



EDUCATION VISITS POLICY

Ramsden Hall Academy

LAST REVIEW NEXT	November 2018	REVIEW PERIOD	2 Years
NEXT REVIEW DATE	November 2020	OWNER	Alan Wells
TYPE OF POLICY	School	APPROVAL LEVEL	Governing Body

Named staff with designated responsibility for education visits and contact details:

Academic Year	Designated Senior Person	Deputy designated senior person	Nominated CP Governor	Chair of Governors	Local Authority Designated Officer
2016/17	Alan Wells	Steve Brosnan			

Contents	Page Number
Introduction	3
<i>Purpose</i>	4
Auxiliary Polices, Key Documents and Guidance	5
<i>Internal Documents / Guidance</i>	5
<i>External Guidance / Organisations / Documents</i>	5
<i>Legislation</i>	5
Roles and Responsibilities	6
Local Education Authority	6
Governing Body (Interim Executive Board)	6
Head Teacher	6
Senior Leadership Team	6
Educational Visits Coordinator	7
Trip Leader	8
Procedure Requirements	9
Monitoring	9
Induction and Training	10
Risk Management and Risk Benefit Assessment	10
Assessing Venues and Providers	11
Volunteers	12
Emergency Procedures and Incident Reporting	12
Behaviour	12
Inclusion	12
Insurance	13
Finance	13

Introduction

Ramsden Hall Academy recognises the importance of enabling students to engage in learning outside their classroom, taking their learning environment outdoors, encompassing different urban, rural, wet and dry lands.

Our Education Visits Policy works alongside the Academy ethos and mission.

Mission Statement of Ramsden Hall Academy

“Building positive futures from new beginnings”

Working together we will:

- *Meet our students social, emotional and mental health needs enabling them to thrive both in Academy and the wider community.*
- *Support our students to develop the attributes, skills, knowledge and understanding required to become valuable members of society.*

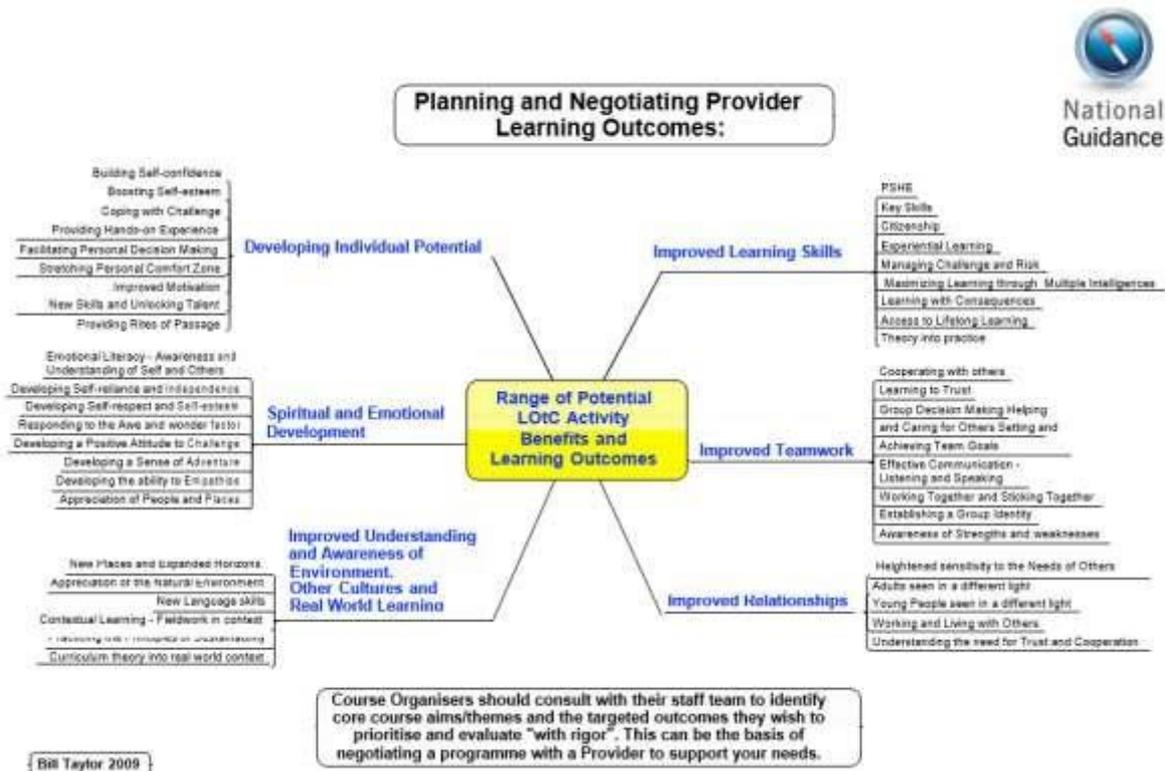
This policy is designed to guide and assist all Ramsden Hall Academy staff who aim to engage students in activities outside the classroom thus broadening their learning experiences.

Purpose: Why choose to risk learning outside the classroom?

- “Only those who risk going too far can possibly find out how far they can go.” — T.S Eliot 1931
- “You only get one chance at life and you have to grab it boldly.” – Bear Grylls 2015
- “Risk is an important part of everyday life. Having the confidence to take risks is essential to enjoying and achieving in learning and life. However, the ability to recognise, assess and manage risk is essential to physical safety and mental and emotional wellbeing. Students should develop their skills of managing risk. They learn to exercise positive pressure on others and support them in risky situations. It is increasingly important to make links with work on financial capability, enterprise and career choices addressed in economic wellbeing and financial capability.” – Qualifications and Curriculum Authority 2007
- “I am happy to place on record that the government supports the role of adventure as part of active education, especially in helping young people to learn about assessing and managing

risk, in offering them new and exciting challenges, and in helping them to gain skills in leadership and team working that will be of huge value in their progression to adulthood..." – Tony Blair 2001

- "The benefits of Outdoor Education are far too important to forfeit, and by far outweigh the risks of an accident." - HMCI David Bell 2004



Auxiliary Policies, Key Documents & Guidance

Internal Documents / Guidance

This policy runs in conjunction with all other Ramsden Hall Academy policies, paying particular attention to the following policies:

- Child Protection
- Behaviour
- Health and Safety

Key documents and forms include all the Academy activity risk assessments and in-situ pupil risk assessments, paying particular attention to the following forms:

- All Offsite Activities Risk Assessment
- Day Trip List Form
- Day Trip List Medication Form
- Evening Activity Form
- Evening Trip List Medication Form
- Medication Log for All Activities Offsite
- RHS Critical Incident Plan
- RHS Critical Incident Report

External Guidance / Organisations / Documents

- The Outdoor Education Advisors Panel (OEAP) <http://www.oeap.info/> (Primarily, this policy has adopted the OEAP National Guidance 2013). In addition the following guidance has also been consulted and adopted.
 - Health and Safety of Pupils on Educational Visits (HASPEV) – DfES 1998 (Including 3 supplements; The Standards for LEAs in Overseeing Educational Visits; Standards for Adventure; and A Handbook for Group Leaders).
 - Essex County Council (Evolve) <https://evolve.edufocus.co.uk> ○ Health and Safety: advice on legal duties and powers DfES 2014. ○ Learning Outside the Classroom Manifesto DfES 2006.
 - Group Safety at Water Margins DfES.

Legislation

The main statutes relevant within the realm of criminal law affecting outdoor learning, offsite visits and learning outside the classroom include:

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Activity Centres (Young Person's Safety) Act (1995)
- Children Act (2004)
- Children Act (2006)

In addition to criminal law, there may be a civil case if an injured participant or their family makes a claim against a member of staff or their employer.

Roles & Responsibilities

Local Education Authority (LEA)

- Provides written guidance for governors, head teachers and teachers including advice on risk assessment.
- Assess proposals for certain types of visits, e.g. adventurous, overnight and overseas visits.
- Provides training to Academy and Academies.
- Provides support to named staff, i.e. The Educational Visits Coordinator (EVC).
- Maintains appropriate insurance cover.
- Has monitoring procedures in place for off-site visits and activities.
- Provide an *Outdoor Education Advisor*. (See below).

Essex County Council (ECC) has a dedicated Educational Visits Team providing advice, guidance and training for Academy and Academies. The team is contactable via phone, email or via the ECC Evolve website.

Interim Executive Board (Governing Body)

- Ensure that guidance is available to inform the Academy's policy, practices and procedures relating to health and safety of pupils on educational visits.
- Investigate parental complaints.
- Ensure visits have specific and stated objectives.
- Ensure that the Head Teacher / Trip Leader shows how their plans comply with regulations and guidelines, including the Academy's health and safety policy document and, where applicable the LEA's; and for certain visits, e.g. overnight visits, that the Head Teacher / Trip Leader reports back (to the Governing Body) after the visit.
- Ensure they are informed about less routine visits well in advance.
- Assess proposals for certain types of visits, which should include visits involving overnight stay or travel outside the UK, and ensure these are submitted to the LEA via Evolve.
- Ensure that the Head Teacher and Education Visits Coordinator (see below) are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities.
- Ascertain the governor training that is available and relevant.
- To be informed of all overnight visits.

- Ensure that the Head Teacher and the Education Visits Coordinator have taken all reasonable and practicable steps to include pupils with special educational needs or medical needs on a visit.

Head Teacher

- To delegate tasks to an Educational Visits Coordinator, (EVC).
- To ensure there is adequate and relevant insurance cover for all offsite visits.
- To approve all overnight, and overseas visits and submit to the Governing Body for approval. (Followed by delegating the EVC to submit to the LEA for approval).
- To delegate all other day visits to the Senior Leadership Team (SLT) for approval.

Deputy Head Teacher

- To approve all Academy day trips, taking into account financial practicability, rationale for trip, i.e. learning objectives, reward etc. And that the educational visits meet the Academy's requirements.
- Trip Leader and Deputy Head to be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships.

Senior Leadership Team

- Ensure that Disclosure and Barring Service checks are in place for staff within their team.

Educational Visits Coordinator (EVC)

- Liaise with the Head Teacher to ensure that educational visits meet the Academy's requirements including those of risk assessment.
- Support the Head Teacher and Governors with approval and other decisions.
- Assign competent people to lead or otherwise supervise a visit.
- Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience.
- Organise the staff training and induction for Educational Visits.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Review systems and, on occasion, monitor practice.
- To inform and obtain approval from the Head Teacher / Governing Body of all proposed overnight and overseas visits.
- Obtain LEA approval for adventurous, overnight and overseas visits using the ECC Evolve system.
- Ensure that issues identified by exploratory visits have been satisfactorily resolved within the risk assessment.
- Ensure that the accreditation or verification of providers has been checked.
- Ensure that visits are evaluated to inform the operation of future visits.
- Ensure competent Trip Leader who will meet the LEA's criteria. The EVC will assess staff supervisory ability. The Senior Leadership Team should make a judgement on a member of staff's competence and suitability to lead a visit. Discipline on an educational visit may, at times, have to be stricter than in the classroom.

- For less routine visits, the Head Teacher will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary.
- Ensure staff are made aware of and understand Academy guidance on emergency planning and procedures. Training and briefing sessions to be provided for Academy staff.
- Ensure that the Academy has emergency procedures in place in case of a major incident on an educational visit. These should be discussed and reviewed by staff. Ensure that pupils, parents, Trip Leaders and others are given written details of these procedures.
- Ensure that nominated Academy emergency contact has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day. He or she should be able to respond immediately at the Academy base to the demands of an emergency and should have a back-up person or number.
- Establish a procedure to ensure that parents are informed quickly about incident details through the Academy contact, rather than through the media or pupils.
- Recognise that support must be provided by the LEA's public relations unit when dealing with media enquiries.
- Check that contractors have adequate emergency support procedures, and that these will link to Academy and LEA emergency procedures.
- Will attend mandatory Educational Visits Coordinator Training and refresher training every three years.

Trip Leader

- Note; Trip Leader is also referred to as Visit Leader, Group Leader as well as Trip Leader in supporting documents and guidance.
- For comprehensive listing of Trip Leaders responsibilities, see HASPEV Health and Safety of Pupils on Educational Visits, Part 3 supplement; A Handbook for Group Leaders.

In summary:

- Trip Leader is responsible overall for the group at all times.
- Trip Leader to have completed the *RHS Trip Leader Training Procedure for Educational Visits*.
- To follow: RHS Day Visits Procedure, or RHS Evening Visits Procedure, or RHS Adventurous, Overnight and Overseas Visits Procedure.
- Trip Leader is to guide and advise less experienced accompanying staff.
- Ensure that consent or refusal of parents has been obtained and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis. (For the majority of general (local) visits, along with some adventurous visits, consent should be obtained during the admission process by the Administration Team and Transition Manager. It is good practice for the Trip Leader to ensure these are in place.
- Ensure that arrangements are in place for the educational objectives of a visit to be inclusive, to be stated in available documentation (RHS Activity Learning Objectives), and to be made available to all relevant parties.
- Be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships. This responsibility to be shared with the Senior Leadership Manager when signing approval for the visit.

- Trip Leader to check parents have provided their own contact numbers, more than one, which will enable the parents to be contacted in case of emergency. This is put in place during the admission process by the Administration Team and Transition Manager.

Procedure Requirements

Please see appendices 1 – 5 for:

1. RHS Day Visits Procedure 2015
2. RHS Evening Visits Procedure 2015
3. RHS Visits Procedure for Adventurous, Overnight and Overseas Visits 2015
4. RHS Trip Leader Training Procedure of Educational Visits 2015
5. RHS Critical Incident Plan 2015

(Please be aware of the RHS Critical Incident Management Report 2015 not included within these appendices).

Please see appendices 6 – 8 for:

6. Day Trip List Form and Day Trip List Medication Form
7. Evening Trip List Form and Evening Trip List Medication Form
8. Medication Log for All Off-Site Activities.

Monitoring

- As of September 2015, the EVC will monitor one trip taking place during the Academy day and one trip taking place during the evening at least once every term, recording of which shall be kept in the RHS Educational Visits Monitoring Book.
- Peer monitoring takes place in the form of Trip Leader evaluation. Established Trip Leaders assess the competence of new staff / trainee Trip Leaders. This is recorded on the RHS Trip Leader Procedure of Educational Visits 2015.
- Optional feedback is submitted by staff, predominantly the Trip Leader, from general (local) visits during the day or evening.
- Obligatory feedback is required by the Trip Leader from adventurous, overnight or overseas visits.
- All trips need Senior Leadership approval before taking place.
- All overnight trips need Governing Body approval before taking place.
- All adventurous, overnight or overseas visits need LEA approval via the ECC Evolve system before taking place.

Induction and Training

- All staff to have completed the Academy induction before taking part in an off-site visit.

- All Trip Leaders to have completed the RHS Trip Leader Training Procedure of Educational Visits 2015 prior to Trip Leading.
- EVC to attend have up to date EVC certificate having attended EVC training once every three years.
- EVC to annually re-fresh all staff undertaking off-site visits of the EVC Policy and Procedure.

Risk Management and Risk-Benefit Assessment

- All activity risk assessments are located on the Academy network. These are dynamic documents that are reviewed on a biennial basis. Reviews take place from feedback of Trip Leaders and from the EVC monitoring.
- It is the responsibility of the Trip Leader to ensure there is an up to date activity risk assessment in place prior to any off-site trip taking place.
- The EVC will assist Trip Leaders to compile and review activity risk assessments as and when necessary.
- The EVC will submit the required risk management information to the LEA (ECC Evolve) for LEA approval regarding all adventurous, overnight or overseas visits; (having been approved by Governing Body for overnight and overseas visits).
- Trip Leader to complete the optional Risk Benefit Assessment Form (see appendix 9) and submit to the EVC.

Assessing Venues and Providers

- All adventurous, overnight or overseas visits, (thus venues and providers are submitted to the LEA (via the ECC Evolve system) for approval.
- Trip Leaders are advised to use providers already approved by nationally recognised approved schemes such as:
 - Learning Outside the Classroom (LOtC) (<http://lotcqualitybadge.org.uk/>)

Venues and providers recognised by the council for LOtC will display its badge:



- Adventure Activities Licensing Authority (AALA) (<http://hse.gov.uk/aala>) Venues and providers recognised by the AALA will display its badge:



- Adventuremark (www.adventuremark.co.uk)

Venues and providers recognised by Adventuremark will display its badge:



Volunteers

- Volunteers taking part in RHS offsite visits are required to have an up to date enhanced DBS check in place.
- Volunteers taking part in RHS offsite visits are to be accompanied by an experienced RHS Trip Leader at all times.

Emergency Procedure and Incident Reporting

- Staff to follow Critical Incident Plan (see appendix 5) if necessary.
- Staff to follow All Offsite Risk Assessment, (Emergencies and Hospital Visits) if necessary.
- Staff to follow Health and Safety policy for reporting of accidents and emergencies.
- Staff to follow Medical Policy regarding the administration and reporting of First Aid.

Behaviour

- Students will be required to adhere to the RHS Behaviour policy being enforced by staff. It is expected that students will display the highest standard of positive behaviour while in public acting as ambassadors for the Academy.
- Any rewards or sanctions associated with trips should be clearly communicated in a way that students are capable of understanding.

Inclusion

- All RHS students are viable to take part in all trips and visits that are organised for individuals and or their group.
- Students can be omitted due to not earning a place on a planned trip via a behaviour reward system.
- Students may be omitted due to having a sanction being applied at the time of a planned trip. Such sanctions should be clearly communicated and understood by the students.
- Where there is a debilitating factor affecting a student, every effort should be made for inclusion, putting in place an individual pupil risk assessment that is agreed by the student, their parents and the Academy.

Insurance

- Essex County Council Insurance covers all pupils on Education and Off-site visits.
- No forms of indemnity or 'insurance waivers' may be signed without reference to the ECC Legal Service.
- All adventurous, overnight and overseas activities are to be submitted to the LEA (via ECC Evolve) for LEA approval.

Finance

- RHS provides all trips and visits to all students.
- Parents may be asked for a voluntary contribution regarding some trips, in particular residential trips.
- The relevant budget holder for an identified trip is to approve the financial requirements as part of the trip planning process by the Trip Leader.

Appendices

Appendix 1

Ramsden Hall Academy (Day) Visits Procedure for General (local) Visits

Decision made by Trip Leader to organise offsite visit, plus have in place a contingency (plan b) visit.



Trip Leader checks that an up to date activity risk assessment is in place for the proposed visit, including the contingency visit.* Trip Leader to take into account any pupil risk assessments or sanctions in-situ.



Trip Leader to liaise with trip staff (check their availability) and Deputy Head (for their approval) when completing a Day Trip List form.



Trip Leader to submit a Day Trip List Form to the Medical Officer (or member of Care Team in their absence) prior to trip. (There must be reasonable time for any necessary medication to be prepared).



Trip Leader to collect the Day Trip List Form, (and if required a Day Trip List Medication Form along with medication) from the Medical Officer.

If medication is necessary; Trip Leader to sign the Medication Log for All Activities Offsite also located in the Medical Office.



Trip Leader to ensure all staff on trip are aware and understand the relevant activity risk assessment



Trip Leader to leave a copy of completed Day Trip List Form with Administration Team before departure.



Successful Trip

Problems on Trip

(Optional) Good practice for the Trip Leader to complete feedback. Specific trip details to be returned to EVC for trip information; or return to their line manager for learning outcomes.

Identify problem.
If necessary follow the RHS Critical Incident Plan
If necessary, follow relevant policies, i.e. Health and Safety, Child Protection etc. and complete any mandatory forms would need completing: Accident form, First Aid form, Physical Intervention form, Child Protection form, RHS Critical Incidents Management Report.

*Should a planned visit not have an up to date activity risk assessment, the Trip Leader is to submit a proposed activity risk assessment to the EVC, or arrange a time with the EVC to compose the assessment.

Appendix 2

Ramsden Hall Academy (Evening) Visits Procedure for General (local) Visits

Decision made by Trip Leader to organise offsite visit, plus have in place a contingency (plan b) visit.



Trip Leader checks that an up to date activity risk assessment is in place for the proposed visit, including the contingency visit.* Trip Leader to take into account any pupil risk assessments or sanctions in-situ.



Trip Leader to liaise with trip staff and inform the Evening Coordinator, (EC) of proposed trip.



Approval for Evening Trips are made in End of Week Care Meeting with Head of Care.



EC to complete the Evening Activity Form.



EC to check if medication is required and complete an Evening Trip List Medication form and submit a copy to the Trip Leader and a copy to the Medical Officer (for filing).



If necessary; EC to sign the Medication Log for All Activities Offsite (located in the medical office).



Trip Leader to ensure all staff on trip are aware and understand the relevant activity risk assessment.



Successful Trip	Problems on Trip
(Optional) Good practice for the Trip Leader to feedback to the EC to be recorded on the EC report.	Identify problem. If necessary follow the RHS Critical Incident Plan If necessary, follow relevant policies, i.e. Health and Safety, Child Protection etc. and complete any mandatory forms would need completing: Accident form, First Aid form, Physical Intervention form, Child Protection form, RHS Critical Incidents Management Report.

*Should a planned visit not have an up to date activity risk assessment, the Trip Leader is to submit a proposed activity risk assessment to the EVC, or arrange a time with the EVC to compose the assessment.

Appendix 3

Ramsden Hall Academy Visits Procedure for Adventurous, Overnight or Overseas Visits

Decision made by Trip Leader and SLT member to organise adventurous, overnight or overseas visit.



Trip Leader submits the proposed trip to the EVC on a Day Trip List form. If the proposed provider has already been assessed by the ECC Education Visits Team, then the proposed visit must be submitted by the EVC to the ECC Education Visits Team 4 weeks prior to the planned trip. If the proposed provider has not been assessed by the ECC Educational Visits Team, then the proposed visit must be submitted by the EVC to the ECC Education Visits Team 6 weeks prior to the planned trip. (At this stage it is advisable to consider repeat visits if possible, thus avoiding the mandatory notice periods).



EVC liaises with SLT / Head to confirm approval. For overnight and overseas visits; approval is also required from the Governing Body.



EVC submits the necessary information for the proposed visit onto the ECC Evolve website. On receipt of an approval from the ECC Educational Visits Team (amendments may have to be made, thus re-submitted), the approved trip information is given to the Trip Leader.



Trip Leader to submit a Day Trip List form to the Medical Officer or member of Care Team in their absence 24 hours prior to trip.



If medication required, Trip Leader collects Day Trip List Medication form from Medical Officer prior to departure.



On receipt of a positive approval, Trip Leader to ensure all staff on trip are aware and understand the relevant activity risk assessment.



Trip Leader to take into account any pupil risk assessments or sanctions in-situ, and make the trip staff aware if applicable.



If necessary; Trip Leader to sign the Medication Log for All Activities Offsite (located in the medical office).



Trip Leader to give copy of completed Day Trip List Form to Administration Team before departure.



Successful Trip

Problems on Trip

<p>EVC / Trip Leader to complete feedback form on the ECC Evolve website.</p>	<p>Identify problem. If necessary follow the RHS Critical Incident Plan If necessary, follow relevant policies, i.e. Health and Safety, Child Protection etc. and complete any mandatory forms would need completing: Accident form, First Aid form, Physical Intervention form, Child Protection form, RHS Critical Incidents Management Report.</p>
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Appendix 4

Ramsden Hall Academy Trip Leader Training Procedure for Educational Visits

Staff Name:

Working Title:

Date Started:

Trip Leaders are established and experienced members of staff, all of who have passed their probationary period, who's line manager feels confident in their ability to lead a trip.

Following completion of the staff probationary period, all trainee Trip Leaders should accompany an experienced Trip Leader on at least six offsite educational visits, the last visit being accompanied by the Academy EVC. Trip Leader training table (see below) should be completed on these six visits.

Date of Trip	Destination	Trip Leader Name	Competency level passed (YES / NO)	Signed (Trip Leader)
		S. Brosnan (EVC)		

Note: Competency level should be assessed in the trainee's behaviour management of students, trip organisation skills and abilities e.g. transport, catering, booking, preparation and financial logistics.

Date of Trip	Additional comments made by Trip Leader

On completion of the above, the trainee staff member and their line manager to discuss in supervision / link meeting their confidence to Trip Lead.

The trainee staff member, their line manager and the Academy EVC to sign below that they are confident the trainee Trip Leader can carry out Trip Leader responsibilities and follow the Academy's Educational Visits Policy and Procedure.

Date + Trainee staff signature:

Date + Line manager signature:

Date + Academy EVC signature:

Appendix 5

RHS Critical Incident Procedure



On location staff

- Contact emergency service and follow their direction above all other directives.
- Make area safe / bring persons to safe area if possible.
- Apply any necessary first aid.
- Contact emergency contact at Academy.



Emergency contact staff		On location staff
staff: Following information from location	Y/N or Initials Column	All persons needing to attend hospital should be accompanied if possible. However, no young person should be left without support. <input type="checkbox"/> Emergency information cards to go to hospital. I.e. Cards with: <ul style="list-style-type: none">o Name of person (student or staff).o D.o.b.o Contact details.o Parental responsibility names & contacts.o Medical information (including doctors name / contact).o Next of Kin.o Academy name / contact.
<input type="checkbox"/> Have emergency services been called?		Continued support for young persons (and staff if necessary).
<input type="checkbox"/> What's happened? (Brief description below)		Following information acquired if possible or necessary.

		<ul style="list-style-type: none">□ Obtain details of other parties and witnesses if necessary:<ul style="list-style-type: none">○ Name(s) / contact details (check ID). (+ involvement i.e. witness or 3rd party). ○ Motor Registration(s) ○ Insurance details.
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<input type="checkbox"/> Persons taken to hospital? Hospital Name: Names of persons (Initials):		<input type="checkbox"/> Record (and if necessary exchange) information. <ul style="list-style-type: none"> ○ Date / Time. ○ Brief description of incident. ○ Brief description of location / environment (weather / light etc) ○ Take photos. ○ Who called emergency services? ○ Signed agreement of incident.
<input type="checkbox"/> Staff name (Initial) accompanying to hospital.		<input type="checkbox"/> Maintain contact with Academy. <input type="checkbox"/> Provide regular update.
<input type="checkbox"/> Plan for rest of group? <ul style="list-style-type: none"> ○ Return to base? ○ Attend hospital? ○ Staff remaining with group? 		<input type="checkbox"/> Follow plan as discussed with emergency contact, i.e. returning to base / returning to Academy etc.
<input type="checkbox"/> Contact all Senior Management and IEB for assistance.		
<input type="checkbox"/> Contact LEA for assistance if required. <ul style="list-style-type: none"> ○ Local Authority Academies Communication (01245 434745 Office Hours) (01245 867525 Out of Hours) ○ ECC Education Visits Team (01245 221022) 		
<input type="checkbox"/> Locate emergency pack containing emergency contact cards for all persons.		
<input type="checkbox"/> Decide on plan of action. <ul style="list-style-type: none"> ○ Group coming back to Academy? ETA. ○ Any persons remaining e.g. in hospital. ○ Any persons remaining in support. 		
<input type="checkbox"/> Identify who is to contact families of students and staff. Have information ready.		
<input type="checkbox"/> Identify who is media contact / liaison. All media to go through this one person.		
<input type="checkbox"/> Contact families with information.		

<p><input type="checkbox"/> Create plan for groups arrival back at Academy.</p> <ul style="list-style-type: none"> ○ Persons getting home (students and staff). ○ De-brief. ○ Support for students / families and staff. ○ Next day follow up support. ○ SLT to fill in RHS Critical Incident Report 	
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Appendix 6

Day Trip List Form

RHS DAY TRIP LIST FORM 24			
Date Of Trip:		Mobile Phone No.:	
Trip Leader:		First Aid Staff:	
Destination & Purpose Of Trip:			
Accompanying staff:		Name of Approved drivers:	
School vehicle booked:		Parking arranged:	
Departure Time:	Return Time:	Own Car Approval:	
Petty Cash Request Approved By:	Amount:	Date Approved:	
The following must be arranged and completed 24 hours before departure.			
Child's Name	Child's Name	Trip Leader to check following in place	Risk
		Transport arrangements i.e. adjustments to student transport to / from school.	
		Risk Assessment (pupil & activity) RA's is known to all staff participating on trip.	
		Consent letters Received if necessary.	
		Catering team i.e. made aware if necessary (cancelling meals at school, preparing packed meals). Finance organised i.e. activity costs, parking fees etc.	
Medication required:		If yes a separate medication form needs to be completed by the medical officer this must be taken on the trip (medication required. Please attach to this form).	
		YES (please tick)	NO (please tick)
Signed Medical officer		Date:	
Signed Trip Leader		Date:	
Approved/signed Deputy Head:		Date:	
Feedback on the trip (Please continue overleaf if necessary):			

*Staff to be aware that necessary parking costs need to be claimed back with the travel expense form. This staff should carry necessary change for parking. Completed Forms should be returned to Front Office. QW 16/11/15

Day Trip List Medication Form

AT RAMSDEN HALL ACADEMY WE...

