



FRAMLINGHAM COLLEGE

OUT-OF-SCHOOL VISITS Residential and Non-residential

School trips and visits during lesson time are permitted, where their educational value is worth the lesson time to be missed.

Permission to take pupils out of school must be sought from the senior Master. Routine games fixtures which appear in the calendar do not require an out of school visit form.

These visits must be organised well in advance and included in the termly calendar. Where this is not possible, at least one week's notice must be provided to all colleagues affected by the absent pupils and notice must be placed on the common room board. Reception must also be informed and given a list of pupils. Advance notice of the visit should be communicated through the staff bulletin. Risk assessments must be carried out prior to any visit off site and handed to the Senior Master for approval at least 48 hours prior to departure.

The relevant form obtainable from the Senior Master for any excursion from school must be completed and returned along with a written risk assessment for signature and approval. This can be found on SharePoint.

Out-Of-Schools Visits Health & Safety Procedures

Framlingham College has appointed the Senior Master as the Out-of-School Visits Co-ordinator whose job it is to ensure that visits are successful, safe, and fit in with other school activities. This system involves the use of the same procedures which allows the co-ordinator to authorise the trip. Copies are retained at the school whilst the visit is in progress. These forms contain enough information to allow the co-ordinator or member of the SMT to co-ordinate action if any problem or emergency arises.

Risk Assessment

The risk assessment associated with the Out-of-Schools Visits Form should proceed as a process not a document and be part of the planning. The process involves identifying hazards, assessing the risk and then taking steps to control it. No school trip can be entirely risk free, but activities should not proceed if risks are assessed to be too high. Routine trips can have a generic risk assessment, but individual risk assessments are required for new trips and those which involve a higher than normal level of risk. All written details on the trip should be given to all teachers and adults on the trip.

CRB Clearance

Note that all staff and volunteers accompanying pupils on overnight stays are required to have appropriate CRB clearance. Guidance on the applicable regulations is available from the Finance Director.

Out-Of School Visits Co-Ordinator

The Senior Master is in charge of all trips. His main role is to:-

- support individual leaders
- support the Headmaster of Framlingham College and governors in their decision making roles
- organising the induction and training for leaders, staff and adult helpers
- assessing the competence of leaders, staff and adult helpers
- organising emergency planning
- record keeping monitoring and reviewing

Medical Information

For residential trips parents are responsible for ensuring that the school is aware of any medical and/or dental health problems, or any other personal problems that could affect their child during the trip. This involves the full completion of a medical form sent to parents from the school before the trip departs. Failure to provide the information will prevent that child taking part. The information may be disclosed by phone to the relevant Housemaster or Housemistress who may then fill in the form on their behalf.

The organiser of the trip should ensure that First Aid provision is considered when planning the trip. It is advised by the DCSF Guidance Health and Safety of Pupils on Educational Visits that “the group leader should have a good working knowledge of first aid and ensure that an adequate first aid box is taken. For adventurous activities, visits abroad or residential visits it is sensible for at least one of the group’s teachers to be a fully trained first aider”.

Contact Details

For residential trips the school should provide parents with written key contact details and important information about the trip. For non-residential trips parents need only to contact the school reception which has a copy of every out-of-school visit and can deal with any queries. The trip leader should also carry a mobile telephone and have written key contact details for parents, the school and the schools’ travel insurance (for overseas visits).

Pupils

Pupils have an important role in Health & Safety matters. Before the trip they should be briefed in order to know who is in charge, how to behave and the code of conduct for the trip. They will also need to know what to do if they get lost or into difficulties. Parents should also ensure that their child understands his/her responsibilities during the trip.

Supervision

Recommended or required ratios should not be seen as automatically safe. They are statements of minimum levels of supervision. Group leaders should assess the risks and consider an appropriate safe supervision level for their particular trip. There should be a minimum of one teacher in charge and sufficient supervisors to cope effectively with an emergency. The factors that need to be taken into account include:-

- age, sex and ability of the group
- pupils with special educational or medical needs
- nature of activities
- experience, competence and qualifications held by staff
- duration and nature of the journey
- type of accommodation
- requirements of the organisation/location to be visited
- competence and behaviour of pupils
- first aid cover

Supervisors should be fully briefed by the group leader. They should understand the aims and objectives of the trip and be familiar with the venue. Supervisors should carry a copy of all of the group members and should regularly check that the entire group or sub-group that they are responsible for are present. For small groups a visual check will be sufficient, but larger groups will require a head count.

Group Leaders

The competence of the leader is a crucial factor. Competence comes from the possession of relevant qualifications but appropriate expertise and experience are also essential. The DFES describes the acquisition of competence as the process of learning from accumulated experience. The leader has the key role in risk assessment and makes ongoing re-assessments once the trip has begun. For all outdoor and adventurous activities that involve real danger a fully qualified and experienced leader must be in charge or assume charge for that aspect of the trip. If one is not available the trip does not take place or the activity is reduced to a non-dangerous level.

Outdoor Activity Centres

A clear onus falls upon the Group Leader to choose a licensed centre and assess the risks before and during the visit as an ongoing process. The Activity Centre and Advisory Committee (ACAC) has accredited institutions, but this is voluntary on the part of the provider. Their Code of Practice suggests that Providers of activities are expected to be clear about the aims and objectives of any course and be fair in describing the activities and facilities that they have on offer. Providers are expected to have written operating procedures in place, ensure that qualified personnel are employed and that a list is available, that a chain of responsibility is in place, a written accident and emergency report exists and that staff are practised in these. Leaders are required to satisfy themselves that such procedures are available in ACAC accredited or non-accredited centres. Responsibilities must be clearly defined at all times for such a trip. Supervisors must be on site when accommodation is being utilised. Enquiries must be made as to whether the participants have any special needs and it should be ensured that this information is communicated and utilised. In addition, the psychological, as well as physical, effects of the programmes offered must be taken into consideration. Information should be sought from and given to parents. Parental Consent Forms are an integral part of the organisation of the visit. Such forms do not indemnify the school against any negligence; they do act as a check on the parents' understanding and acceptance of the arrangements. It gives them the opportunity to indicate allergies, illnesses and dietary requirements. The right to refuse participation, if the completed form is not returned, should be exercised. A parents' briefing may take place before the trip departs.

Exchange Visits

Success here depends upon good relationships and communications with the partner school. Whilst with host families the pupils will not be under the direct supervision of school staff and host families are not subject to English Law. The Group Leader must therefore agree ground rules between him/herself and the host family and the pupils need to be aware of these. The Group Leader should ensure the following:-

- She must have a good personal knowledge of the host school;
- Pairing arrangements need to be appropriate and take into account any special dietary or medical needs of their guests in addition to information about age and gender;
- Parents, pupils and host school should be clear about the arrangements for collecting and distributing pupils to families, and for transporting pupils throughout the visit;
- Parents should be made aware that their children living with host families will not always be under direct teacher-supervision;
- Pupils living with host families should have easy access to their teachers by telephone.

If exchange visits are arranged through agencies the Group Leader should seek assurance that the organisation has appropriate measures in place for the health, safety and welfare of exchange or home stay pupils.

Travel Abroad

For all visits abroad the Group Leader is responsible for considering the following factors:-

Vaccinations.

The Group Leader needs to consider what vaccinations are required by liaising with the San sister. The Group Leader must ensure that parents are aware that they are responsible for getting their son/daughter vaccinated through their own Doctor. Parents of boarders may request that this is done through the San and written permission for this is required. The Group leader must also inform staff who will be accompanying the trip that it is their responsibility to be vaccinated. The Group Leader also needs to check whether the country to be visited requires proof of vaccination and remind parents, staff and pupils.

Insurance

The Group Leader needs to obtain a copy of the travel insurance documents from the Out-of Schools Visit co-ordinator and ensure that all of the activities are covered.

Visas and Passports

The Group Leader needs to inform staff and parents that all members of the trip must have a valid Passport and visas (if appropriate) early in the planning stages. Expiry dates must be checked by them and they should be advised to have at least six months left on the passport. In addition, the Group Leader must obtain two copies of the important pages of the each member's passport and two spare passport photographs and keep them with him for the duration of the trip. Before the trip departs the Group Leader must make a decision and declare how the passports will be made secure to reduce the risk lost or theft.

Emergency Medical Facilities

For pupils and staff who hold an EU country passport, European Health Insurances cards can be obtained by parents and staff and held by the Group Leader. It is also important to take a contingency fund to pay for any treatment that needs to paid in advance and claimed back later.

In summary the Group Leader's paperwork should be kept in a sealed waterproof bag and contain:-

Copies of visas, passports and a spare passport photo,
Parental consent forms,
European Health Insurance cards,
Details of significant medical histories,
Contact names, addresses and telephone numbers,
Insurance details and contact telephone numbers,
Location of local hospitals and medical centres,
Location and telephone number of British Embassy,
Name, address and telephone numbers of group accommodation,
Phone numbers and addresses of School Home Contact and other back up details,
A copy of the emergency procedures guidelines,
Travel tickets.

Transport

The Group Leader is responsible for ensuring that coaches with seatbelts are hired from reputable companies. The vehicle needs to have appropriate access and securing facilities if any of the group uses a wheelchair. If the Group Leader is using the school's own minibuses or cars these should be booked through the Transport Manager who can also advise on reputable hire companies. All such vehicles will then be road worthy and comply with the various regulations about construction and fittings. A forward facing seat with belt must be provided for every child. If any of the group uses a wheelchair it will again need access and securing facilities. All drivers will need to be in possession of the MIDAS qualification and remind themselves of their responsibilities whilst in command of the vehicle. They must also have a clean and valid driving licence. If the Group Leader is intending to use aeroplanes, ferries or trains, reputable companies must also be sought. If the Group Leader intends to use private vehicles each driver must be aware that they are legally responsible for the safety of the pupils in the vehicle. They are also required to ensure that the vehicle is roadworthy and that they have an appropriate licence and insurance. Vehicles must have seatbelts and the driver must ensure that the pupils use them. Drivers of any vehicle must not be put in a position where they are alone with a pupil. Group Leaders are also advised to consult the transport section of this policy document.

Emergency Procedures

All of those involved with the trip, including parents, supervisors and pupils need to know that the Group Leader will take charge in case of an emergency and that the Deputy Leader is the named back up cover. They also need know the pre-arranged school home contact number (SMT). This person should be continuously available at an agreed telephone number for the duration of the visit. If an emergency occurs the following procedure needs to be followed:-

Group Leader

- don't panic, be calm;
- establish the nature of the emergency as quickly as possible;
- ensure that the entire group are safe, kept together and looked after. The person tasked with this must request that pupils do not contact anybody by phone because the College or Brandeston Hall will do this for them. That person also needs to control the incident area and pupils who have been involved with or have witnessed the incident;
- establish the name of the casualty(s) and get immediate medical attention to them. Ensure that a teacher with a mobile phone accompanies a casualty to a known hospital (if abroad, remember that the teacher will need European Health Insurance Cards, medical insurance forms, phone cards if available and money for possible treatment deposit. Mobile phones may not be operational or available)
- notify the police in the case of a serious injury;
- inform the school contact with details of the incident. These include nature, date and time of incident; location of incident; details of injuries; name of teacher accompanying a casualty to hospital, name and telephone number of hospital, mobile telephone number of teacher (remember this will be turned off in a hospital building); names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom); confirm telephone number(s) for parents to ring;

- notify the British Embassy /Consulate if an accident occurs abroad;
- keep a written record of events, times and contacts before, during and after the incident; include all relevant facts, witness details and preserve any vital evidence;
- no-one in group should speak to the media or discuss legal liabilities;
- brief group on procedures followed so far; that parents should not speak to the media or discuss legal liabilities; confirm school home contact name(s) and number(s) and inform them that these may get busy; allow group to use phone(s) to reassure parents;
- report to Headmaster upon return with written account;
- complete relevant section of injury book.

School Home Contact

- establish any assistance to the Group Leader (use the Emergency Procedures Form - See Appendix 1);
- establish any assistance to a teacher who has accompanied a casualty to hospital (remember that mobile telephone numbers will not work in a hospital building); establish a situation report; contact parents of casualty; remind them not to contact media or discuss legal liabilities; provide contact telephone number of hospital and teacher;
- prioritise order for parental contact;
- establish additional manned lines if necessary;
- contact parents and keep as well informed as possible at all stages of the emergency; remind them to not contact media or discuss legal liabilities
- liaise with the Headmaster or one of his deputies if he is not available, who will act as the media contact (as soon as possible if a serious incident has taken place).

Teacher accompanying casualty to hospital

- ensure the needs of the casualty are being catered for;
- remember mobile phones are not to be used in the building;
- obtain name of hospital and telephone number;
- prepare a written situation report of the casualty;
- liaise with Group Leader on the condition of the casualty; confirm location and contact telephone numbers;
- await orders and monitor developments;
- if abroad, take European Health Insurance Card, medical insurances documents, phone cards if available and money for any treatment deposits. Remember that mobile phones may not be operational abroad.

Media Contact

- liaise with school home contact, Group Leader and emergency services (if appropriate);
- the name of the casualty should NOT be given to the media.

Post Incident

the Headmaster, Group Leader, School Home Contact, Out-of-School Visits Co-ordinator and relevant parties should meet and go through emergency procedure guidelines to ensure that everything has been actioned;

- arrange for support and counselling of pupils and staff where this is necessary;
- inform the Health & Safety Executive of a reportable incident that results in serious injury on (01582) 444265 without delay and on form F2508 within 10 working days. A serious injury includes a pupil being killed or taken to hospital for any length of time. For an employee, this includes being killed or having an accident which prevents him/her from continuing normal work for more than three consecutive days. Such injuries include:-
- fractures (other than fingers, thumbs and toes);
- amputation;
- dislocation of shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- electrical burns or shocks resulting in unconsciousness, being resuscitated or being admitted to hospital for more than 24hrs;
- acute illness requiring medical treatment or loss of consciousness caused by asphyxia or chemical/biological agent;
- arrange for interviews and the accurate recording of statements from all those who were involved with the incident (parents and guardians may need to be present);
- debrief of the trip and prepare written report so that lessons can be learnt. Record good points as well as problems. If there has been a serious incident than a formal investigation may be initiated. This does not imply fault or negligence of any staff involved, but is again performed to establish what happened and whether lessons can be learnt.

[Emergency Procedures Form UK](#)

[Emergency Procedures Form – Abroad](#)

Procedures to be followed by all staff taking an out-of-school visit

- The Group Leader must seek permission in outline for a visit from the Out-of-School Visits Co-ordinator (OSVC)
- Obtain an Out-of-School Visit form from sharepoint.
- Complete and sign the form, attach appropriate documents and hand to the OSVC.
- The OSVC will check the form and accompanying documents and sign it.

At Framlingham College the form and accompanying documents will then be passed on to the Headmaster for checking and signing before returning to the OSVC. At Brandeston Hall the OSVC misses out stage 5.

The OSVC will retain the original for his files and take a copy for reception and a copy for the Group Leader.

Trips and visits departing in the morning should not leave school until after morning chapel/assembly. In special circumstances where an early departure is essential, it should be seen, as a matter of courtesy, to inform the Chaplain.

The cost of visits and travel that are to be charged to pupil accounts must be cleared through the Bursar and amounts must be kept to minimum. Charge forms are available in common room and group rail travel can be arranged through the front office.

Holiday visits and trips must be planned well in advance and parents must complete the parental consent forms for such activities. Please consult with the Senior Master before arranging such trips.

It is very important that pupils receive clear notice of the return time to College for any trips or visits that arrive back at College outside the normal time-table.

Procedures for late return from school outings and matches

In all College vehicles there will be a pack that will contain the following items: Mobile phone / Mobile phone charger driver logbook / contact telephone numbers / copy of Procedures for late returns to College'.

Members of staff taking trips away from College in hired transport must ensure that they have a mobile telephone. a copy of the 'Procedures for late returns to College', contact telephone numbers.

All team lists and lists of pupils making journeys off campus, together with an estimated time of return, must be communicated to all Houses and to Reception prior to departure.

All pupils must be informed of the estimated time of return to College following any journey off campus.

Upon arrival at College with a trip that returns after 6.00pm, the member of staff responsible for the journey should remain on campus until satisfied that all day pupils have been collected by parents

If the journey is likely to be more than 20 minutes late on its return to College, the following procedures should be followed by the member of staff responsible for the journey:

1. Telephone Reception with an update of the situation and a revised estimated time of return. Reception will contact each House with news of the delay and a revised estimated time of return. Day pupils with their own mobiles should be asked to contact their parents and inform them of the delay and give the revised estimated time of return.
2. If this is outside Reception hours (8.00am-5.30pm, Monday — Friday & 8.15am-12.15pm Saturday) one of the College Houses should be contacted. An update of the situation and a revised estimated time of return should be given. The first House contacted should be asked to inform all other Houses of the causes of the delay and the revised time of arrival. This may mean sending a pupil to contact the member of staff on duty if they cannot be reached by telephone.
3. Duty staff should check to see if parents are waiting outside the immediate vicinity of their House and duty staff in the Houses listed below should go to the following car parks to see if there are parents waiting there. They should be informed of the causes of the delay and given information regarding the revised time of arrival.
4. Garrett/Kerrison House: Sports Hall car park.
5. Rendlesham/Stradbroke House: Front of College
6. Pembroke: Pembroke Road, 7 Moreau/Victoria: Front of College
7. The duty member of staff from Rendlesham/Stradbroke should also put information on the white board by the Common Room telephone so that colleagues in Common Room have the information available should the Common Room telephone be used as a point of contact by parents.

If the delay is likely to be in excess of 40 minutes:

The points above should be followed but in addition:

- Parents should be invited into the front room of Common Room and offered refreshments from the Common Room facilities.
- All parents of Day Pupils involved in the outing should also be contacted by telephone by the member of staff of each relevant House to reduce any possible anxiety caused by the delay. They should be informed of the causes of the delay and given the revised estimated time of return.

Procedures for late return from school outings and matches. (parents' information)

The College will operate the following procedures in the event of a return journey away from school being delayed.

If the delay is to exceed the estimated time of return by 20 minutes, Reception will be informed of the reasons for the delay and be given the revised estimated time of arrival. Parents will be able to obtain information regarding the delay from the Reception office in the main school.

If the return time is outside normal reception hours (8.30-5.30pm weekdays / 8.15am - 12.15pm Saturdays), Houses will be informed of the reasons for the delay and be given the revised estimated time of arrival. In this instance parents will be able to obtain information regarding the delay from the duty staff in their respective Houses.

If the delay is likely to exceed 40 minutes, parents waiting at school will be contacted personally by College staff and every effort will be made to contact parents' homes by telephone in order to explain the reasons for the delay and to pass on a revised estimated time of arrival. Under such circumstances refreshments will be made available to parents in the staff Common Room.

Reception:	01728 723789
Garrett House:	01728 727234
Kerrison House:	01728 727235
Moreau House:	01728 727236
Pembroke House:	01728 727237
Rendlesham House:	01728 727238
Stradbroke House:	01728 727239
Victoria House:	01728 727240
Common Room:	01728 727215

In addition to the above procedures, day pupils carrying their own mobile phones will also be asked to contact their parents just as soon as any delay in returning to College is identified as being likely.