) **must** be taken prior to releasing details to parents. The Full Approval Form – [Appendix 3](#) and Risk Assessment – see either [Appendix 9](#) or [Appendix 10](#), can then be completed when all arrangements have been made or can be submitted along with the Outline Approval Form – [Appendix 2](#), prior **signed approval/s must be received before organising the trip.** Staff members who have already been approached to accompany the trip should be noted on the Full Approval Form – **Appendix 3**, so that cover arrangements can be made. A minimum pupil: staff/adult ratio of 10:1 is acceptable for a residential school trip or trip abroad, 1:8 for risk activities; and 1:20 for general trips.

If additional helpers/volunteers are used to help with the visit, or to supervise pupils during the course of the trip, then it is essential that, in line with the school's Child Protection Procedures, these individuals have had an Access NI check carried out before they go on the visit.

Following Approval of a School Trip

Once authorisation is obtained to undertake a visit, a letter should be drafted to inform parents about the trip. The letter should include details of:

- The nature of the trip
- The reasons for the trip
- The duration of the trip / The location of the trip
- Any special arrangements for clothing, footwear etc
- Any special arrangements for pupils in relation to lunches etc
- Any costs associated with the trip i.e. transport
- Any perceived hazards associated with the trip

The letter should direct parents to **Parent Pay** where consent can be given by parents or consent given in writing for residential trips, that they approve of their son/daughter participating on the trip. Details of pupils who have parental consent should be returned to the Trip Organiser.

Only pupils with parental consent should attend the trip.

If pupils are leaving on a trip before the normal school starting time, or arriving back after the normal school finishing time, then details of the times that pupils need to be at the school/collected from the school should also be included in the letter.

As the date of the trip approaches, the Canteen Manager, Mrs Wallace should be contacted and told the total number of pupils who will be out of school, if pupils are to be absent over breaktime and/or lunchtime. Similarly, pupils entitled to a free school meal at lunchtime will be provided with a packed lunch by the Dining Hall staff.

Details of children entitled to a free school meal are available from Mrs Young in the school office and details of numbers of lunches required should be passed to Canteen Manager. It is important that this information is given to the Canteen Manager as far in advance of the visit as possible and at least 3 – 5 working days before the visit.

GROUP LEADERS SHOULD NOTE THAT STUDENTS WHOSE PARENTS HAVE NOT COMPLETED THE ONLINE FORM THROUGH PARENT PAY OR PROVIDED WRITTEN CONSENT MUST NOT BE TAKEN ON THE VISIT EVEN IF A PARENT GIVES VERBAL CONSENT.

Maintenance of records

Copies of all forms and relevant information will be filed in the school folder. Any changes to the original approved visit must be agreed, as appropriate, prior to the event taking place. **For Category 1-2 visits the Group Leader must retain Parental Consent Forms for a period of 6 months after the completion of the visit. For Category 3-5 visits the Group Leader and the Educational Trip Coordinator must retain all documentation for a period of 1 year.** Mr Donaldson has access to electronic consent data where permission has been given via ParentPay. In either case if a concern or a complaint arises from an educational visit then all records must be retained until the concern or the complaint has been resolved

Charging for School Trips

Any charges associated with a trip out of school should be outlined on the initial letter and, as far as possible, all costs connected with the trip should be communicated to parents at the earliest opportunity.

The Teacher-in-Charge should ensure that letters state that all deposits once paid are non-refundable, if this is the case, and particularly if a travel company is involved in the organisation of the trip.

Payments for school trips should be made by parents via the school payment system – Parent Pay. The school IT manager, Mr Donaldson should be contacted by the Teacher-in-Charge to set this up prior to the first payment being required.

All trips should be self-financing unless it has been agreed with the Principal that some of the costs involved will be covered by the school itself.

It is useful if possible, to hold a small contingency fund over and above the actual cost of the visit to cover unexpected issues that might arise during the trip. Staffing costs should also be factored in the cost of the trip.

Day Trips – no charge.

Residential Trip when exam classes are on Study Leave – no charge.

Residential Trips when exam classes are **not** on Study Leave -Please consult with Mr Francis/Mr McCullough.

A quick reference table is included below to indicate the amount pupils should be charged for a trip to ensure that the Parent Pay administration charge has been factored into the cost of the trip.

COST PER PUPIL	PARENTPAY FEE	TOTAL COST PER PUPIL (inc Parent Pay fee)
£5	£0.09	£5.09
£10	£0.18	£10.18
£15	£0.26	£15.26
£20	£0.35	£20.35
£30	£0.53	£30.53
£40	£0.70	£40.70
£50	£0.88	£50.88
£100	£1.75	£101.75
£300	£5.25	£305.25
£500	£8.75	£508.75
£1,000	£17.50	£1,017.50

On the Day of Trip

A full and complete list of pupils leaving the school on the day of the trip must be left with the school office before pupils leave the school.

If possible, contact arrangements for the group should also be left in the office or, at the very least, a mobile telephone contact for the teacher(s) involved.

Arrangements must be made with Form Teachers to ensure that pupils are recorded as present – ideally pupils should attend registration before the trip departs. If this is not possible then the school office should be informed so that registers can be marked to show the children present but on the trip.

Any pupils requiring medication should have the necessary materials with them on the trip (medical conditions should be noted in advance using the school medical records booklet) and particular note should be made of the arrangements for pupils suffering from serious conditions such as diabetes and allergy requiring the use of an Epi-pen. (NB It is best practice to have a trained member of staff on any trip where a pupil has a serious or possibly life-threatening medical condition).

Packed lunches (if ordered) should be collected from the Canteen before leaving. Any particular dietary concerns of pupils should be addressed in advance of the trip. All school trips should be conducted in-line with the school Code of Conduct and any breaches of this code will result in pupils being disciplined as they would be if still in school.

Staff should ensure that pupils are supervised at all times and in an appropriate manner when on a school visit and that no pupil puts himself or others in a situation where he/she or others may be harmed. **The Trip Leader has overall responsibility however all staff have a duty of care for the safety of all pupils on the trip.**

School trips are conducted in-line with normal school procedures and disciplinary policies. Details of the conditions set for out of school activities. This document is included in the information pack sent to the parents of pupils at the start of each year but but for Category 3 – 5 trip see flow chart – Pg 6. It may be useful to attach a copy to any letter which is issued to parents and/or remind pupils of these conditions before going on a trip. The Pupil Code of Conduct - [Appendix 5](#) outlines the responsibilities of the young people on the trip and a copy should be given and discussed with all the young people on a Residential Trip and signed by pupil and parent/guardian involved in Category 3 – 5 Trips.

Evaluation

On return from a visit the Group Leader should undertake an evaluation of the key aspects of the visit in order to facilitate future visits. For Category 1-2 visits the Group Leader should if necessary inform the Educational Visits Coordinator of any issues which may have arisen on the visit and which might be pertinent to future visits. For Category 3-5 visits the Group Leader must complete and submit an evaluation form and submit it to the Principal.

Risk Assessment

Educational visits cannot be entirely risk free. The aim, therefore, must be to contain risks within acceptable levels. This is achievable provided that organisers give careful consideration to this policy document. Care must be taken not to expose the child to unacceptable physical or psychological risk, particularly on those occasions when the educational visit aims to exercise the child's sense of adventure. Fundamental to the planning process of any educational visit is the process of risk assessment.

Risk assessment allows the Group Leader to make a reasoned judgement about the level of risk involved and what needs to be put in place to reduce the risk to an acceptable level to permit the visit to go ahead. It is important that any risks associated with an educational visit are identified and minimised as far as possible. If the visit is being organised through a commercial/professional organisation, then you should discuss with them the risks associated with any activities which are part of the trip and ensure that appropriate risk assessments have been carried out.

Details of how a risk should be considered and assessed and should be applied if any hazardous activities are to be undertaken as part of the trip have been included at the end of the policy with examples located in staff educational visits folder in staff documents. Details on briefing points for leaders, young people and parents should be considered in advance of the trip taking place and are included in this document.

This is achieved by either:

- i) eliminating the identified hazards altogether for example, by choosing not to use a water sports centre if the Centre staff do not possess current life-saving qualifications
- or**
- ii) managing hazards by introducing effective control measures for example, by ensuring that participants are led by competent and experienced instructors when participating in adventurous activities

Risk assessment comprises the following steps:

- identifying the **hazards**
- identifying the **people who may be at risk**
- evaluating the **potential risk**
- establishing **safety and/or control measures**
- disseminating **information** to all relevant persons and maintaining appropriate **records**

The Group Leader should understand that a thorough risk assessment must be carried out before students go on an educational visit. The risk assessment form must be completed for all educational visits. The group leaders should also understand that risk assessment is a **dynamic** process and therefore they must carry out on-going risk assessments during an educational visit and ensure that appropriate action is taken as necessary.

Assumptions

It is frequently the case that in planning an activity, certain aspects of the exercise are 'assumed' to be adequately taken care of. **Assumptions should not be made and each visit should be assessed on an individual basis.** For example, 'the school used outdoor Centre X last year and everything was very well organised so it is sure to be fine this year again!' If acted upon, this assumption may fail to disclose the fact that the staff of outdoor centre X has changed since the school's last visit and that its public liability insurance policy has since lapsed. Therefore, this visit must not proceed.

Risk Assessment

This is an example of an approach to Risk Assessment, using a scoring mechanism. It should be recognised that there are other examples of good practice that already exist in Schools and Youth Centres/Projects. Such good practice should be built upon and disseminated across the whole school.

Risk assessment can be undertaken by identifying the hazards and then assessing the risk. Note that a hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realised.

Probability of Occurrence	Score	Consequence of Outcome
Highly unlikely to ever occur	1	Slight inconvenience
May occur but very rarely	2	Minor injury requiring First-Aid
Does occur but only rarely	3	Medical attention required
Occurs from time to time	4	Major injury leading to hospitalisation
Likely to occur often	5	Fatality of serious injury leading to disability

$$\text{Risk} = \text{Probability of occurrence} \times \text{Consequence of outcome}$$

The level of risk can be calculated by multiplying probability by consequence, so providing a theoretical maximum score of 25. If the resulting score totals 10 or more, then active management of the risk is required.

The vital issue is whether the risk can be managed. If there are doubts that the risk is manageable, then it is advisable to change the activity and/or the location. Where there is considerable concern as to the outcome, it is better to abandon and redesign the educational visit than to expose young people to an unacceptable level of risk.

Group Leaders must fully record their risk management decisions on paper.

‘As with much health and safety legislation and regulations the paper at the end of the process is of minor significance compared to the professional judgement of the group. As risk management is becoming recognised in all walks of life it is important that young people become involved in the process at the earliest possible stage.’ (Teaching Geography, Vol 25, No 2, April 2000, Page 74). Schools and youth groups need to develop young people’s understanding of risk. This will then equip and prepare them to undertake risk assessment and help them to determine how risk can or cannot be managed.

If an Incident Occurs During a School Trip

Staff must use their judgement if an incident occurs while on a school visit as to what action needs to be taken. Decisions taken on such matters will depend on the seriousness of the incident and the ability of staff present to deal with it with/or without assistance.

If the staff involved decide that the incident is of a serious nature and that they cannot deal with the matter themselves, then they should contact the school immediately for advice and/or support from Mr Francis (EVC) or the Principal. At all times the care and safety of all members of the party is the most important aspect and actions taken should always be directed towards the staff and pupils involved in the incident and doing what is in their best interests.

If an incident is serious enough to warrant immediate action by the staff on the trip, then they should;

- Contact the appropriate emergency service as quickly as possible if help or assistance is required.
- Contact the school as soon as possible, once the initial emergency has been dealt with, and inform the Principal or the Vice Principal of the incident and all factual details.

Once contact with the school has been made, then the school will initiate its Critical Incident Plan, if necessary. This plan outlines the procedures for;

- Contacting and liaising with parents.
- Dispatching a senior member of staff to the scene of incident to co-ordinate the situation and report back to the school, if this is felt to be appropriate and/or necessary.
- Keeping staff in school updated with factual information.
- Liaising with the press.
- Co-ordinating information and support procedures for staff and pupils in the school, through consultation with the appropriate staff in the Education Authority.

Details of any incident/emergency which occurs during an educational visit should be recorded using the form Educational Visit Incident Record Form – Appendix 6.

The additional emergency procedures outlined below should also be noted.

The trip leader should ensure that adequate first aid provision is available. This should include a First Aid Kit and an up-to date record of any pupil medical problems and medications which they may need while on the trip.

A 'lost' procedure should be known in advance by all members of the group including:

- Action to be taken if separated from the group or lost.
- Advice on where assistance may be sought.
- Notifiable personnel and contact details.
- Notification of safe return.

If any leader has cause to believe that a young person has been abducted or has absconded, the police must be notified.

Conditions for Out of School Activities - (Residential or Day)

School trips have always been a significant feature of the curricular and extra-curricular activities of Rainey Endowed School, and in continuing to offer such trips it is the school's policy to see that every effort is made to ensure the safety and enjoyment of all involved in any trip or activity.

It is with this in mind, that the school has set out specific regulations which must be obeyed by **ALL** pupils irrespective of age.

1. A school trip is an extension of school life. Any behaviour unacceptable in school is unacceptable on school trips. Pupils will only be permitted to attend any trips at the discretion of the Principal or in their absence the Vice Principal.
2. All instructions given by staff and any rules or regulations drawn up as a result of conditions and facilities of a residential/day visit must be obeyed.
3. Pupils assigned to a teacher during any part of a trip must not leave for any reason without asking and being granted permission.
4. Some of the courses pupils follow require them to complete surveys and seek out information either in groups or on their own. At times it may be necessary to send your son/daughter out of school to complete this work with a teacher who would move from one group to another. The teacher will be in general charge of the pupils but not in their immediate presence at all times. Please impress upon your son/daughter the necessity of behaving responsibly, so that they will not place themselves or others at risk. They must at all times obey the Highway and Country Codes.
5. Pupils who fail to conform to points 1 to 4 above will be disciplined by the teacher-in-charge. The nature of the offence will determine the appropriate disciplinary measures e.g. stern reprimand, barred from some or all activities of the trip, barred from any future school trip, suspension and possible expulsion from Rainey Endowed School.
6. If a pupil's behaviour gives staff sufficient concern that they feel that his/her continued participation on the trip is likely to cause major disruption or disturbance, then the pupil may be removed from the trip and sent home. In such circumstances, parents may be contacted and asked to make appropriate arrangements for the pupil's removal from the trip. Any additional expenses incurred in such circumstances will be met by the parents of the pupil involved. The school's Behaviour and Discipline policy and Code of Conduct Policies will be evoked and further action maybe required.
7. Only pupils of Rainey Endowed School may attend school trips (eg no members of staff children who are not pupils of the school) for insurance purposes.

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[Appendix 1](#)

EDUCATIONAL VISIT PLANNING CHECKLIST FORM

Date of Visit: From _____ to _____

Venue: _____

Group Leader: _____

	Yes	No	N/A
The proposed visit has clear educational objectives			
The nature of the visit has been established			
The target group has been identified			
All the relevant information regarding the proposed educational visit has been presented to the management e.g. destination, itinerary, timescales etc			
The management has approved the proposed visit			
<i>An initial risk assessment has been undertaken for all aspects Of the visit(s) and appropriate control measures have been put in place and recorded:</i>			
• hazards have been identified			
• people who may be at risk have been identified			
• evaluation of the risk has been undertaken			
• additional safety and/or control measures have been established			
• information has been disseminated to all relevant persons and appropriate records maintained			
Where residual risks (inherent in all visits) still prevail an appropriate contingency/emergency plan has been put in place and disseminated to all relevant persons			
<i>The number Of leaders in attendance has been agreed:</i>			
• a staff member has been identified as group leader			
• accompanying staff have been identified			
• volunteers have been identified			
• vetting procedures have been undertaken (where necessary)			

	Yes	No	N/A
<i>Leaders are made fully aware of:</i>			
their roles and responsibilities (including Staff Code of Conduct)			
the standard of conduct required of them during the visits			
Pupils and parents have been informed/briefed and understand the implications of their participation in the visit (including Pupils Code of Conduct)			
Parents/guardians have given their written consent to the young people participating in the educational visit			
All relevant information (medical, dietary and contact details) pertaining to the young people participating in the educational visit(s) has been obtained, recorded and appropriate action taken where necessary			
The transport arrangements for the group are appropriate for the nature / type of journey(s) planned			
Adequate insurance is in place to cover all aspects of the educational visit, including transport			
<i>Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of:</i>			
its suitability for the group			
its compatibility with the objectives of the visit			
<i>Where the educational visit involves outdoor or adventurous activities, the Education Visits Co-ordinator and group leader are satisfied that:</i>			
appropriate management structures and systems are in place in relation to child protection / health and safety			
staff are competent to provide the activities			
risk assessments for the activities the group will partake in are in place			
all relevant checks have been undertaken to ensure the above are in place			
The Educational Visits Co-ordinator has approved the operational arrangements for the visits.			
Final Approval is obtained, as appropriate.			

Checked by: _____

Date: _____

Should be submitted with the Online Approval requests

Appendix 2

Educational Visit Proposal Form

APPLICATION FOR THE OUTLINE APPROVAL OF DAY/LONG TRIP BY SLT/PRINCIPAL

Activity/Visit:

Group Leader:

Please use this form to request Outline permission from SLT/Principal for a Day or Long Trip

1. **Educational purpose of visit:**

2. **Proposed Places to be visited:**

3. **Proposed Dates:** Date of Departure: _____ Date of Return: _____

4. **Name of Other School(s) Involved (if applicable):**

5. **Proposed cost:**

6. **Approximate Size and Composition of the group:**

Approximate number of pupils:

Pupil age range:

Year group/s:

Approximate number of staff:

Signed: _____ Date: _____

CONFIRMATION FOR VISIT TO PROCEED

To be completed by the Principal / Educational Visits Co-ordinator

To the group leader:

I have studied this application for and am satisfied with all aspects including the initial planning, organisation and staffing of this visit. Outline Approval is given.

Please ensure that I receive in due course all relevant information including a final list of group members, details on parental consent and a detailed itinerary.

Signed: _____ Date: _____

This form should be completed by the member of staff proposing the trip and passed to a member of SLT. A copy of the completed form and details of any subsequent charges should be retained by the Principal

Appendix 3

APPLICATION & CONFIRMATION FOR THE FULL APPROVAL OF TRIP/LONG TRIP BY SLT/PRINCIPAL

Not all sections will be relevant to every proposed visit:

Activity/Group:

Group Leader:

Before completing this form, the group leader should have already received approval of the proposed visit in principle and should have regularly updated the Principal on the progress of the preparations.

If approval is given, one copy will be retained by the Principal and another by the group leader. The group leader should then obtain parental consent. The Principal should be informed of any subsequent changes in planning, organisation, staffing. If required, the Principal should seek approval from the school governors.

1. Educational objectives of visit:

2. Places to be visited:

3. Dates and times:

Date of Departure:

Date of Return:

Name of other School(s) involved (if applicable):

Transport arrangements:

4. Organising company/agency (if any): Include licence reference number if the body is registered with the Adventure Activities Licensing Authority (if appropriate).

Name:

Address:

Tel:

Licence No. If registered:

5. Proposed cost:

6. Insurance arrangements:

Insurance Cover:

Address:

7. Accommodation to be used:

Name:

Address / Tel. Number:

Name of head of centre (if available):

8. Outline details of the programme of activities:

9. Details of any hazardous activity and the associated planning, organisation and staffing:

10. Number, names and specific responsibilities of staff accompanying the party:

11. Names and responsibilities of other adults accompanying the party:

12. Name, address and telephone number of the school based contact:

13. Existing knowledge of places to be visited and whether an exploratory visit is intended:

14. Size and composition of the group:

15.Age range: Yr Group: Maximum number of pupils: M/F Ratio: Adult to pupil ratio:

16.Category of Educational Visit (Circle One) 1 2 3 4 5

(NB for Category Classifications see attached list at the end of this form).

Signed (Group Leader):_____ Date:_____

CONFIRMATION FOR VISIT TO PROCEED

To be completed by the Principal.

To the group leader:

I have studied this application and am satisfied with all aspects of the planning, organisation and staffing of this visit. Full Approval is given. Please ensure that I receive in due course all relevant information including a final list of group members, details on parental consent and a detailed itinerary.

Signed:_____ Date:_____

A copy of the completed form and details of any subsequent charges should be retained by the Principal.

Categories of Educational Visits

CATEGORY 1 Basic

Visits which take place on a regular basis and occur largely within establishment hours e.g. sporting fixtures, swimming pool visits and outings

CATEGORY 2 One-off day /evening excursions (non-hazardous)

e.g. field study trips, theatre visits, business/education visits, regional sporting fixtures

CATEGORY 3 Residential visits of one or more nights within the UK or Ireland. (non-hazardous)

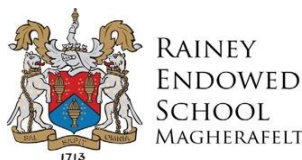
e.g. visits to residential centres, field centres and school exchanges

CATEGORY 4 Residential visits outside the UK or Ireland (non-hazardous)

e.g. international exchange visits, sporting events, cultural activities and international community work

CATEGORY 5 Hazardous activities – residential and non-residential as exemplified below:

- | | |
|------------------------------|------------------------|
| • Hill walking | • Caving and potholing |
| • Fieldwork | • Kayaking |
| • Cycling/mountain biking | • Open canoeing |
| • Rafting rowing | • Windsurfing |
| • Surfing | • Dingy sailing |
| • Boulderering/gorge walking | • Sub-aqua |
| • Swimming in open water | • Skiing/snowboarding |
| • Coasteering | • Horse riding |
| • Stand-up paddle boarding | • Angling |
| • Orienteering | • Water-skiing |
| • Rock climbing/abseiling | |



APPENDIX 4

(DATE)

Dear Parent/Guardian

Re: Expression of Interest – (TRIP NAME AND DATE)

Approximate cost: (PRICE)

Brief description: **(Brief overview of the visit)**

Expression of Interest

To help us gauge interest and plan accordingly, please complete the expression of interest form for this trip, available on Parent Pay. This will be live from **(DATE AND TIME)** to **(DATE AND TIME)**. Please note that completing this form does not constitute a commitment or booking but will help us determine if the visit can proceed, numbers that can be accommodated and the procedures for allocated places on the trip if oversubscribed.

Further Information:

Once we have assessed the level of interest, we will provide detailed information about the proposed ski trip to Bormio Italy, including:

- Full itinerary
- Exact dates and times
- Final costs and payment schedules
- What to bring and clothing requirements
- Insurance and safety arrangements
- Code of conduct expectations
- Transport arrangements

If you have any questions about this trip, please do not hesitate to contact **(NAME and POSITION)**, Trip leader **(EMAIL ADDRESS)** or on 02879632478.

Yours sincerely,

(SIGNATURE)

Appendix 5

PUPIL CODE OF CONDUCT – TRIPS/VISITS

For the visit to be both beneficial and enjoyable for all, pupils are expected to:

- behave responsibly and show consideration for others, including fellow pupils, staff and members of the public;
- comply with the instructions given by school staff;
- look after your own possessions and anything you borrow;
- keep all facilities clean, tidy and undamaged;
- abide by any rules and regulations of the places we visit;
- in the event of an emergency, follow emergency procedure instructions;
- understand and follow the rules about the purchase, possession and consumption of alcohol;
- understand and follow the rules about the purchase, possession and use of tobacco;
- understand that the possession and use of non-prescribed drugs and/or illegal substances is strictly forbidden;
- inform staff if you have any medical conditions or injuries;
- inform a member of staff if you have any concerns about safety or security; report any damaged or unsafe equipment;
- wear appropriate clothing;
- comply with any restrictions on the access to and use of social media and online services including agreement on the safe sharing and posting of photographs, videos and other information.

On a coach or minibus

- remain in your seat, unless given permission to do otherwise;
- wear your seat belt;
- do not distract the driver – no shouting out, no flash photography etc;
- if you begin to feel travel sick, inform a member of staff;
- when disembarking, be aware of traffic movement and direction.

On a ferry, at an airport and at a railway station

- remain in your group at these busy locations;
- be aware of and comply with all timings and meeting places;
- understand and comply with security arrangements and limitations;
- follow instructions from transport operator staff;
- follow all instructions about being on boat decks;
- visit shops in pairs or groups - never alone;
- stay back from the edge of railway platforms;
- be sure you know where the group is based and how to locate staff.

Staying in a hotel/accommodation

- read and understand all instructions about fire and safety procedures;
- know the location of duty staff;
- comply with any instructions about permission to leave the hotel;
- comply with any instructions about access to parts of the hotel, e.g. bar, casino, swimming pool;
- understand the dangers of balconies/windows and comply with any instructions about access to them;
- comply with instructions about access to other people's bedrooms;
- comply with any instructions about appropriate relationships amongst participants;
- comply with any instructions about appropriate relationships with others they may come in contact with;
- arrive on time for meals and meetings;
- comply with any restrictions on the use of mobile phones, smartphones, tablets, cameras, music players, etc;
- comply with any restrictions on internet access, and viewing TV, videos and DVDs, etc.
- remain in your designated group;
- know which member of staff is your nominated leader;
- when unaccompanied by staff, ensure that you understand any instructions and limitations;
- always carry your emergency contact card.

General

- Always think about your own and other's safety.
- If you have a problem or are worried about something, always tell someone whom you trust eg one of the teachers present.
- If you do get lost or separated, follow the procedures agreed for such an occurrence. If totally disorientated and confused, go to a public place where you will be seen by lots of people and where you can ask for directions.
- Personal travel arrangements should be carefully planned. Ensure you are familiar with whoever is transporting you and never travel alone in vehicles with strangers.
- Ensure that safety rules set out in Highway Code and Green Cross Code are followed.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Think things through carefully before you act and do not take unnecessary risks.
- Do not engage in abuse of the school's Code of Conduct and the School's ICT AUP
- Enjoy your trip as it will be a memorable experience.

I agree to abide by the above Code of Conduct.

Pupil Name: _____

Pupil signature: _____

Parent/Guardian Name: _____

Parent/Guardian signature: _____

Date Signed (Pupil) _____

Date Signed (Parent/Guardian) _____

Appendix 6

Date: _____

Educational Visit Incident Record Form

1

Name of School

2

Name of group leader

3

Date, Time and Location of Incident

4

Name and address(es) of witness(es)

(a)

(b)

5

(Please state in your own words what happened including details of names and status of those involved)

6

Describe what action was taken(e.g.details of First-Aid, police or medical involvement)

Signed

Date

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school to process and retain the information for the purpose(s) stated.

Appendix 7

Post Visit Review Form

Group Leader: _____

Visit to: _____

Dates: _____ To: _____

Please comment on the following:-

Issue	Response
Was the venue suitable?	
Was the accommodation/food/equipment of a suitable standard?	
Were the venue staff competent?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of programme relevant to the group?	
Were the young people effectively briefed prior to the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit?	

Other Comments:

Signed group leader: _____ Date: _____

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school to process and retain the information for the purpose(s) stated.

Appendix 8 Behavioural Risk Assessment and Risk Management Plan

Pupil Name	
Date	
Date of Birth	
Staff Present:	
Risk Review Dates	
Medical Conditions and other significant difficulties	
Strengths and areas of interest	

Risk Management Plan

Identified Hazards:

Identified Risk/ Hazard (to self, to others, to property)	Preventative Measures	Reactive Measures	Responsibility	Effectiveness of intervention/strategies
Risk to self: Self harming behaviour				
Risk to others: Verbal aggression				
Physical Violent- Hitting, punching, kicking, throwing objects. Physical violence with a weapon				

Appendix 9

Model Risk Assessment – Residential Trip to London

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
Risk Assessment – General Risks							
All activities	Sickness/Injury Requiring the need for medical treatment	Students Staff	All students carry an ID card Insurance through NST Details of medical conditions and medication will be obtained from parents; students to have sufficient medication for the entire trip Written permission from parents to authorise teachers to approve appropriate medical treatment. Two experienced first aiders on trip Contact numbers for parents, NST emergency medical service and insurance company to be carried by group leaders In the event of an allergy (nut) or other allergic reaction the NST emergency medical service number will be contacted immediately	3	3	9	Should a pupil become ill during the trip their parents will be notified and professional medical help sought
Coach Travel	Risk of accident	Students Staff	All teachers and students will wear seatbelts on the coach where available Students will be told not to move about coaches when in motion Reputable companies used throughout visit	2	5	10	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
Outside activities	Students getting lost	Students	All students will be allocated to a particular teacher for whole trip ' Students will be told to always stay in groups (minimum 3) and never to go anywhere alone Students to be aware of school mobile number which will be carried by staff. In case of a student going missing, staff to be informed immediately	4	1	4	
All Activities	Risk of abuse of students by strangers	Students	Students to stay in groups (minimum 3) at all times and never go anywhere alone Students to be aware of school mobile phone number which will be carried by staff. In case of inappropriate contact from a stranger, staff to be informed immediately	2	3	6	
Coach Travel to and from Belfast International Airport	Road Accident Travel sickness	Students Teachers	Reputable company used. All teachers and students will wear seatbelts on the coach where available Students will be instructed not to move about coach when in motion. Coach company will provide bags for sickness	2 3	5 1	10 3	Regular staff checks

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
Belfast International Airport/ Gatwick Airport/ Luton Airport	Students getting lost	Students	Students will be allocated to a teacher and will check-in as a group.	4	1	4	Teachers will supervise their groups and give clear instructions on a regular basis. Students may visit shops but they are not allowed to venture anywhere on their own. Any student straying from the group will be punished.
	Injury		Teachers will retain boarding passes for students unless when needed for boarding of aircraft.	3	2	6	
	Theft		Students will remain in their groups and board together. They will be counted regularly.	2	1	2	
	Lost boarding pass		Students will be seated together and will exit plane after the other passengers.	4	1	4	
	Attention from strangers		Students will be told to report any inappropriate attention from strangers to teachers immediately	2	3	6	
Hostel/Hotel	Sickness	Students Staff	NST have been requested to locate student rooms close together.	3	3	9	Students will be warned about behaviour and the avoidance of accidents. Students will read fire drill instructions in their rooms and check locations of exits Teachers will check all rooms for problems and risks
	Accident and Injury		Students will be assigned to specific room. Teachers' rooms have been requested to be on same level as students	3	3	9	
	Fire		Students will be told to report any inappropriate attention from strangers to teachers immediately	2	5	10	
	Attention from strangers		NST regularly inspect the quality and safety of hostel accommodation. ' Teachers will draw students' attention to fire drill procedures	2	3	6	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
			Students will be asked to keep doors closed at night, opening them to no one except a member of staff. Windows should remain closed unless they are on a safety or security catch. Only male staff will go into boys' rooms. Only female staff will go into girls' rooms. Member of staff from hotel/hostel will be available at night time. Students will not be allowed out of the hostel unless supervised by staff. ' Students will be asked to be considerate of other guests.				Students will be given set times to stay in rooms and switch off lights. Teacher will be on duty in corridors at nighttime. All teachers will have a list of rooms and occupants. Students will be aware of the teachers' room locations.
Underground Journeys	Students getting lost Lost tickets Falling onto the line	Students	'Student to get off train at next stop and notify a member of the underground staff. Student or member or rail staff to phone school mobile. A member of staff will meet student at this point. Teacher to speak to underground staff about replacement ticket. Ensure group stay behind the safety lines at tube stations	3 4 2	4 1 5	12 4 10	Head counts on the platform before embarkation and disembarkation. Students are given instruction what to do in case of failing to disembark Student to phone school mobile Student to get assistance from member of underground staff

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
							Member of staff will meet student at point where they are located
Trip on the River Cruise	Water Accident / injury	Students Teachers	Students supervised at all times to ensure safety. Students will be expected to be on good behaviour during the boat trip of the River Thames and staff will need to be vigilant that students stay within safe areas of boat. Students will be told to report any inappropriate attention from strangers to teachers immediately	3	2	6	Students will be warned about behaviour and the avoidance of accidents. Students to be in groups at all times. Close teacher supervision of students. Regular roll calls Staff to monitor school mobile phones for messages
	Getting lost			2	2	4	
	Falling off boat			2	5	10	
	Attention from strangers			2	3	6	
Visits to Restaurants	Slips/ Trips	Students Teachers	Ensure that pupils are seated together in restaurants and supervised by teachers. Slips/trips pupils must inform member of teaching staff and restaurant manager immediately. Use Food Hygiene Rating Schemes to assist in the choice of Restaurants.	2	2	4	
	Food Poisoning			2	3	6	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
Trip to Madame Tussauds	Slips/ Trips	Students Teachers	Ensure that pupils are seated together in theatre before lights go down and supervised by teachers. Ensure no pupils leave the building without teacher supervision. Ensure that pupils are aware of evacuation procedures. Ensure all pupils accounted for at the assembly point.	2	2	4	Student reminded of appropriate behaviour and manners. Close teacher supervision of students. Students remain with their allocated teacher Teacher does head count for their allocated group group, communicates with leader in charge
	Evacuation/Fire			2	2	4	
Trip to Natural History Museum	Slips/ Trips	Students Teachers	Ensure that pupils are seated together in theatre before lights go down and supervised by teachers. Ensure no pupils leave the building without teacher supervision. Ensure that pupils are aware of evacuation procedures. Ensure all pupils accounted for at the assembly point.	2	2	4	Student reminded of appropriate behaviour and manners. Close teacher supervision of students. Students remain with their allocated teacher
	Evacuation/Fire			2	2	4	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
							Teacher does head count for their allocated group and communicates with leader in charge
Trip to West End musical	Slips/ Trips	Students Teachers	Ensure that pupils are seated together in theatre before lights go down and supervised by teachers. Ensure no pupils leave the building without teacher supervision during performance/at interval/at end of performance	3	2	6	Student reminded of appropriate behaviour and manners. Close teacher supervision of students
Trip on the 'Hop on Hop Off' bus tour	Road Accident Boarding and disembarking the bus	Students Teachers	All teachers and students will wear seatbelts on the bus where available Students will be instructed not to move about coach when in motion Staff will expect students to observe Green Cross Code.	2	4	8	Regular staff checks. Close staff supervision when boarding and disembarking the bus

Shopping Trip in Oxford Street	Getting lost	Students Teachers	Staff should ensure that students are safely escorted off underground at Oxford Street Leaders will walk students around main part of Oxford Street and establish a location and time for meeting students. Staff will expect students to observe Green Cross Code.	3	4	12	Students will be warned about behaviour and the avoidance of accidents. Students to be in groups at all times
	Attention from strangers			2	3	6	
	Danger from traffic			3	5	15	
	Pickpockets			4	2	8	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
			Staff will establish times and meeting points. Students will be instructed to report any inappropriate attention from strangers to teachers immediately. Students will be warned about the dangers of pickpockets, and advised not to carry too much money and to secure any personal belongings Students to have mobile phone numbers to contact staff if necessary				Close teacher supervision of students Regular roll calls Staff will establish times and meeting points for shopping Staff to monitor school mobile phones for messages
Trip to London Eye	Accident / injury	Students Teachers	Students supervised at all times to ensure safety. Steps/stairs when boarding the capsule Ensure that there are no students who suffer from vertigo. Supervision in capsule by teachers, ensure all students are away from door when opening	1	3	3	Students instructed on the health and safety rules of the London Eye Teachers supervise students on entering London eye and disembarking Capsule.
	Boarding the capsule			2	2	4	
	Door entrapment			2	3	6	

Trip to Covent Garden	Getting lost	Students	Staff should ensure that students are safely escorted to Covent Garden Leaders will walk students around main part of Covent Garden and establish a location and time for meeting students.	2	3	6	Students will be warned about behaviour and the avoidance of accidents.
	Attention from strangers			2	3	6	

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
	Danger from traffic Pickpockets	Teachers	Staff will expect students to observe Green Cross Code. Staff will establish times and meeting point. Students will be told to report any inappropriate attention from strangers to teachers immediately. Students will be warned about the dangers of pickpockets, and advised not to carry too much money and to secure any personal belongings. Students to have mobile phone numbers to contact staff if necessary	2	4	8	Students to be in groups at all times Close teacher supervision of students Regular roll calls Staff will establish times and meeting points for shopping Staff to monitor school mobile phones for messages
				4	2	8	

Moving around public areas in London	Terror Attack Potentially involving gunshot, stab, vehicle and blast injuries	Students Teachers	Staff and students briefed to be vigilant throughout visit Staff and students required to download CitizenAID App onto mobile phone and familiarise themselves with Run-Hide-Tell procedure. Teachers to supervise movement of students in as small a group as possible. Potential target areas to be avoided where possible, e.g. Large railway stations, Houses of Parliament etc. Appointed first aiders to be familiar with the 'Treat the Injured' section on CitizenAID.	4	5	20	Situation should be monitored prior to visit. If attack occurs anywhere in UK, trip may have to be reconsidered depending on circumstances. If already in place, and an incident occurs, group should be retained within hotel or an alternative place of safety.
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Appendix 10

Risk Assessment – Trip to Tayto

NATURE OF ACTIVITY	HAZARDS	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	Probability 1 - 5	Severity 1 - 5	RISK RATING Max 25	ADDITIONAL PRECAUTIONS NECESSARY
Risk Assessment – General Risks							
Coach Travel	Risk of accident	Students Staff	All teachers and students will wear seatbelts on the coach where available Students will be told not to move about coaches when in motion. Reputable coach company used.	2	5	10	
Tayto Factory Tour	Slips/ Trips Evacuation/Fire Pupils unfamiliar with situation and can make mistakes Pupils can get injured when walking around the centre. Pupils could get lost/ separated from the group Loss or theft of money or valuables.	Students Teachers	Pupils will be given guidelines on Health and Safety by the teacher on what to bring, how to behave in the factory, manners and what to do in the event of a problem.	2	2	4	Close teacher supervision of students. Students remain with their allocated teacher Teacher does head count for their allocated group, communicates with leader in charge Teachers will discuss situations as they arise with group leader and adapt plans and then assess risks as necessary. Pupils will be instructed on the need to inform teachers about any concerns that they have during the visit. Pupils will be alerted to the danger of
			Ensure that pupils are allocated in groups and supervised by tour guides and/or teachers.	2	2	4	
			Pupils & Staff listen carefully to safety briefing Pupils will be made aware of moving vehicles when touring the plant Parental consent has been sought for emergency treatment/a list of pupils carrying inhalers/medication will be drawn up. Ensure that pupils are aware of evacuation procedures Ensure all pupils accounted for at the assembly point.	2	3	6	

							strangers and what to do if they are worried Ensure no pupils leave the building without teacher supervision
McDonalds - Lunch	Slips/ Trips Food Poisoning	Students Teachers	Ensure that pupils are seated together in restaurants and supervised by teachers. Slips/trips pupils must inform member of teaching staff and restaurant manager immediately Pupils may bring their own packed lunch	2 2	2 3	4 6	Ensure no pupils leave the building without teacher supervision

Appendix 11



Rainey Endowed School PARENTAL CONSENT FORM for Day/Residential Trip

Trip/Activity:		DATE:	
		Time:	
Pupil's Surname	Christian Name(s)	Form	DOB
Parent/Guardian Contact Details: Name: Home Tel Work Tel Mobile Tel			
Parental Consent: I give permission for the pupil named above to participate in the above Trip/Activity and agree to him/her taking part in all of the activities involved as I believe him/her to be medically fit to do so. I understand that while staff will take all reasonable care of the pupils, they cannot be held responsible for any loss, damage or injury suffered by my son/daughter which occurs as a result of the Trip/Activity. I give my consent for any emergency medical, surgical or dental treatment which may be necessary. I am aware that school Code of Conduct applies fully to this Trip/Activity. I have read and accept the MLP Educational Visits Policy. Signature of Parent Date.....			
Form of Indemnity I agree to the school's offer to take my child on the above Trip/Activity I have read the information attached and agree to indemnify any member of staff involved against: - Any claim made against them by a third party directly or indirectly arising out of any act or default of my son/daughter - Any costs and expenses incurred and any/or any other sums disbursed by them or as a result of the above Trip/Activity, on behalf of my son/daughter - Any loss to them from damage to or loss of property or personal injury contributed to or caused by any act or default of my son/daughter Signature of Parent Date.....			
MEDICAL DETAILS Doctor's Name Telephone Pupil's Medical Number My son/daughter* is presently under the care of a Doctor Yes/No* My son/daughter* requires special medical treatment Yes/No* My son/daughter* is taking a medicine(s) Yes/No* If the answer to any of the above is 'Yes', please give details Details of dietary requirements			

