



St. Constantine's International School

EDUCATIONAL VISITS AND ENRICHMENT SCHOOL POLICY

TYPE OF POLICY: WHOLE SCHOOL

Section A- The Policy

Section B – practical advice and tips to implement the policy

Attachments to this policy:

1. Trip Proposal form
2. Risk Assessment
3. Fixture form (for sports fixtures)
4. Parental consent and medical form
5. Incident report form
6. External provider form
7. School based emergency contact checklist

Implemented: January 2017

Revision date: November 2019



Section A- The Policy

Policy Aims

Through the operation of this policy we aim to recognise the significant educational value to students of visits and activities away from the immediate school environment and believe that staff should be encouraged to organise and take students out on such trips. Such trips should:

- a. Enhance students' understanding of curricular activities.
- b. Develop students' social skills including resourcefulness, independence, initiative and self-reliance.
- c. Provide opportunities to develop skills.
- d. Enable students to spend time happily and intelligently sharing experiences with others.

The School recognises and accepts that such visits may present risks to the health and welfare of students. Educational trips and visits will therefore be planned and operated in accordance with this policy so that everyone involved understands his/her responsibility and can participate fully in the learning outside of the classroom.

All educational trips and visits will be appropriate and relevant to the age, maturity, capabilities and needs of the students participating and will be compatible with the ethos of the school.

It is assumed that, in the context of this document, "off-site visit" will include all sports tours, trips to the cinema, cultural visits, foreign trips, residential trips, curricular fieldwork, Duke of Edinburgh Award expeditions, house and boarders' outings (with the exception of local regular day boarding visits to the local shops etc within Arusha).

In the context of this document, the "trip leader" is the member of staff in charge of the visit, sports team or expedition.

1. Legal Responsibilities

Under Common Law (innocent until proven guilty) we have a duty "to take reasonable care to avoid acts or omissions likely to cause foreseeable injury (physical or mental)". This duty is owed to members of staff, students and others, such as parent volunteers, who may be involved.

Also, under Common Law, the members of staff accompanying students on a visit have ultimate responsibility for safety and are deemed to be acting "in loco parentis". In these circumstances staff are held to the same standard of care as would be deemed a reasonable parent. Occasionally, this duty of care can be temporarily transferred to others e.g. an instructor at an activity centre where the activities are controlled by those instructors/experts.

2. School responsibilities

The School should carry out **risk assessments** and introduce arrangements for planning, organising, controlling, monitoring and reviewing the management of health and safety. These assessments should address risks to which employees and students are exposed, to ensure that appropriate control measures are taken to protect their health and safety.

Where the school implements preventative and protective measures they should be based on the following principles:

- Avoiding risks
- Evaluating risks that cannot be avoided
- Combating the risk at source

- Adapting the work to the individual
- Adapting to technical progress
- Replacing the dangerous by non-dangerous or less dangerous
- Developing a coherent overall prevention policy
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees
- Provide access to competent advice

All accidents and incidents (near misses), no matter how minor, should be recorded on the SCIS Incident Report form (attached) and forwarded to the Head of Secondary/Primary, as appropriate, for further action.

Whilst any off-site centre will have similar duties, trip leaders should maintain their own records for the school's purposes. Any accident as part of an off-site visit should be reported.

The School is responsible for the following:

- Maintaining appropriate insurance cover.
- Ensuring that the trip leader's plans comply with the regulations and guidelines of the SCIS Health and Safety Policy.
- Ensuring that training needs have been addressed.

These responsibilities are delegated, through the Headmaster, to the Head of Primary/Town Campus and Head of Secondary.

The responsibility of the Head of Primary/Town Campus and Head of Secondary is to:

- Agree the process of approval for all visits in liaison with the Activities Coordinator.
- Ensure that the accreditation of external providers is carried out and questionnaire is complete (*External provider questionnaire*).
- Ensure that all visits have contingency plans in place.
- Ensure that all visits have emergency procedures in place.
- Ensure that visits comply with the SCIS Health and Safety Policy.
- Ensure that all visit leaders are assessed as competent.
- Ensure that Risk Assessments are adequate.
- Ensure that parents are informed and that they have given consent.
- Ensure that accidents and incidents are reported on the Incident Report form and ensure that this is uploaded onto iSAMS.

3. Trip Leader Responsibilities

Supported by the school, the named trip leader will have overall responsibility for the supervision and conduct of the visit including direct responsibility for the students' health, safety and welfare. The Trip Leader MUST have a School Based Emergency Contact (SBEC) to help and support with this responsibility.

For every off-site visit or expedition the leader must:

- Have approval to carry out the visit.
- Be suitably competent to control, lead or instruct the students on the visit.
- Be aware of Child Protection issues.
- Ensure that there is adequate First Aid provision for the visit.
- Undertake and complete the planning and preparation of the visit, including the brief of students, parents and supervisors, where necessary.
- Ensure that generic and event-specific Risk Assessments are in place for the visit – and copies are carried on the visit.
- Ensure that a medical check has been completed for all participants (*Parental consent and medical form* attached) and that this information agrees with the data on iSAMS. Any new

medical information that arises should be uploaded onto iSAMS through the school Nurse.

- Ensure that the student signs the *Student Code of Conduct* (attached).
- Ensure that the ratio of supervisors to students is appropriate for the needs of the group relative to the activity to be undertaken.
- Have enough information on students proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed or confirmed.
- Consider stopping the visit at any time if the risk to the Health and Safety of participants is unacceptable.
- Ensure that supervisors have the details of emergency procedures and school contacts.
- Ensure that, for any overnight, hazardous, overseas or trip that carries an extra charge, parents have given written consent. Matches or fixtures do not require this permission. All other local day trips are covered by the form submitted by parents when students join the school.
- All off site visits require a School Based Emergency Contact (SBEC), see page 21.
- Trip Leader to send list of student names to Head Primary/ Secondary/ Town Campus, so that any potential student behavioural issues can be highlighted.
- All off site visits require a Risk Assessment (section 12 below).
- The designated trip leader will be selected and approved by the Headmaster.
- Ensure that the 'on duty' policy (section 19) is enforced. A duty rota will need to be produced and explained to all accompanying staff.

4. Accompanying Staff

Teaching staff acting as supervisors have a responsibility to ensure the Health and Safety of students in their care. They must:

- Follow the instructions of the trip leader.
- Consider stopping the visit or the activity (notifying the trip leader) if they consider the risk to the Health and Safety of any group or group member to be unacceptable.

5. Volunteers

Adult volunteers must understand clearly what their responsibilities are. Non-teaching adults acting as supervisors should:


- Do their best to ensure the Health and Safety of students in their care.
- Follow the instructions of the visit leader and teaching staff supervisors.
- Contact the visit leader if concerned about the Health and Safety of any student during the visit.

6. Student responsibilities

The trip leader must make it clear to the students that their responsibilities include:

- Not taking unnecessary risks.
- Following the instructions of the leader and other supervisors, including those at any venues for the visit.
- Dressing and behaving sensibly and responsibly.
- If abroad, being sensitive to local codes and customs.
- Looking out for anything that might hurt or threaten the safety of any member of the party and tell the visit leader or supervisor about it.
- Students must sign the *Student Code of Conduct* for residential trips. A sample is attached at the end of this document.

Any student whose behaviour may be considered to be a danger to themselves or the group may be stopped from participating.



Parents should be able to make an informed choice about whether their child should go on a visit. The visit leader should ensure that parents are given sufficient information in writing and/or are invited to any briefing sessions.

7. Competence of Leaders and Supervisors

A person who possesses sufficient technical knowledge, experience and skills to be able to carry out the specific task and prevent danger or injury arising during the course of the work, or as a result of the work, is deemed to be competent.

Leaders and supervisors of all visits must be deemed competent for the task. For some trips (including the more hazardous ones) this may take the form of a National Governing Body qualification endorsed by someone with a higher level of expertise in the area of competence being verified. It is up to the Headmaster to deem someone as competent to lead or supervise a trip.

8. Planning a Trip

There are three parts to any trip or visit:

- a. The planning that takes place before a visit, which includes outline approval, detailed planning and substantive approval.
- b. The visit itself, which will include briefing of students and supervisors and supervision of the visit.
- c. Post trip evaluation, including the reporting of any accidents or incidents.

Once permission has been gained, detailed planning may begin.


It is unlikely that permission will be granted for a trip during school time for those in public exam year groups in the second half of the Easter term or in the summer term in the run up to exams unless it is likely to contribute directly to raising achievement.

The trip leader is to ensure that the objectives of the visit are pitched at the correct level for those students taking part. He/she should also ensure that any licenses / accreditation are in place where appropriate.

9. Permission

SCIS requires students to have permission for all off site visits.

A submission of the proposed visit is made to the Headmaster. For all overseas trips and residential trips, the Headmaster will decide if planning for the trip should proceed on the basis of cost, educational value (in the broadest sense) and impact on the curricular and extra-curricular



life of the school. If the outline is approved the trip will be put onto the Calendar on iSAMS by the Activities Coordinator or if it is a curriculum trip, by the Head of Primary/Secondary, as appropriate.

Sporting Fixtures - Staff must complete a '*Fixture form*' (attached) before attending a day fixture.

10. Police checks and staffing

Police Check for Day trips. Adults must either be Disclosure and Barring Service [DBS] (UK) or Police checked or not left alone with students. Check with the Human Resources Director that we have up to date information on your selected members of staff.

Residential visits - All staff on a residential visit must have a DBS/police check on record.

11. Staff/student ratio

All out of school activities must be organised with the safety of participants as a major consideration.

Trips can only proceed where appropriate staffing is put into place. There must be two staff minimum on a trip, unless the trip is in Arusha e.g. Cultural Heritage.

Guideline ratios:

1:6 Residential Years 1 and 2

1:10 Residential Years 3 to 11

1:15 Residential Years 12 to 13

1:6 Day trips Nursery - Year 1

1:10 Day trips Years 2, 3 and 4

1:15 Day trip Years 5 to 9


1:20 Day trip Years 10 to 13

Factors such as local conditions, the nature of the activity, the ability and special educational or medical needs of the students and the experience of staff may require greater supervision; ratios should be increased if the risk assessment dictates.

Remote Supervision - Under certain circumstances it may be necessary to allow groups of students to be away from the group leaders in order to carry out a certain task or activity. If this is planned within a visit, then permission must be received from the parents beforehand. The minimum group size for students under remote supervision must be groups of 3.

The appropriate number of supervisors will depend on a number of factors including:

1. Gender, age and ability of party members.
2. Students with SEN or medical needs.
3. Nature of activity.
4. Duration of visit.
5. Type of accommodation.

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6. Competence of staff/supervisors.
 7. Behaviour record of students.
 8. First Aid cover.

It must be ensured that there is sufficient supervisors to accommodate emergencies, such as the need for a student to return home early due to an accident/ill health.

The staffing ratio will be determined by risk assessment and will allow for emergencies.

Trip leaders or supervisors whose own children are involved on a visit cannot be included in the supervision ratios since they would revert to the role of a parent if their child were unwell or suffered an accident.

On some occasions the staff to student ratio may be supplemented by parents or volunteers at the discretion of the trip leader, who should clearly define the responsibilities of such individuals and ensure that they are understood. This will also need to be cleared with the Headmaster.

An exploratory pre-visit should be made, if at all possible for visits abroad or for any residential visit or where the location is not familiar so that an adequate assessment of risks can be made.

Ratios and students with SEN and behavioural Issues

Reasonable adjustments should be made to accommodate a student with an SEN within reasonable and safe parameters and this may affect the staffing ratio above.

Discuss any complex cases with appropriate staff (SLT, HoH, Tutor).

12. Risk Assessments

Risk assessments must be completed prior to a trip covering all aspects of the trip and submitted to the School Based Emergency Contact (SBEC) and SLT.

Ongoing (dynamic) risk assessments should also be made as the trip is in progress and any appropriate adjustments to the itinerary should be put in place.


There are three main types of risk assessment: generic, event-specific and on-going.

- a. Generic – these risk assessments are normally prepared by the School. These are applicable to the activity wherever and whenever it takes place (an example might be travelling by minibus or bus).
- b. Event Specific – these are risk assessments that are prepared by the trip leader and will differ from place to place and group to group.
- c. On-going (dynamic) – these risk assessments are made while undertaking the visit; judgements and decisions are made as the need arises and are not normally recorded until after the visit.

A pro forma risk assessment is attached.

All risk assessments should:

- a. Identify the significant hazards.
- b. Identify who might be harmed.
- c. Evaluate the risk level.



d. Identify controls that are in place.

e. Implement additional controls if needed.

Copies of all risk assessments should be forwarded to the respective Head of Primary/Secondary and a copy should also be kept and taken on the trip.

It is good practice to have a contingency plan 'B' in the eventuality of the original proposals not being possible (e.g. due to poor weather). This should also be risk assessed.

A *Risk Assessment form* must be completed prior to the visit/activity and copied to the Activities Coordinator and Head of Primary/Secondary. Assistance in completing these forms can be sought from the Activities Coordinator.

When using outside centres or staff, written confirmation or their own risk assessments must be sought to ensure that their equipment and facilities are suitable and of appropriate quality and that their staff hold appropriate qualifications for the activities to be undertaken.

It is advisable to review the risk assessment after the trip/visit in order to improve the organisation of future trips.

13. Medical care and First Aid

If appropriate the trip leader should appoint a member of staff to be responsible for the first aid documentation and equipment. The appointed person should:

- liaise with the school nurse over a student's health information;
- inform the nurse of the date of the trip and request an appropriate first aid kit;
- collect and return the first aid equipment and documentation from the nurse;
- accurately record any accidents or incidents on the *Incident report form* (attached).

Information will be provided by the nurse on individual student's health needs, care plans, medications and allergy status. **Staff will need to be particularly aware of children with Epi-pens and be trained to administer them if necessary.** Staff also need to be aware of other medical needs, for example, asthma, diabetes, allergies etc.

14. Swimming/in-water activities

Swimming, paddling and other 'in-water' activities should never be allowed as an impromptu activity. 'In water' activities should only take place when a specific risk assessment has been completed and qualified supervision is available.

15. Transport

For visits/activities using *outside* agencies the staff member in charge must ensure the venue, organisation concerned and the transport company all meet legal safety requirements.

16. Buses

If transport is by a *hired* bus, the following rules must be followed:

- Wherever possible utilize SCIS recommended providers
- Staff booking vehicles should ensure that seat belts are provided for all passengers. It is the responsibility of the travelling staff to ensure that all students' seatbelts remain fastened for the journey.
- Students should be reminded, before boarding the bus, of the expected behaviour as they board and travel.
- The bus company must comply with the national laws and regulations e.g. speed limits.

17. Staff Vehicles

Members of staff may transport students in their own cars as long as the matter has been agreed with the Head of Primary/Secondary. The member of staff should ensure that the safety of the students is considered just as if they were being transported in the school bus. The following points must be complied with:

- Have appropriate insurance. Mileage/petrol allowance will be paid to cover this cost but should an accident occur this will be claimed from the individuals own insurance policy and any costs incurred will be borne by the individual.
- Parental permission must be sought in advance of travel
- If possible, avoid transporting one student, especially of the opposite sex.
- If possible, place students in the rear seats.

18. Parents' Vehicles

The use of parents' vehicles may be necessary. Permission for this option should be sought from the Head of Primary/Secondary in advance. Parents of child passengers should be notified of the transport arrangements and be given the opportunity to request an alternative should they have any concerns. On no account should a day child be allowed to travel in the vehicle of another parent without the member of staff receiving verbal confirmation from the child's own parent that they agree to the situation. In this matter the school acts in loco parentis for boarding students. Parents transporting students must leave their mobile phone number with the office and the member of staff in charge of the trip (the parent should also have the number of the member of staff). A written disclaimer should be sent by the parent to the Headmaster (or someone delegated by him), confirming that the school will not be responsible for any accidents relating to the journey where the parent is driving students themselves.

19. Other transport

Other transport: If transport will be used other than those already mentioned, e.g. travel abroad by air or sea, then consultation will need to take place between the group leader and the Activities Coordinator to establish suitable arrangements for both staff and students.

20. Meeting at a Destination

Where students are allowed to meet staff at an event/venue, SCIS will take responsibility for the student when they meet with the student at the event only. This must be made clear to parents in a letter prior to the event.

21. Students driving themselves

Application should be made to the Headmaster. A written disclaimer should be sent by the student to the Headmaster, confirming that the school will not be responsible for any accidents relating to the journey where the student is driving themselves.


22. Flights and insurance

Please consider the following:

Insurance - what happens if you miss the flight? Please check that this is offered in the travel insurance as it would be an extremely costly exercise if there was no compensation for a new booking for the whole group in the event of a delay that was caused by something out of your control on the way to the airport.

23. Transport to the airport

Please consider the most reliable and safest means of getting to the airport to prepare for a flight that



you do not wish to miss. The cost of this should also be included in the budgeting.

24. Accommodation

If accommodation is required, the following need to be in place:

- a. Accommodation must comply with the health and safety regulations for that country.
- b. Appropriate security arrangements must be in place for all student/staff possessions.
- c. Separate male and female accommodation and washing facilities must be in place.
- d. Staff accommodation must be close at hand.

Parents should have full details of accommodation arrangements.

25. External Providers

If an external provider is being used the following points must be taken into account:

- a. External providers are responsible for assessing the risk of those parts of the visit that they are contracted to provide. They are required to complete the *External Provider questionnaire* (see attached as sample).
- b. Financial arrangements are to be made between the 'provider' and SCIS – not the students' parents.
- c. If using a tour operator, ensure they are approved by a bonding agency (e.g. ABTA).

26. Insurance including medical insurance

SCIS has Public Liability cover for all 'approved' activities on-site and off-site. Trip leaders are advised to check that staff and students are adequately covered for **medical insurance** and that if travelling out of Tanzania, staff and students have the appropriate medical rescue cover. Travel insurance should be sought through the Trips Administrator in Accounts. A copy of the staff/student passport will be required for this insurance.

27. Briefing Students and Supervisors


Students should clearly understand what is expected of them and what the visit will entail. They must understand the standard of behaviour expected and why rules must be followed. They must be informed about potential dangers and how they should act to ensure their own safety.

All supervisors must understand their roles and responsibilities at all times. It is helpful if this is given to them in writing. It is essential that supervising staff know when they are on duty and when they have 'down time' (for example on a trip that takes place over a number of days and nights).

The nature of some adventure activities (e.g. Duke of Edinburgh Award expeditions) requires students to work without direct supervision. Parents must be made aware that supervision will be remote.

28. Staff drinking

Staff drinking is **not** allowed on day trips. It is discouraged on school residential trips. Throughout the duration of residential trips there must always be **at least two** members of staff 'on duty' each day



that do not drink alcohol. Staff who wish to drink who are not 'on duty' must do so in **moderation** and should still be able to remain professional and in control of any situation that may occur.

29. Mobile Phones

Students are not permitted to have mobile phones on primary trips. Electronic devices will be allowed on long journeys at the discretion of the Head of Primary.

Mobile phones will not normally be allowed to be taken on a secondary day trip. Mobile phones may be taken on a secondary residential trip at the discretion of the trip leader in consultation with the Head of Secondary. This includes any item that can be connected to the internet (iPads/iPods etc).

This rule must be clearly stated in letters and parental meetings.

On some visits students' mobile phones may be appropriate when the risk assessment indicates that phones would make the visit safer.

30. Trip Phones

A trip phone will be provided as part of the trip pack, where necessary. This will be fully charged and set up with the SBEC telephone number and is obtainable from the Trips Administrator in Accounts. It will also have the numbers for SLT on it and the school reception number.

For trips outside of Tanzania, special attention will need to be paid in the preparation of obtaining the correct SIM for the correct country. The trip leader may need to purchase a SIM card and add credit to the phone. This cost should be included in budget costings so that there is cash available for this purpose.

31. Emergency Procedures


In the event of an accident or emergency occurring during an off-site visit or activity the trip leader should follow the relevant emergency procedures laid down in this section.

All trip leaders must carry the name and contact details for the SBEC and members of SLT for the duration of the visit or activity. They should also:

First and foremost deal with the incident or any life threatening situations by removing the students from the situation, applying first aid or protecting the group from harm. When the situation is under control apply the following:

- a. Accidents and near misses may be categorised as either minor or serious. In order that the School can update its risk management procedures all near misses should be reported on the *Incident report form* and inform the SBEC.
- b. For minor emergencies the trip leader will respond by attending to the injured person and ensuring the safety of the rest of the group. On return to the School they will complete an *Incident report form*.
- c. For serious emergencies the trip leader will respond by attending to the injured, ensuring the safety of the rest of the group, summoning help/evacuation by whatever means appropriate and contacting the SBEC immediately. On return to the School they will complete an *Incident report form*.
- d. In order to call an ambulance in Tanzania you will need the numbers for the following:

112- local ambulance
AMREF
AAR



Jubilee Resolution

- e. Students at SCIS will usually have either Resolution insurance (Boarders) or Jubilee insurance. You will need this to hand when dealing with Emergency Services.
- f. In the event of a fatality the trip leader will respond by attending to any injured persons and ensuring the safety of the rest of the group. If in Tanzania, they will then call the SBEC who will summon KK Security to assist and ensure safety at the scene of the accident and the Police, giving the details of location, nature of accident, number of individuals involved and the condition of the group. The contact details of any witnesses should be obtained. In Tanzania, the police do take responsibility for informing the family of the bereaved. The SBEC (with SMT) will liaise with the police in this matter.
- g. The remaining activity participants should be prohibited from using mobile telephones (in order to maintain the confidentiality of the incident until the next of kin have been informed via the proper channels).
- h. Fire risks - The group must know the fire routine/drill for their venue and should the accommodation not have one, the trip leader should must create this and make everyone aware on day 1.
- i. Security – consider the security of the building at night and take appropriate action.
- j. No member of the School's staff other than the Headmaster is authorised to speak to the press/media.

In the event of an incident it is good practice to make notes as soon as is reasonably possible after the event to help in the recording of the incident on the accident report form.

32. Photographs

Consider photo opportunities for the website whilst you are away on the trip. As trip leader you are responsible for an article (this can be delegated).

33. Returning from a trip

- I. Expected return times should be provided before departure.
- II. If you are going to return out of school hours inform the operations manager in advance who will notify KK security.
- III. Call the SBEC to say you have returned safely.
- IV. If you are going to be late, call the SBEC with an ETA. They will then contact parents / KK security where relevant

After a residential visit, please provide a short written report to VPI (Good/Bad/Value for money) and complete and send any *Incident report forms* for further action.

34. Types of Visit

Day Visit – this type of visit may be undertaken each year/term or an ad hoc basis in support of particular parts of the curriculum e.g. art trips to galleries or lectures and concerts in nearby cities and towns. Boarders' trips at weekends or evenings would be included in this type of visit.

It will be necessary to seek approval for such visits and to carry out the planning process including



completing a risk assessment. Parental consent will be required.

Sporting Fixtures – All ‘away’ fixtures constitute an off-site visit.

Adventure Activities – There are three recognized categories of adventure activities:

- a. Category A – Activities that present no significant risk e.g. walking on non-remote country paths.
- b. Category B – Higher risk or higher profile activities e.g. walking in remote country, camping.
- c. Category C – Includes all activities that which, if not school-led would be “in scope” of the Adventure Activities Licensing Regulations 1996 and other “high risk” non - licensable activities.

As an example, a school skiing or canoeing trip will be a Category C visit, whilst Duke of Edinburgh’s Award trips will generally be Category A or B.

35. Overseas trips

Overseas trips will normally involve much more comprehensive planning than other off-site trips. An exploratory visit, however, is likely to be much more difficult to undertake.

Explanation and discussion should take place on the following:

- Food and drink – difficulties with drinking water/raw fruit and vegetables, shellfish.
- Money – local currency, dollar equivalent of each denomination, how to carry safely.
- Emergency procedures.

36. Visa and passport requirements

Visa and passport requirements should be ascertained as part of the planning process and communicated to parents/group members. The trip leader should ensure that all requirements have been fulfilled at an early stage in the process. The Trips Administrator in the Accounts Office will assist with this.

37. Vaccinations

The visit leader should establish if any **vaccinations** are required and the lead-in time. All members (and their parents) must receive this information in good time to arrange vaccinations. Written confirmation (e.g. a vaccination certificate) should be sought to confirm that the course has been completed. This information will be required together with the passport, so this should be accompanying the student at the time of travel.


38. Contingency fund for Overseas Trips

A contingency fund should be considered to cover the possibility that medical treatments may need to be paid for in advance.

39. Paperwork for an overseas trip

The trip leader should ensure the following paperwork is taken:

- a. Itinerary.
- b. Travel tickets, passports, visas and vaccination certificates (Yellow Fever etc.). Photocopies are needed as well as the originals. It is advisable to keep the



photocopies with the second member of duty staff.

- c. Names, address and telephone number of the group's accommodation and confirmation of booking and payment. Be sure that you know what is included/excluded in the hotel booking so that there are no surprises at the end of the trip.
- d. Medical insurance cards and details of any significant medical histories.
- e. Completed *Parental consent and medical forms* (for each student).
- f. Contact details for the SBEC.
- g. Consent forms and emergency contact details for the parents (names, addresses and home/work/mobile telephone numbers).
- h. Adequate copies of lists of group members and their mobile phone numbers
- i. Travel insurance policy (overseas trips). Ensure that this includes medical emergency provision.
- j. Risk Assessment(s).


The School should retain the following information:

- a. Itinerary.
- b. List of all group members (including adults) and their mobile phone numbers.
- c. Copies of the completed *Parental consent and medical forms* with emergency contact details.
- d. Copies of travel documents, insurance policies, medical papers, passports and visas.
- e. Names, address and telephone number of the group's accommodation and confirmation of booking and payment. (if any).
- f. Risk Assessment(s).

40. Considerations during the visit

During the visit the following should be considered:

- a. Providing each group member with a note in the relevant language for use if they get lost. It should advise the reader of their participation in a school trip and ask that they be reunited with the group at the accommodation or take them to a police station.
- b. Making sure that all group members carry an appropriate amount of foreign currency at all times.

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- c. Making sure that members of the group can easily be identified at all times i.e. school uniform or distinctive clothing/hats/bags as appropriate.
 - d. Students should be briefed on the purpose, timings, clothing, equipment, potential dangers and behaviour expected on the trip, in line with the School's Behavioural Policy.
 - e. That participants have suitable sun protection (hats/glasses/sun cream of high enough protection).
 - f. Consider giving a 'card' with emergency information on.

41. Uniform

For educational day visits, school uniform will be worn. For non-educational visits and travel days of residential trips, students will wear a top that is identifiable to SCIS – either a uniform top (PE/School) or a designed trip T-shirt.

The trip leader can make the decision if full uniform needs to be worn (consider: SCIS image, purpose of trip, activities on trip).

42. Adventurous Trips

Staff should be reminded that, as with any other adventurous activity, skiing, snowboarding or adventurous related activities should only take place under the direction of an appropriately qualified and competent instructor.

All trips require appropriate insurance cover. Many insurances do not include skiing and diving, therefore this must be specified to the insurance company.

43. Water Activities

There is a clear distinction to be made between water-based activities and water-margin activities. Water-based activities are regarded as adventurous activities (watersports) and require approval and planning accordingly.

Water-margin activities are "learning activities" near or in water. There needs to be a Risk Assessed Plan B in place for alternative activity. Parental consent is needed for these activities.

44. Hill walking

When hill-walking each group should carry: first aid equipment, survival bags and extra food. Trip leaders should be equipped with map and compass, whistle, mobile phone, pencil and paper, suitable food and drink and a torch.


45. Weather forecasts

Staff should check local weather forecasts and conditions. Information about the day's route or activity should be left at school or at the centre if the trip is residential.

46. Cover lessons

Details of all visits/activities should be discussed in advance with staff whose lessons will be affected (including House of Boarding) and agreed by the Head of Primary/Secondary, as appropriate.

47. Communication with Parents



A *Trip proposal form* (attached) containing information such as student names, departure and return times, staff names, etc.) must be completed and counter-signed by the Head of Primary/Secondary, as appropriate at least 5 working days before the trip/visit (day visits). Once approved, a hard copy of the trip information will be given to the Head of Primary/Secondary and a digital copy will be saved on iSAMS.

A means of communication with the school must be agreed in order to communicate any changes to the agreed arrangements to parents/staff via email through iSAMS.

48. Trips during school holidays and communication

For trips during the school holidays, the trip leader must liaise with the Activities Coordinator to identify a suitable contact person (usually the Headmaster) with whom communication will be made in the first instance, should the need arise.

49. Catering

The catering manager must be informed of any requirements or changes to routine well in advance.

When ordering packed lunches, remember to ask how many vegetarians there are in the group and order accordingly. Don't forget to order water. Always check on food allergies.

50. Budget, costing and cash

The trip leader should liaise with the Director of Administration about the budgeting and finance for the trip. Any monies due from students should be received by the Trip Administrator in the Accounts Department. The trip leader should not handle any cash.

The Accounts Department should be made aware of all transactions and all receipts should be retained and reported on a spreadsheet at the end of the trip. All remaining funds should be returned and the spreadsheet should balance!

Give a clear indication to the cashier how much money will be needed in cash and allow five working days for this to be organised. Don't forget to collect your cash (during office hours) before you leave.

The trip leader is responsible for all cash taken on the trip and any mislaid money is the responsibility of the trip leader. Remember to take money for the purchase of a sim card (if in another country) and telephone credit. Inform your SBEC of the new contact telephone number.

51. Friends and family on the trip

If any additional members of the school community ask to take part in the trip, this may be considered at the discretion of the Headmaster if there are spaces available. For example, if there is a boarding trip going to a national park, and there are empty seats on the bus, staff may apply to take the empty seat but will be asked to pay their own related costs.

Section B: Putting it into practice

SCIS Trips and Activities Policies at a glance.

Uniform	<p>For day trips and travel days of residential trips, students must wear a top that is identifiable to SCIS– either the uniform top (PE/School) or a Trip T Shirt.</p> <p>The group leader can make the decision if full uniform needs to be worn (consider: SCIS image, purpose of trip, activities on trip).</p> <p>Only SLT can approve a trip to be non-uniform.</p>
Students Mobile Phones	<p>Mobile phones should not be taken on any trip.</p> <p>This rule must be clearly stated in letters and parental meetings.</p> <p>Includes any item that can be connected to the internet (Phones/i pods etc).</p> <p>Please apply to the SLT if you would like a visit to be exempt of this rule. On some visits this is appropriate when the risk assessment indicates that phones would make the visit safer for students.</p>
Students with SEN and behavioural issues and essential medical information	<p>Reasonable adjustments should be made to accommodate a student with an SEN within reasonable and safe parameters.</p> <p>Discuss any complex cases with appropriate staff (SLT, HoH, Tutor)</p> <p>All trip leaders should review the medical information on iSAMS for each student on the trip prior to departure and consult the school nurse/doctor, where medication is required or if there are allergies.</p>
Alcohol	<p>All trips at SCIS should be alcohol free for both staff and students.</p>
Risk Assessments	<p>Risk assessments must be completed prior to a trip covering all aspects of the trip and submitted to the School Based Emergency Contact (SBEC) and SLT.</p> <p>Ongoing (dynamic) risk assessments should also be made as the trip is in progress and any appropriate adjustments to the itinerary should be put in place.</p>
Transport	<p>Wherever possible pupils should be transported by means of SCIS transport. This is not always possible therefore the following recommendations have been made:</p> <p>Flight Insurance- what happens if you miss the flight? Transport to the airport?</p>

	<p>Buses A reputable bus company must be used (see Administration for recommendations). On all transport, ensure that students are asked to put their seatbelts on (where possible) and monitor. Each Pupil should have their own seat.</p> <p>Use of your own car: Use of staff cars is not encouraged but may be necessary at times. Please apply to SLT. To be approved you must:</p> <ul style="list-style-type: none"> • Have appropriate insurance. Mileage/petrol allowance will be paid to cover this cost but should an accident occur this will be claimed from the individuals own insurance policy and any costs incurred will be borne by the individual. • Parental permission must be sought in advance of travel • If possible, avoid transporting one student, especially of the opposite sex. • If possible, place students in the rear seats. <p>Meeting at a Destination Where students are allowed to meet staff at an event/ venue, SCIS will take responsibility for the student when they meet with the student at the event only. This should be made clear to parents in a letter prior to the event.</p> <p>Students driving themselves – apply to SLT. Students must fill out a disclaimer form to be signed by parents and SLT (annex...)</p>
Staffing	<p>Trips can only proceed where appropriate staffing is put into place. There must be a minimum of two staff on a trip, unless the trip is in Arusha e.g. Cultural Heritage.</p> <p>Expected Ratios; 1-6 Residential Years 1-4 1-10 Residential Years 5-11 1-15 Residential Years 12-13</p> <p>1-6 Day Trips Nursery- Year 1 1-10 Day Trips Year 2 and 3 1-15 Day trip Years 4-9 1-20 Day trip Years 10-13</p> <p>See 'Good Practice' for more info.</p>
Permission	SCIS requires students to have permission for all off site visits.
Sporting Fixtures	Staff must complete a 'fixture form' before attending a day fixture,.

Protocol for organising a trip at SCIS and gaining permission to take students offsite.

Complete a 'Trip Proposal Form' including a general risk assessment
Consider cover implications on Teaching and Learning



Wait for approval before proceeding,
Once permission is given....



Complete an 'External provider form' where relevant.



Send letter to parents inviting students on the trip, with clear details of the trip itinerary, transport and cost and request medical updates and emergency contact info (letter must be approved by SLT first). This should include the *Parental Consent and Medical Form*.



Inform Trips Administrator in Accounts of the trip, provide the names and request her to organise the collection of deposits.



Find out who your School Based Emergency Contact (SBEC) is. Ensure this number is given to parents and this person has all the relevant documentation.



Complete an activity specific, detailed Risk Assessment form, before going on the trip, submit to SBEC for approval and VPi for information, to include staffing.



After Risk Assessment is approved,
create custom group on iSAMS and put on relevant noticeboard.



Hold a parents information evening (where relevant) or send a further letter or email.





Within 48 hours prior to departure

Meet with SBEC with any changes to itinerary, student list and staffing, risk assessments and contact information.



Collect trip pack to include trip phone (if applicable)
from Trips Administrator in Accounts and first aid kit from nurse.
Do final check list (below)



On Departure

Go through final check list.



On Return

Let SBEC know you are back safe and can stand down.



Within seven days, Complete a *Trip review form* and
write an article for the school website.

Final Check List and points of reminder

Have you:	✓
Collected Trip pack	
Left trip folder with SBEC	
Swapped Phone Numbers with SBEC	
Completed Head Count	
Notifications on iSAMS and Notice Board	
<u>Collected up to date medical info and collate with the register</u>	





Good Practice

Planning Points

- No first come, first served trips and visits on curriculum trips.
- Notify the kitchens if large numbers of students are involved
- Mobile Phones on Trips Policy – Confirm in letter.
- Students with SEN and Behavioural Concerns – see page 4 in this document and contact relevant staff
- Trip Phones will be provided as part of trip pack (from Administration).
- Consider giving a 'card' with emergency information on.
- Trip Leader to send list of student names to Head Primary/ Secondary/ Town Campus, so that any potential student behavioural issues can be highlighted.
- All Off Site visits require a Risk Assessment (see pages)
- All Off Site visits require a School Based Emergency Contact (SBEC) (See pages)

During a Visit

- During the visit the Group Leader retains overall responsibility. During a specific activity (e.g. Climbing, Sailing) the qualified instructor takes charge. However should the Group Leader feel the activity is not safe, they should stop the activity from continuing.
- However when using a contracted and paid for service, define responsibilities (e.g. accommodation) with appropriate staff.
- Remote Supervision – establish the boundaries (legally significant) e.g. should use groups of 4
- Managing large groups – use sub groups, each with a leader. Overall leader should have no group where possible.
- Moving groups of students – use head count when leaving area and front/back markers.
- Normal Child Protection guidance should be used (bedrooms/disclosures/pairs).
- Fire risks - The group must know the fire routine/drill should the accommodation not have one, group leader to create and make everyone aware
- Security – consider the security of the building at night and take appropriate action.
- SCIS Alcohol Policy
- Photographs –consider photo opportunities for the website as Group Leader you are responsible for an article (can be delegated).
- If coming back after school hours please inform KK and administration (re security gate etc).
- After a residential visit, short written report to VPI (Good/Bad/Value for money/Near Misses)



Letters and Forms

SCIS requires students to have permission for all off site visits.

Letter must include:

Accurate description of trip
Times and Dates
Cost information
Phone number of School Based Emergency Contact (SBEC)
Uniform Policy
Mobile Phones on trip? Yes or No

Reply slip must include:

Permission for the student to attend the trip
Parental Emergency Contact numbers
Medical and other relevant information
Permission for staff to authorise medical treatment if recommended by the medical authorities
Permission to give basic first aid and medical items (e.g. Plasters, throat sweets, headache tablets etc)

ALL VISIT AND EVENT LETTERS MUST GO VIA SLT/VPI.



Sporting Fixtures

- Staff will complete a *Fixture form* a minimum of five working days prior to the fixture taking place. This will be displayed outside the PE office, given to each student involved and uploaded to iSAMS Daily Bulletin. Also give a copy to Head of Boarding and keep a copy for yourself.
- Also five days before, permission will be sort from parents via an iSAMS email (ask Sarry or Doreen to do this for you). You must receive a reply from parents otherwise the child is not allowed to go.
- If permission is not gained two days before the fixture, give the student a paper 'permission slip' but you must still expect a response back to confirm attendance.
- Sporting events outside Tanzania or that are overnight or require payment will have an additional information letter sent to parents.
- If a home fixture is due to take place, request for marking of pitches 48 hours in advance by either Director of Sport (DofS) (secondary events) OR Primary PE Coordinator (PPECo) to the Operations Manager.
- You should ensure that packed lunches are ordered via DofS or PPECo or Head of Boarding for boarders three days prior to the event, and that every student has a refillable water bottle, hat and sun cream.



TRIP LEADER - DEALING WITH A SERIOUS INCIDENT

1. Stand back and assess the situation and ensure the safety of others.
2. Stay Calm and talk through the situation with relevant others.
3. Delegate clear roles:
 - Contacting the Emergency Services (112) AMREF/ Jubilee/ Resolution/ KK security/ AAR
 - Caring for the injured student/s
 - Caring for the rest of the group.
 - If appropriate, a member of staff should make notes / take photographs.
 - The Trip Leader should stay free of a direct role so that they can strategically plan.
4. Contact the School Based Emergency Contact.
5. Review the incident. What is the situation? Consider the staffing – is the staff team able to cope with the incident, or do you require extra support?
6. If relevant, contact the travel company as required regarding repatriation / additional support / insurance etc.
7. On return to school, if not filled out at the time, complete Incident form.
8. Make sure you collect and keep all relevant paperwork (e.g. Doctors notes, police forms)
9. Once incident is dealt with and the situation is calm, write a full report of the incident.



SCHOOL BASED EMERGENCY CONTACT (SBEC)

- For residential trips – to be advised by Activities Coordinator
- For day trips – Head of Department/Assistant Head of Primary
- SBEC all receive separate SBEC training

Responsibilities of the Trip Leader

1. Agree a mobile phone number with the School Based Emergency Contact
2. Provide a pack of information to the School Based Emergency Contact to include:

Itinerary details (departure times / return times / rough outline of activities)

Transport details (flight numbers, bus company etc)

Accommodation details (the address and contact number of where the group are staying)

A clear list of who is on the visit (students AND staff)

Accurate telephone numbers and address for a named contact for each student and staff

If there is one, the name and contact details of the travel company.

A copy of the Risk Assessment including emergency evacuation procedure.

Insurance details for each student

3. Ensure that key details (times/locations of departure and return and emergency contact numbers) have been given to parents and copied to offices.
4. On the day of departure inform the School Based Emergency Contact if any students are not on the visit (e.g. illness).
5. Inform the School Based Emergency Contact that the group have arrived safely at their destination.
6. Inform the SBEC of any incident that involves a student being taken to the Doctors or Hospital. Discretion should also be used of any other appropriate incidents.
7. Inform School Based Emergency Contact that the trip has ended safely.

Responsibilities of the School Based Emergency Contact

Before the visit

Meet with the Trip Leader.

Agree a mobile telephone number that will be used for the School Based Emergency Contact. This will be given to parents.



A few weeks before the visit

- Before the trip departs, make sure you have made received the pack of information from the Trip Leader in plenty of time to read it and make amendments.
- Check that the pack contains all of the required information. Use the SBEC Checklist.
- Quality control the contents and ask the Trip Leader to rectify any missing or incomplete information.
- Read and approve the risk assessment
- If you are confident in allowing the trip to proceed give approval by signing and return the SBEC Approval Form to the Trip Leader.
- Arrange with the Activities Coordinator to receive an Emergency Procedures pack.

On the day of the visit

- Do you know any last minute changes to students or staff?
- Are you happy with the weather / political situation?

During the visit

- Ensure you are contactable 24 hours a day during the visit.
- Ensure you have access to the relevant paper work for the visit at all times.
- Expect a call to say the trip has arrived safely.
- For some incidents it will be necessary to phone all of the parents of students on a trip to explain an incident and /or reassure. Although time consuming this is hugely appreciated by parents.



Trip proposal form

ST. CONSTANTINE'S INTERNATIONAL SCHOOL RISK ASSESSMENT

ACTIVITY _____ CARRIED OUT BY _____ DATE _____ REVIEW _____ DATE _____

ISSUE	RISKS	HOW TO MANAGE IT	WHO IS TO BE INFORMED		
			PARENTS	STAFF	PUPILS
<p>List significant hazards which may result in serious harm or affect several people</p> <p>Consider venue, activity, group, transport, plan B, etc</p>	<p>What are the effects of the issue</p> <p>Think of the worst case scenario</p>	<p>What procedures will we have? (Control measures)</p>			
<p><i>eg. Manual lifting</i></p>	<p><i>eg. Back & muscle damage</i></p>	<p><i>Eg Instruction is given to all participants regarding lifting of heavy items of equipment. Kayaks carried by two people and canoes carried by four people whenever possible.</i></p>		✓	✓



FIXTURE FORM

(Complete in black or blue pen only- give to students, pin to PE office board, give to LNo and keep for coaches meeting)

Teacher in Charge:

Date:

Contact number:

Fixture Details:

Location:

Leaving Site time

Returning Site

NB: When leaving site, please hand a copy to the gate with any student not attending crossed off

<u>NAME and Tutor Group</u>	<u>D.O.B</u>	<u>Boarder?</u>	<u>School Bus?</u>

I give my permission for my Son/ Daughter to attend the above fixture this weekend

Name of Student _____ Tutor Group _____

Signed _____ Date _____.



PARENTAL CONSENT AND MEDICAL FORM

Trip title:

Trip leader:

Dates:

PERSONAL INFORMATION

Student's Name:

Class:

Date of Birth:

Nationality:

Home Address:

Mobile Telephone Number Father:

Mobile Telephone Number Mother:

Please provide details of the person whom you have asked to be an emergency contact in the event that the school is unable to reach you at the above telephone numbers.

Emergency contact name:

Relationship (e.g. grandparent, friend):

Emergency contact address:

Emergency Telephone Number(s):

PASSPORT AND VISA (if relevant)

It is the parents' responsibility to check that their child's passport is valid for 6 months after the end date of the trip. It is also their responsibility to obtain a visa for the trip, if required, in good time and making sure they are valid for the whole time they are away.

Passport number:

Nationality:

Passport place of issue:

Passport expiry date:



MEDICAL INFORMATION

It is absolutely essential that you are honest and declare your child's medical history. Failure to notify us of medical history or needs may jeopardise your child's ability to participate or put them at serious risk. St. Constantine's will not automatically reject any student from attending a trip based on behavioural or health issues. All information will be treated in the strictest of confidence.

Name and Address of Family Doctor:

Telephone Number:

Date of last Tetanus Immunisation:

Date of last Yellow Fever Immunisation:

Does your child suffer from any of these conditions or has done so in the past?

If YES. Please specify and give full details below.

- | | | |
|----------------------|----------|-------|
| Asthma | YES / NO | |
| Diabetes | YES / NO | |
| Epilepsy | YES / NO | |
| Hay Fever | YES / NO | |
| Skin conditions | YES / NO | |
| Glandular Fever | YES / NO | |
| Blood Disorders | YES / NO | |
| Heart trouble | YES / NO | |
| Easy bleeding | YES / NO | |
| Psychiatric illness | YES / NO | |
| Mobility Problems | YES / NO | |
| Allergies | YES / NO | |
| Dietary Requirements | YES / NO | |

Contact with infectious diseases in the last four weeks YES / NO

.....
.....



Any medication – prescribed or over the counter. Please specify dose, frequency, whether self-administered:

.....
.....
.....
.....
.....

Continuation of past medical history and details of current medications:

.....
.....
.....
.....
.....

AUTHORISATION

St. Constantine's cannot give medical advice. All students are advised to visit their school doctor and/or home doctor or travel clinic to obtain advice on appropriate inoculations and malaria prophylaxis (if appropriate) before the trip. If you have to obtain Yellow Fever inoculations, you must keep a copy of the certificate in your passport. Failure to ensure that you have taken the inoculations recommended by your doctor may render the insurance policy void, and mean we cannot take you on the trip.

I (BLOCK CAPITALS), being the parent/guardian of the above named student, acknowledge that, to the best of my knowledge and belief, all information provided on this form is correct and I know of no reasons why my son/daughter should not participate in the above school trip or activity.

Signed Date

SWIMMING

It is important that parents/guardians inform us of their child's ability to swim so that appropriate precautions can be taken while on the trip. I, the undersigned confirm that my son/daughter can (please tick as appropriate):

	Strong level of ability	Weak level of ability	Not at all
Swim in a pool (e.g. hotel)			
Swim in flowing water (e.g. river, lake, sea)			

PARENTAL CONSENT

Before completing this form, it is important that you, as parents, take responsibility to read all the information about the school trip, including referring to any further documentation or websites advised by the member of staff leading the trip. It is important that you understand the nature of the activities that your child will be participating in. You should ensure that you seek guidance from the Trip Leader if you are unsure of any aspect of the trip prior to signing this form.

1. I understand and accept that members of SCIS staff are acting in *loco parentis* and agree to the accompanying SCIS staff taking all decisions and measures which they deem necessary to ensure the safety of my child, as would be considered appropriate by a prudent and reasonable parent.
2. I understand the nature of the activities that my son/daughter will be participating in and I agree that my son/daughter may participate in all aspects of the trip under the guidance of the staff as detailed in information letters I have received and at the information evenings attended.
3. Whilst on the trip, I understand that my son/daughter is under the care of the staff (and any volunteer helpers) and that s/he will be expected to abide by their reasonable instructions and rules. I have discussed with my son/daughter the absolute need at all times for a high standard of sensible behaviour that contributes positively to the purpose of the trip, ensures the health and safety of students, staff and others, and uphold the good name of the school.
4. I understand and accept that, in the event of serious misbehavior by my child, I may be required by the staff in charge to support the arrangements made for my child to be brought home early at my expense.
5. I agree to pay for any damage to the person or property of others which may be result, alone or with others, through the misconduct or carelessness of my child.
6. I understand that it is my responsibility to inform the Trip Leader immediately if my child contracts a contagious illness or if there are any other changes to the medical information supplied in this document at any time from now up until the trip's departure.
7. In the event of serious accident or illness, I understand that every effort will be made to contact at least one of the relatives or other emergency contacts named in this document. However, I further accept that if, in the opinion of a qualified medical practitioner, the delay in obtaining my consent for treatment (including but not limited to medication, surgery or blood transfusion) of my child would be prejudicial to his/her health or welfare then medical staff may need to proceed with such urgent treatment in my child's best interests.
8. I acknowledge the risks involved in sending my child on the trip and hereby release St. Constantine's International School, its governors, employees and successors from all liability resulting from any injury or loss of life in connection with any aspect of the trip, including, without limiting the general foregoing, travel to/from and execution of the trip. However, this waiver and release shall not apply in the case of negligence on the part of St. Constantine's International School.

Parents' signatures (both parents are asked to sign if possible):

Father	Signature:	Name:
Mother	Signature:	Name:



STUDENT CODE OF CONDUCT

The following are rules that form a code of conduct for all participants, who need to consider them carefully, understand why they are in place and indicate acceptance of them by signing this document. Parents/guardians of participating students should also read what follows carefully and countersign that they have read and understood what is expected of their child.

While on this trip, you are acting as an ambassador for St. Constantine's and for the Round Square. St. Constantine's holds students to a high code of behaviour and a significant level of personal responsibility is expected from each participant joining the team. Your time on the trip leaves a lasting impression and one that will affect future trips. By reading, understanding and signing these rules, you confirm that you are committed to our expectations and that you understand you will be held accountable if you are not able to live up to the spirit of these rules.

I, agree to:

- a) Abide by the regulations and laws of the country that I am visiting.
- b) Act positively as a member of the trip and fulfil responsibilities and perform duties as requested by the Trip Leader.
- c) Participate positively and fully in all group meetings and activities, agreeing to be flexible, patient and open-minded in the face of new and challenging situations.
- d) Do my best to work and live respectfully with others within my group, and in the host community.
- e) Avoid public displays of affection, becoming involved in any exclusive behaviour including forming cliques.
- f) Respect and care for my property, the property of the other team members and that of others.
- g) Forgo the possession and/or consumption of alcohol, tobacco products, drugs (unless prescribed by a medical practitioner).
- h) Respect the decisions of the Trip Leader and abide by their safety policies.
- i) Agree to stay on site, and travel in groups of no less than 3, and with the permission of the Trip Leader at all times during the trip.
- j) Not visit other team members of the opposite gender in their rooms, and not visit adult staff in their rooms unless in an emergency.
- k) Use the common language of English when groups of different nationalities are together.
- l) Report any illness or any injury to one of the staff on duty at once.
- m) Not drive any motorised vehicle, and only travel in one with the express permission of the Trip Leader.
- n) Dress appropriately for the location, under the guidance of the Trip Leader, so as to avoid causing any cultural offence.
- o) Not swim except with the express permission of the Trip Leader, and then only when supervised by a qualified lifesaver and an adult.

I understand the rules as set out above and agree to abide by them, fully appreciating that if I do not then I lay myself open to disciplinary action.
Student's Signature:
Parent's Signature:

External provider questionnaire

To be completed by the party leader:

Name and address of Centre/Provider/Establishment:
--

Date of proposed visit/open enquiry:


Name of party leader:
Email address of party leader:

Number of students (if applicable):		
Male	Female	Age range

To be completed by the provider:

Please give careful consideration to the statements below. Tick the boxes to confirm that the standard of service that you will provide to the group detailed above will meet the conditions listed, before signing in the appropriate space. Please indicate, by scoring through the statement, any conditions that you feel are not applicable to your provision.


- 1 All activities and other operational areas, such as catering and transport, are subject to risk assessment and a copy of the recorded assessment is available for inspection.
- 2 The staff with whom the school will work are qualified with the appropriate National Governing Body (NGB) at the instructor level recommended by that NGB for the activities to be undertaken or proof of competence has been assessed by a technical advisor.
- 3 Where there is no appropriate National Governing Body or appropriate award for a particular activity, a copy of the provider's Code of Practice, including training and assessment procedures, is available for inspection.
- 4 The ratios of staff to young people for the activities conform to those recommended by the appropriate National Governing Body, or, in the absence of this, the Provider's Code of Practice.
- 5 The staff have the experience, competence and professionalism to work with the age range and abilities of the group.
- 6 Persons involved in the administration of first aid hold relevant qualifications.
- 7 There are procedures in place to ensure all staff working with young people have been vetted to check their suitability for work with young people.
- 8 There is a fire safety plan in place and all reasonable steps have been taken to follow all current local advice on fire safety regulations.

- 
- 9 There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
- 10 All equipment and resource provision is suited to the task, adequately maintained and in accordance with statutory requirements and current good practice, with records kept of maintenance checks.
- 11 Vehicles and trailers are kept in a road worthy condition, comply with existing regulations and are appropriately insured.
- 12 The party leader will have regular opportunity to liaise with the provider and designated staff to discuss the programme.
- 13 There are alternative and appropriate programme options in the event of bad weather, staff illness and other unforeseen circumstances.
- 14 The centre has a Code of Conduct for visiting groups that will be provided to the party leader.
- 15 There is documented definition of responsibilities between providers and visiting groups regarding safety, supervision, the programme and general welfare, which will be provided to the party leader.
- 16 The provider complies with relevant safety regulations, environmental health requirements and has a published health and safety policy.
- 17 The provider complies with requirements for public liability insurance cover of at least USD 2 000 000.
- 18 There are documented procedures for dealing with accidents, near misses and emergencies and that records are available for inspection.
- 19 The provider encourages responsible attitudes to the environment.

Please list below any current, relevant accreditation e.g. Registration with the National Governing Bodies, Tourist Board Certification. Certificates and documentation should be available for inspection on request.

Signed: _____

Date: _____



Name in capitals:

Position in organisation:

Name and address of company:

Telephone:

Email :

Accreditations:

Additional comments:

Please return this form to the trip leader at SCIS. If you have particular questions or concerns about your provision, or this form, please discuss these with the trip leader in the first instance.



School Based Emergency Contact – Checklist and Approval.

The Trip Leader must give the following information to their School Based Emergency Contact before the trip. There must be enough time to allow the School Based Emergency Contact to check and ask for amendments if required.

Name of Visit

Name of Trip Leader

Name of School Based Emergency Contact

.....

Contact Number for School Based Emergency Contact

.....

	Tick if included in the pack	SBEC to tick if approved
Itinerary (dates/times/locations)		
Transport Details		
Accommodation Details		
Staff List and Contact Details		
Student List and Contact Details		
Travel Company Details		
Copy of Risk Assessment		
Insurance information		

Headmaster to sign

I have checked the Information provided by the Trip Leader and give permission for the visit to proceed.

Signed