



Westbourne  
House School

CHICHESTER

## **EDUCATIONAL VISITS (INCLUDING EYFS) POLICY**

**This is the policy of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding**

### **Policy Statement**

It is the policy of this school to run a variety of trips away from the school environment, which will enhance the children's curriculum for both day and boarding pupils.

### **Aims**

Staff are encouraged to arrange trips which will enhance the education of the pupils, broaden their knowledge of the world and give access to local facilities, appropriate to their age. It is hoped that staff who are willing to arrange tours out of term-time will within reason allow all pupils wishing to go to do so. It is accepted that numbers on most sporting tours will be restricted (to allow maximum participation) but that participants should not be just the first team in that age group: however it is acceptable to point out a minimum standard, without being elitist. The School will hope to provide a range of activities which all pupils (day and boarding) can participate in over the period of their time here.

The School aims to ensure that visits are well planned with significant risks identified and managed. Reasonably foreseeable changes in circumstances should have a contingency plan. Those in charge of visits should have the necessary competence to manage situations appropriately.

We have regard to both the National Minimum Standards for Boarding Schools (April 2015), the DfE Guidance *Health and Safety: advice on legal duties and powers (2014)* which replaced HASPEV (1998), Health and Safety Executive (HSE) '*School trips and outdoor learning activities: Tackling the health and safety myths*' and Health and Safety on Education Visits (November 2018).

### **Guidance**

The Bursar will be responsible for the implementation of this policy and will keep records of any accidents or incidents that take place. The Group Leader (GL) should also consult the Bursar for information regarding budgeting and insurance cover. The Bursar will also hold details of staff who have been approved to drive school minibuses.

Trips and off-site activities are covered in the Staff Handbook as part of the induction of new staff.

School trips are classified into three categories:

#### Category A

Day trips which do not involve pupils in hazardous activities e.g. matches, trips to Fishbourne Roman Palace, field work, theatre, concerts etc. These trips will not include hazardous activities e.g. caving, potholing, river walking, canoeing. Leaders must have at least three years teaching experience. Boarding trips, such as cinema visits, bowling, indoor play zones etc also fall into this category.

These trips require permission from the Head/Head of Pre-Prep and the Bursar.

Pre-Prep trips fall into this category and staff should consult the 'Check List for Educational Visits' in the Pre-Prep Staff Handbook.

#### Category B

Expeditions that are overnight and those that involve hazardous activities e.g. the Outdoor Education Programmes for pupils in Y4/5/6/8. For these trips it must be made clear who is giving instruction and what qualifications they have. Leaders must have at least three years teaching experience.

These trips/expeditions require permission from the Head and the Bursar.

#### Category C

Any trip overseas or out of term expeditions in this country involving overnight stays e.g. Y7 France and occasional Geography based overseas trips. Leaders of overseas trips must have travelled abroad themselves and have at least three years teaching experience. All trips overseas should have at least three teachers present.

The school calendar will list trips and visits that are due to take place over the coming term, together with planned home and away sports fixtures.

Every planned trip will have a Group Leader (GL) who is responsible for risk assessing, planning, organising and running the event. They may also appoint a deputy and a staff member to supervise medication. The GL acts 'in loco parentis'. This means that they have a duty under common law to take care of pupils in the same way that a prudent parent would do.

These trips require permission from the Head, the Bursar and the Governors.

#### **Planning and Coordination**

- Prior to the planning stages of any trip the SMT should be kept fully informed and a 'Trips Permission Form' should be completed requesting permission to organise a trip. For some trips this may need to be some two years prior to the trip taking place. A proposed/draft itinerary should be attached to the form with any other detail which will aid decision making.

- No payment should be made until the Governors, Head and the Bursar have given their final approval. Nor should staff give out any information to parents or pupils until this form is returned.
- Once the visit has been approved, discussion regarding the staffing of and the transport arrangements for trips must take place with the Deputy Head well in advance of the trip taking place. The Deputy Head will expect to be provided with a list of staff for the trip, including minibus driver(s), first aider(s) or suitable given the nature of the trip. At this stage, the 'Planning Checklist' and the 'Risk Assessment' should be completed. Assurance should be sought that suitability checks have been carried out for any staff or other organisation taking responsibility for the School's pupils on a site other than the School. If an adventurous activity is involved, check that the provider is licensed and individual instructors possess a recognised qualification (such as from the Adventure Activities Licensing Authority)
- Relevant details should be obtained from the intended centre regarding acceptance of responsibility as well as copies of their risk assessments and insurance.
- The preliminary letter to parents must include outline maximum cost, payment dates and deposit date. It should also give details of the purpose of the trip, mode of transport, all activities likely to happen on the trip, dates, location, target age group, accommodation, tour operator if applicable, need for passport and EHIC card. The 'Parental Consent' form (that includes medical information and behavioural expectations) should be attached to the letter for parents for completion along with any deposit required.

#### **One Month Before:**

- Medical details and dietary information should be sought from Matrons and note made of any special requirements e.g. epipen. Note must also be made of whether any parent does not give consent for emergency medical treatment.
- Final letter to parents outlining departure, arrival times, kit list, pocket money, expected standard of behaviour, role of the staff, any dietary requirements.
- Parental contact information sought from the school office.
- Emergency contact at school established (a member of SMT).
- Full details of any trip including all correspondence with parents should be left with the Bursar and school office before departure e.g. departure/return times – transport details so that emergency contact can be made both ways.
- 'Away Trips Form' circulated internally to aid staff planning (e.g. music lessons/catering etc).
- Speak to the kitchens about catering requirements.

#### **Prior to departure**

- The GL should brief both staff and pupils on the trip giving staff details of their particular roles and pupils details of what is expected of them. Both staff and pupils should understand what to do in case of emergency.
- Pupils should be equipped to deal with a situation where they become separated from the rest of the group.

- Collect first aid kit from Matrons.

### **During the trip**

- Primary responsibility for the safe conduct of the trip rests with the GL.
- The GL will inform 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 or incident, the first priority of the GL is to summon the emergency services and to ensure the rest of the group are safe and looked after.
- The GL will then inform the Headmaster or the nominated emergency contact.
- Where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Headmaster are maintained.
- If the accident happened overseas, they should arrange for the school's insurers to be contacted, together with the British Consul.
- A full record should be kept of the incident, the injuries and of the actions taken.
- Where appropriate, the school's Critical Incidents and Disaster Recovery Plan will be implemented.
- The Headmaster or Bursar must manage communication with the media.

### **Staffing**

- SMT will make the final decision as to who accompanies trips and who is in charge. Only one person must be designated as in charge of the trip (Group Leader). That person will have taught for at least three years.
- At least 50% of the adults accompanying the trip must be members of the school staff – this may vary in the Pre-Prep where a ratio of one adult for every 4 children is considered desirable and may necessitate greater than 50% being parents.
- Adults should only accompany trips in a supervisory role if they do not have any other commitments for the whole trip.
- One member of staff must have basic 1<sup>st</sup> Aid training, and an appropriate 1<sup>st</sup> Aid kit must be taken on the trip.
- Any volunteer staff on overnight stays must be DBS checked. In addition, the teacher in charge of the trip must ensure that any staff teaching the children e.g. at an activity centre, have been DBS checked, and that there are necessary risk assessments in place.
- The school may permit parents and office staff to assist with day trips and sports fixtures. Where parent volunteers participate, speak to the HR manager to arrange for an enhanced DBS check and other relevant checks if they may have unsupervised responsibility for children.

### **Insurance**

- The school has Employers Liability Insurance of £10m and Public Liability Insurance of £20m.

- It also has a group travel policy that covers most visits in the UK and overseas but does not cover most adventurous/hazardous activities such as climbing or scuba diving.
- The GL must consult with the Bursar when planning trips relating to adventurous/hazardous activities for the applicability of insurance and arrange for an extension where required.
- The GL must ensure that they have a copy of the school travel insurance with them on the trip.
- Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the school's 'occasional business use' motor policy.
- Vehicles in which children are being transported and the drivers of those vehicles have adequate insurance.

### **Trips with boarders**

As part of the boarding programme, short notice trips may be arranged through the Head of Boarding. Staff must complete a 'Boarders Off-Site Activities' form and a 'Risk Assessment'.

### **Suggested Staffing Ratios**

The Health & Safety Executive state: "Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils." In general, staff to pupil ratios are recommended as:

- 1 : 10 for trips abroad, min three staff
- 1 : 6 children under eight, although in Key Stage One and Early Years, ratios should be decided on as part of the risk assessment and 1 : 3 or 4 may be considered necessary depending on the destination and nature of the visit (and Under 5s)
- 1 : 15 children aged eight to twelve
- 1 : 15 to 20 children over twelve
- Mixed groups must have male and female staff
- All trips with children under twelve must have a female member of staff/adult present

### **Post Trip review**

After a trip or visit has taken place, the GL should fill out the 'Trip Review Form' and distribute to the Headmaster, Deputy Head and the Bursar.

**Pro-Forms are available on the School network - 'Educational Visits Forms' (NB: Forms 1-7 are attached):**

- 1 - Trips Permission Form
- 2 - Planning Checklist
- 3 - Risk Assessment – On-site Activity
- 3a - Risk Assessment – Off-site Activity
- 4 - Away Trips Form
- 5 - Trip Review Form
- 6 - Boarders' Off-Site Activities (short notice trips part of boarding programme)
- 7 - Parental Consent (& medical) Form
- Parent Contact Numbers available from school office or School Manager
- Medical conditions and dietary requirements available from Matrons

### **Teaching and Learning**

All visits will look to maximise learning opportunities and experiences.

### **Differentiation / Inclusion**

There are numerous trips throughout the course of a child's stay at Westbourne, which are inclusive of all children. There are also residential trips in each of Years 4, 5, 6, 7 and 8, which are also inclusive of all children. Some trips e.g. sport and music, may be selective but hope to provide maximum opportunity, subject to a minimum standard.

All pupils are prepared for forthcoming trips, either as part of preceding lessons or through specific briefings, particularly for residential trips. The varying needs of pupils on trips are taken into account, whether they may be educational needs, medical or dietary. Expectations of behaviour are outlined at the beginning of the trip. The children are also told what to do in case of an emergency.

### **Assessment and Record Keeping**

Risk assessments are kept with the Bursar, and should be reviewed following the trip.

### **Monitoring and review**

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

<b>Last Review Date</b>	<b>Next Review Date</b>	<b>Reviewer(s)</b>
April 2021	September 2021	Deputy Head Head of Pre-Prep Bursar

## Appendix 1 – School Exchanges & Host Families (Category C Trip)

It is essential that visits which include pupils being hosted by other families are entered into with prudence, and that partner schools and associated host families are selected with care. Where visit means pupils will be staying with host families during the trip, information must be provided to parents about hosting arrangements, and they must acknowledge that they are happy with the arrangements and understand that background checks will not be carried out.

The School/staff will ensure:

- The partner school is chosen with care. School exchanges tend to work best with students from similar social backgrounds and environments. Build on existing links or contacts where possible.
- Having chosen the partner school, contact is established and open clear lines of communication with a key individual.
- A visit should be made to the partner school before a commitment is made to establish a link with a new school.
- Agree with the partner school the aims and objectives of the exchange, the curricular context for the exchange, the length, timing of the exchange, ideal numbers of staff and students, age groups, gender splits, balance of in-school, out-of-school activities.
- Confidence and trust with the colleague teacher in the partner school must be established. A face-to-face meeting should take place where possible. Agree general principles and codes of conduct, and exchange key policies such as alcohol/drug use, and fire risk assessment. Send a copy of the school's code of conduct to the host school. The organiser in each school needs to vet applicants from their school and their families and specify what every host is expected to provide, especially in respect of sleeping arrangements and meals.
- Host parents must be aware of the risks of involving their guests in hazardous activities such as skiing or swimming, and should obtain prior permission if they intend to do so. While host families need not complete risk assessments for activities, transport, etc, the coordinator or group leader from Westbourne House must be fully aware of plans for each host family stay. Pupils should phone the group leader and let him/her know of any change in plan; if the group leader objects on the grounds of safety, the pupil and the host family should respect his or her authority.
- It is not always possible for the school to propose the pairing for hosting in advance. However:
  - For pupils travelling from Westbourne House, the parents of the pupil must give their consent to the arrangement, acknowledging that they are aware that formal background checks will not have been carried out by Westbourne House.
  - For pupils visiting Westbourne House, DBS checks must be carried out on all members of the hosting family aged 16 or over. Staff should contact the

Deputy Head (Pupils) for further advice on this matter, many months before the trip is due to take place.

- Pre-exchange briefings with accompanying staff, pupils and parents are essential. The published programme should be presented. Inform parents of different standards in different countries e.g. different laws about road crossing. Establish contact numbers and telephone chains.
- Pupil briefings are to take place just before the visit. Ensure pupils are sure of codes of conduct. Provide emergency numbers of the country in which you are staying and of staff contact numbers. Ensure pupils know where staff are staying.
- During the visit: Liaise closely with the teacher colleague and take prompt action if any concerns arise in host families. If something serious occurs, a policy should be in place to move a pupil from a family quickly and without undue stress to all parties concerned. Let parent(s) know of any change to plan.
- After the visit: an evaluation should be made by staff. Feedback to partner school should be given. In the case of an emergency, emergency procedures/arrangements must be made.





Westbourne  
House School  
CHICHESTER

## Off-Site Activity Permission Form

*No financial commitment should be made until this form is returned and the trip agreed*

Distribution: HM/DH/Bursar

Nature/aim of Trip:	
Dates of Trip - From/To:	
Group Leader	
Other Staff (give numbers if names not yet known):	
Target Age Group	
No of Boys No of Girls	
Expected cost per pupil	£
Contingency	£
Mode of Transport	

Nature of Accommodation Do we have sole occupancy?	Y / N
Name of Tour Operator	
Proposed Outline of Programme	

Is this activity potentially hazardous or high risk?	
Area visited before? Y / N	Reconnaissance visit planned? Y / N
If Yes, will the activities be supervised by qualified staff?  Who? (our staff, other staff)  Do you have confirmation of their qualifications?	

School Insurance?	YES / NO
Additional Insurance Required?	YES / NO

Signed by:

Staff In Charge:..... Date: .....

Bursar: ..... Head: .....

Approved at Governors' Meeting: .....

Budget breakdown

It is important that the amount charged to the pupils reflects the true cost of the trip. It is not 'normal' for the school to provide subsidies and if in doubt, please detail costs and discuss with the Bursar. No notification of cost can be communicated to parents until the budget has been approved by the Bursar.

Not all costs will be passed on; for example if travelling in a school minibus the fuel cost will be absorbed by the school, however, if a coach is hired, then the full cost of this will be passed on.

Tour operator total	£
Extra transport (e.g. to airport)	£
Extra catering – on route and to include staff subsistence.	£
Tour kit	£
Other extras	£
Contingency	£
Total	£

Number of pupils expected to travel	
Divide Total cost by number of pupils =	£ estimate of cost per pupil

## Planning Checklist Off-Site Activities

**Please write in the boxes provided the answers which the Head and Governors need in order to be satisfied that the activity is thoroughly planned**

This checklist is to help the Headteacher, Educational Visits Co-ordinator (Bursar) and the Group Leader to ensure:

- *The safety of the participants and staff*
- *The maximum educational benefit to participants*
- *Effective organisation and administration*
- *Issues related to access and conservation are addressed*

It may be used by the Head or Governors to decide whether final approval for a visit is given.

For any off-site educational visit, the party leader's responsibility is to the parents, guardians or carers; landowners, public agencies, the general public and wildlife through the Headmaster, bursar and Governors for the group members

✓ or ✗

### 1. GROUP LEADER

Is there a clearly identified group leader, familiar with the basic principles of safe practice? Someone who is sufficiently experienced to assess the risks and manage the proposed activity?

Leader:

### 2. PURPOSE

Have the purpose and objectives and learning outcomes of the visit been clearly identified, discussed With any other provider, and are they appropriate to the age and ability of the group? Does the activity fit within the overall programme of the School? Is it part of a progressive development for the group?

Purpose:

### 3. RISK ASSESSMENT

Have the risks involved in the activities you propose been fully considered?

Have you planned, and where necessary, recorded your control measures using the WHS form? Please attach it

Risk assessment attached/not attached because

### 4. LOCATION

Is the location of the visit appropriate to the activity to be undertaken and manageable for the group? (Is it the only and best venue which can be used to achieve the objectives?)

Address:

### 5. ADVICE AND APPROVAL

Have you discussed plans with any other suitably qualified and experienced staff? (eg Bursar, other members of SMT)

Does the proposed activity include adventurous activities or a hazardous pursuit?

List activities:

**6. STAFF**

Are the members of staff, instructors or adult volunteers leading activities suitably qualified and experienced, i.e. competent to do so? (N.B. inexperienced staff will benefit from accompanying more experienced staff.)

Have all members of staff or adult volunteers been vetted, regarding child protection, where necessary?

List staff:

Staff member i/c 1<sup>st</sup> Aid/medication:

**7. STAFF/PARTICIPANT RATIO**

Will the group have acceptable staff/participant ratio necessary for the activities proposed?

See the Educational Visits Policy for suggested ratios.

Do plans and staffing ratios reflect the needs of people with disabilities?

Will this include male and female supervision where necessary?

Ratio:

**8. PRELIMINARY VISIT**

Has the group leader made a preliminary visit to the site, centre or area to check arrangements? (e.g. travel time, access including disabled members, and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential health and safety issues, shelter, toilets, costs, accommodation, contingency arrangements, references from previous users.)

If not, has the Group Leader taken action to discover potential hazards and opportunities?

Visit date:

**9. PARENTAL CONSENT**

Has the consent of parents/guardians/carers been obtained for the visit and for the activities which are planned?

For significant visits, has a parents' meeting been arranged?

Meeting date:

**10. THE PROGRAMME**

Do the participants and staff have the appropriate clothes and equipment necessary for the activities proposed and allowing for a range of weather conditions?

If not, will another provider be offering additional appropriate equipment?

Are the participants prepared for and physically capable of taking part in the proposed activity?

Is the programme suitable for all the participants?

Is there an alternative programme ('Plan B') in the event of poor weather?

Plan B:

## 11. ORGANISATION

Do you have first aid available and staff who hold the minimum first aid qualification relevant to the working environment?

Are sufficient staff aware of dietary and medical needs of children and staff?

Do you know and understand the insurance arrangements?

Do you need to take out additional cover?

Do all the group have a European Health Insurance Card for trips to Europe?

Have you obtained consular details for emergencies?

## 12. TRANSPORT

Is appropriate legal transport available?

Are there suitable and sufficient qualified drivers for any planned minibus journey?

Is there a contingency plan in the event of a delay or early return?

## 13. FINANCE

Have adequate arrangements been made to finance the visit and manage the finances through a school account?

Cost to school and parents:

Suggested pocket money: £

## 14. BRIEFING FOR PARTICIPANTS

Will the participants be properly briefed on the activities they will undertake during the visit?

(The briefing may need to include:

- appropriate clothing and equipment
- rendezvous procedures for lost participants
- significant hazards
- groups for study or supervisory purposes
- safety risks of jewellery
- a system of recall and action in emergencies
- relevance to prior and future learning
- agreed codes of conduct and behaviour
- mobile phone policy)

Briefing arrangements:

## 15. BRIEFING FOR STAFF

Will the leader also brief adults and voluntary helpers?

*(The briefing may need to include:*

- *defining roles and responsibilities*
- *careful supervision, to cover the whole time away*
- *communications arrangements*
- *anticipation of hazards and the nature of the programme*
- *standards of participant behaviour expected*
- *regular counting of participants*
- *how much help to give to participants in their tasks*
- *a list of names of people in sub groups*
- *emergency procedures)*

*Briefing arrangements:*

## 16. EMERGENCY CONTACT

Has a named point of contact been identified at home or 'at base' in the event of an emergency.

Does this person have a list of the group members, home contact numbers and a programme of the group's activities?

Are staff and pupils aware of procedures and relevant phone numbers in the event of an emergency?

Has the Group Leader taken a copy of the Critical Incidents policy?

*Named contact (member of SMT):*

## 17. PREPARATION AND COMMUNICATION

Is there adequate time and opportunity to prepare for the visit or activity?

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

## 18. FOLLOW UP

Have arrangements been considered for appropriate follow-up work, evaluation and contacts after the visit?

Have you considered the Post Event Review section of your Risk Assessment?

Will you provide a report for the Head and other colleagues, where appropriate, to share positive aspects of the visit and learn from problems or incidents?

Have you arranged with the Bursar to complete financial records after the trip?

*(After the activity don't forget to thank colleagues and helpers - and participants if they have performed well! Inform others of your journey, results or activity including parents or governors. Consider a more formal presentation. Discuss with participants and colleagues how useful and enjoyable they found the whole activity.)*

*Other information:*



## Risk Assessment for On-Site Activity

ACTIVITY			LOCATION		DATE
Number of Children:	Age of Children:	Number of Adults:	Group Leader:	Adult/child Ratio:	
				Please indicate how this has been arrived at:	
When was this activity last undertaken? Is there anything to learn from the previous activity?					
List <b>HAZARDS</b> here - facilities, procedures, equipment, behaviour, transport, weather, injuries, loss of group member, traffic, environment etc		List <b>WHO</b> is at risk from the significant hazard identified - staff, pupils, parents, volunteers, public etc		How will you <b>CONTROL</b> this risk? List all control measure to reduce or remove the risk. You may append or refer to relevant documents that explain your safety arrangements	Post event <b>REVIEW</b> Complete this column after the activity, noting any concerns or incidents or changes to safety arrangements


Risk Assessment completed and signed by Group Leader:  
 Group Leader .....Date.....

Activity reviewed:  
 Group Leader .....Date.....

Reviewed by Bursar:  
 .....Date .....

Approved by Head:  
 .....Date .....

Review noted by Bursar.....Date.....





## Risk Assessment for Off-Site Activity

ACTIVITY			LOCATION	DATE
Number of Children:	Age of Children:	Number of Adults:	Group Leader:	Adult/child Ratio:
				Please indicate how this has been arrived at if other than as recommended in the 'Suggested Staffing Ratios' section of the Educational Visits Policy:
When was this activity last undertaken? Is there anything to learn from the previous activity?				
List <b>HAZARDS</b> here - facilities, procedures, equipment, behaviour, transport, weather, injuries, loss of group member, traffic, environment etc	List <b>WHO</b> is at risk from the significant hazard identified - staff, pupils, parents, volunteers, public etc	How will you <b>CONTROL</b> this risk? List all control measure to reduce or remove the risk. You may append or refer to relevant documents that explain your safety arrangements		Post event <b>REVIEW</b> Complete this column after the activity, noting any concerns or incidents or changes to safety arrangements
Coach Accident	Pupils and Staff	Ensure adequate staff ratio Use reputable coach firm Plan journey in short legs Insist on seatbelts being fitted Ensure seatbelts are always used Stow luggage correctly		

Minibus Accident	Pupils and Staff	<p>Ensure adequate staff ratio</p> <p>Plan journey carefully</p> <p>Ensure minibus has passed MOT</p> <p>Ensure driver has passed test</p> <p>Check minibus before use</p> <p>Ensure seatbelts are always used</p> <p>Stow luggage correctly</p>	
Car Accident	Pupils and Staff	<p>Plan journey carefully</p> <p>Ensure car has passed MOT</p> <p>Ensure driver is qualified</p> <p>Check insurance</p> <p>Check car before use</p> <p>Ensure booster seats (if needed) and seatbelts are always used</p>	
Vehicle Breakdown – Danger from other traffic	Staff and Pupils	<p>Stop vehicle in safest way possible</p> <p>Evacuate children quickly to safest available place, look for shelter</p> <p>Summon assistance</p> <p>Never leave children unsupervised</p>	
Embarking and disembarking – Danger from traffic	Staff and Pupils	<p>Instruct children before moving</p> <p>Keep close control of children</p> <p>Embark/disembark between footpath and side of vehicle, not rear, if possible. Staff alight first</p>	

Danger of losing children	Pupils	<p>Plan journey carefully – identify high risk areas</p> <p>Carry a list of children</p> <p>Ensure School has a list of children</p> <p>Headcount children on/off and in/out. Use small groups to aid control</p> <p>Use a buddy system</p> <p>Children to wear a wristband with full emergency contact information</p> <p>Brief pupils on emergency procedures before departure and then each day or activity as appropriate eg: arrange meeting points</p>	
Specific Medical Condition	Named Child[ren] (separate sheet)	<p>Instructions from Nurse</p> <p>Medication etc</p>	
Slips, trips, minor medical issues	Pupil, staff	<p>First Aid kit carried</p> <p>Staff have first aid qualification</p>	

<p>Risk Assessment completed and signed by Group Leader:</p> <p>Group Leader .....Date.....</p>	<p>Activity reviewed:</p> <p>Group Leader .....Date.....</p> <p>Review noted by Bursar.....Date.....</p>
<p>Reviewed by Bursar:</p> <p>.....Date .....</p> <p>Approved by Head:</p> <p>.....Date .....</p>	



Westbourne  
House School  
CHICHESTER

## AWAY TRIPS FORM

*Circulation: DHM, Bursar, Office, Matrons, Kitchen, Music,  
Staffroom Board + a copy must be taken on the trip*

Date	
Group	
Destination	
Group Leader	
Staff	
Contact numbers	
Pupils <i>(attach list if easier)</i>	Have any of the pupils got specific medical requirements?  Have these been incorporated into your risk assessment?
Departure time & place	
Return time	
Transport & drivers	
Dress code <i>(eg: Uniform, PE, casual, waterproofs)</i>	
Equipment Pocket money etc	
Meal arrangements	
Any other arrangements	

School: 01243 782739  
Matrons: 01243 770755  
Head: 01243 784485  
Dep Head: 07966 705354

- ♦ Please complete and circulate a week before the trip
- ♦ Please consult kitchen about meal arrangements
- ♦ Please consult Matrons about medical or dietary issues
- ♦ Please take account of learning support, music, sport, drama, activities etc



## TRIP REVIEW FORM

*Circulation: HM, DHM, Bursar*

Destination	
Group	
Dates	
Staff	
Details of any incidents/injury	
Cost to Pupils	
Was travel appropriate?	
Was accommodation appropriate?	
Were the activities of value to the pupils?	
Were there any behavioural problems?	
Was the trip good value for money?	
Any improvements for next time?	
Would you run this trip again?	

♦ Please complete and circulate within a fortnight of return



Westbourne  
House School  
CHICHESTER

## BOARDERS' OFF-SITE ACTIVITIES FORM

*Circulation: DHM, Bursar, Office, Matrons, Kitchen, Music, Staffroom Board  
You must take a copy with you.*

Date	
Destination	
Staff	
Ratio of Children/Staff	
Contact numbers	
Pupils <i>(attach list if easier)</i>	Have any of the pupils got specific medical requirements?  Have these been incorporated into your risk assessment?
Departure time	
Return time	
Any changes to meals notified to kitchen?	Yes/NA
Transport & drivers	
Trip approved by MFO or GSU or PSU	

School: 01243 782739  
Matrons: 01243 770755  
Head: 07709 155460  
Dep Head: 07966 705354  
Mark Forsyth: 07540 454289



Westbourne  
House School  
CHICHESTER

## PARENTAL CONSENT FORM

I wish my child ..... to be allowed to take part in the Westbourne House School [Tour Details and Dates], and to take part in any of the activities.

I acknowledge the need for ..... to behave responsibly. I have ensured that my child understands that it is important for their safety and for the safety of the group.

I understand that, whilst the school staff in charge of the party will take all reasonable care of the children, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my child arising during or out of the journey.

In the event that I cannot be contacted, I agree to ..... receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

<b>Pupil's full name as shown on passport:</b>			
<b>Passport Number:</b>		<b>Expiry Date:</b>	

<b>Parent's Signature:</b>		<b>Date:</b>	
<b>Parent's Name:</b>			

### CONTACT INFORMATION

If we need to contact you while we are away we will use the contact information on the school database. Please could you indicate on this form your contact information if you are likely to be somewhere other than at home whilst we are away. It is particularly important that we know your whereabouts on the day of return, in case of any delay.

<b>Name of contact:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Contact Address:</b>	



--

**MEDICAL INFORMATION**

If there have been any changes to the Medical information we hold at school on your child, please could you detail them below (please continue on the back if needed):


***NB: Any medication required for the trip/expedition/tour should be passed through Matrons prior to departure; a medical consent form must also be signed. Medication is to be in its original packaging, along with full dosage directions etc.***

**DIETARY REQUIREMENTS**

Please list any dietary requirements below:
