



Health and Safety Policy for Offsite Trips and Visits

Here at Wize Up we acknowledge the importance of off site visits and journeys as providing an enriched curriculum outside of the classroom. Many visits not only develop team work skills but also can in instances encourage independence in a safe environment. And so we have put together the following policy and procedures that should be followed to ensure this policy is implemented fully.

The Head Teacher needs to:

- Ensure visits meet WIZE UP requirements.
- Meet risk assessment requirements.
- Assess the competence of group leaders and staff.
- Ensure parents are adequately informed and give their consent.
- Ensure emergency arrangements are in place.
- Review systems and monitor practices.

All staff need to :

- Meet employee responsibilities, that is:
 - Take reasonable care of their own and others health and safety.
 - Co-operate with Wize Up.
 - Carry out activities in accordance with training and instructions.
 - Inform the Head Teacher of any serious risks.
- Implement Wize Up policies, including risk assessment procedures.
- Fulfil the common law 'duty of care' and professional standards.
- Support The Head Teacher in approving visits.

Young people need to be supported to:

- Understanding their responsibilities for their own and others safety.
- Become risk aware, not risk averse.
- Relate their experiences to learning outcomes.
- Recognise, celebrate and value their own and others achievements.

Key areas for sharing good practice should cover:

- What we do and why we do it.
- What are our own values and attitudes to Health and Safety.
- What shared team agreements can be made to set standards for risk assessments.
- What preparation needs to be done (including admin, training and communication systems)

Members of staff organising a trip must adhere to the following procedure:

- Obtaining permission prior to the trip from the Head Teacher. This is achieved by submitting an application for approval of educational visits by Head Teacher form. This form should be submitted at least 4 weeks before the visit is due to take place.
- A risk assessment must be undertaken before the visit, in the case of whereby equipment is provided by an independent company and not Wize Up the group leader must ensure that a risk assessment has taken place by the company and obtain a copy of this and submit it to the Head Teacher.
- For outdoor centre/organisations used it must be confirmed that they are licensed by the Adventure Activities Licensing Authority (AALA) and has provided qualifications of instructors, third party liability insurance and DBS check for their staff.
- The group leader must assess if there are any specific medical needs for any of the young people who are to participate on the trip and seek advice from the Head Teacher with regards to any extra care plans that need to be put in place to further safeguard these young people. A copy of these instructions must be taken on the trip and in to possession of the group leader at all times.
- All letters to parents/carers must be mindful of The Education Reform Act, with this in mind all letters relating to trips must be sent out using the

Wize Up (letter to parents /carers requesting participation in a trip and consent for a school visit) template which can be found in the main office or staff room. A draft of this letter must be submitted with the Approval form and summary information on the young people attending. It is important to note that should the young people be unaccompanied at any time the parents/carers must be informed of this in the letter.

- It is the responsibility of the group leader to ensure that payment for the trip is received at least 2 weeks before the trip is to take place, should this not happen the group leader must immediately inform the Head Teacher who will decide if the trip is to take place or be cancelled.
- Parents/carers must be informed of the contact details for residential visits, in addition to an emergency contact number in this country in the case of residential trips outside of this country.
- The group leader must ensure that supplies of accident forms are taken on any offsite trip to record all cases of illness or injury during the trip.
- The group leader must take a first aid pack and manual and ensure that all members of staff on the trip are familiar with its contents and manual.
- Young people must be reminded that they are expected to adhere to Wize Up Code of Conduct whilst on any trip. Any serious misbehaviour should be reported on return and if necessary the appropriate punishment will be retrospective. Any queries contact the main office.
- On residential visits the group leader must ensure that all young people are issued with information relating to their accommodation, address and contact details for the group leader and accommodation, should they become lost.
- On day trips, should a young person not meet the group at the planned meeting point, the group leader must contact the main office at Wize Up to check with the parents. This should be done once the group leader has tried to contact the young person on their mobile once.
- On overseas trips the group leader must contact the Head Teacher to confirm safe arrival.
- When organising overseas trip members of staff must ensure that the travel company used is ABTA bonded. For visits to EU countries staff must ensure that all young people to attend have a European Health Insurance

Card (EHIC). Further details can be obtained at www.dh.gov.uk. Members of staff must also ensure that they make arrangements for the safekeeping of passports and any other valuable items. **THIS MUST BE CHECKED POST BREXIT**

- All members of staff must be aware of the procedure to follow in the case of an emergency, please note that Wize Up insurance policy covers all trips, copies of which are available for parents/carers to view at the main office.
- Ensure that all arrangements and reasonable adjustments are compliant with the Disability Discrimination Act 2005, which states that young people with special educational needs and disabilities should be catered for. Wize Up is very clear that no young person will be discriminated against, however this condition is as far as the activity does not put the young person or others in danger due to their particular needs.
- The group leader must ensure that an evaluation on the visit form is filled out on the return of the trip to ensure that all areas of possible improvement are assessed.
- Trips involving young people placed by Bromley Local Authority should be completed via their online system in enough time to gain approval.
- Must assess the situation and make contact with the main office if arriving late to a venue as this has been found to impact severely on the young peoples ability to settle quickly.

Members of staff should review the “Health and Safety of Pupils on Educational Visits” booklet should they have any queries relating to the organising of an Educational visit. This booklet is available from the main office.

It is important to note that no trip should be organised unless the Head Teacher has reviewed all of the above and signed off the Approval form.

Off Site Guidelines: Emergency Procedures

An emergency plan should be in place before any off site visit.

- The plan, which can be separated from, or incorporated into, the risk assessment, must be sufficient to ensure the speediest help and support from the Wize Up.
- If using a provider, it is the responsibility of that organization to have emergency procedures. The party leader should ensure that these procedures are in place, and that the specific contact arrangements for the

visit are shared. A pre-site visit should be carried out before booking is confirmed with the provider.

- Young people must be made aware of emergency procedures, for example, the 'lost children' procedure, which may be the groups own procedures of the venue, e.g. theme park, for dealing with such situations.

Emergency Procedure while on Trips

An emergency is difficult to define; therefore the following are for guidance. The procedures listed below will not apply to all emergencies (if you are unsure of anything contact the main office):

- Ascertain the nature and extent of the emergency.
- Make sure other group members are accounted for, are safe from danger and are well looked after.
- parents
- If necessary render first aid to casualties (relevant first aid qualified person should only do this)
- Call the appropriate emergency services if required. In the case of a fatality, the police must be notified as soon as possible.
- A member of staff in the party should accompany any young person to hospital if necessary.
- Remainder of group should be collected and returned to base.
- One member of staff should remain at 'accident' or 'incident' site to assist or liaise with search/rescue/emergency services if necessary.
- Contact centre and inform them.
- Contact designated emergency contact person and give them the following.
 - Your name
 - Nature, date and time of incident
 - Details of injuries/incident
 - Names and telephone numbers of all involved.
 - Actions taken so far.
 - Telephone numbers for future communication
- The designated emergency contact person should rapidly appraise the situation. Where the incident is clearly serious, he or she should immediately contact the Head Teacher and inform them of the situation and if there is any possibility of a claim for liability being made.
- At the incident site, record all relevant details in writing as soon as possible. Record names and addresses of witnesses if appropriate.
- Ensure that there are no inconsistencies.
- Restrict telephone calls to essential and keep phones clear.
- Do not discuss or admit legal liability with anyone.

- No one is to speak to the press.
- The insurers are to be notified as soon as possible.
- Staff must ensure that no one is allowed to see anyone involved without an independent witness.

Members of Staffs DUTY OF CARE

Children and the Law:

The Legal Responsibilities of Members of Staff

It is sometimes assumed that people who look after children have “in loco parentis” (in place of the parents) authority. However, in law, a parent cannot surrender, or transfer, parental responsibility (this means all the rights, duties, powers, responsibilities and authority, which by law a parent has, in relation to a child and their property). This can only be done through legal agreements relating to guardianship, and where a court has made a care order.

The consent form, which parents are often asked to sign for certain activities, may give the workers authority to take a child away, but cannot act as a legal agreement, transferring parental responsibility; it also does not give workers authority to consent medical treatment.

DUTY OF CARE

Anyone employed to work with children is under a legal “duty of care” (duty to act as a reasonable and careful parent would). A worker could be liable to a child, or their parents, for negligence by:-

- A. Causing injury or loss, by failing to carry out their responsibilities in a careful way.
- B. If a child causes loss or damage to someone else, or their property, and it is shown that the worker failed to supervise adequately.

Adequate supervision is dependent on the age and relative maturity of the child whether s/he is affected by any disability, and on the circumstances of the particular case. A young person of 15 without special needs can usually be expected to take responsibility for their own actions, whilst younger children will need different levels of supervision.

“Duty of care” also applies to property: so, if for example a worker agrees to look after something for a child, they could be held liable if the property is lost or damaged, though not if the property is stolen by a third party; this applies equally to confiscated property providing you are not negligent.

Code of Conduct for Young People on Educational Visits

Group leaders must ensure that parents/carers and young people are aware of this.

Every Young Person is expected to:

- Participate fully in all activities and session during the trip
- Observe normal rules at Wize Up
- Not leave group activities or accommodation without permission
- Be considerate of others at all times
- Not purchase or consume tobacco, alcohol or any other drug related products or articles which would be considered dangerous such as knives or explosives (including fireworks)
- Work together with the staff team and others at all times
- Be on time
- Respect all requests and requirements made by staff and other supervising adults
- If concerned about anything speak to a member of staff
- Follow all rules and regulations of the countries and places visited
- Ensure that appointments at meeting points are kept at the agreed time
- Behave at all times in a manner which will give other a good impression of you, the group and Wize Up
- Avoid behaviour which could inconvenience others
- Comply with customs and duty-free regulations
- If granted indirectly supervised time, then to remain in group of no less than 4 young people
- Accept that a full written report of any misconduct will be forwarded to the Head Teacher and to parents/carers, and if necessary the relevant sanctions will be set out retrospectively

Letter to Parents/Carers
requesting participation
on the trip

Dear Parent/ Carer

Wize Up are in the process of planning a visit to.....that will
take place on.....to.....(dates).

The programme will consist of.....(a brief outline bullet pointed should
be given)

Although this trip is entirely voluntary and not a requirement of the curriculum,
offsite trips are of great educational and social value to the young people.

The total cost works out at £..... per person and unless the total sum is received
the trip cannot go ahead.

Should you be in receipt of free school meals you will be eligible for a grant,
however this can only be used for one trip each year. The maximum level of the
grant is expected to be £.....

If you wish your young person to be considered for the trip, then please
complete the slip below.

It is important to note that the date for completing payment isOnce a
place has been confirmed the deposit is non-refundable.

To be returned to(group leaders name)

I wish(young persons name) to be considered for the
trip.

I enclose a first/full payment of £.....(i understand that this is non-
returnable once a place has been confirmed)

* I wish to apply for a grant. (please delete as appropriate)

Signed

Print Name

Date

Parent/Carer letter for Wize Up funding reward trip

Dear Parents/ Guardian,

Trip to

As part of rewarding the young people's behaviour and effort during their time at Wize Up we have decided to take them on a trip to It is important to note that not all the young people will be attending this trip, the staff team will be assessing their behaviour, attitude, approach to work and notifying you on if your young person has been chosen to attend.

Those who are not attending the trip will be expected to arrive at Wize Up at 9:10am and will leave at 3pm. Please be advised that any young person who does not attend will receive an unauthorised mark.

Key details of the trip:

Date:
Departure time (from Wize Up):
Arrival time (to Wize Up):

Wize Up will be funding the entrance fee to the..... for all young people.

We would ask that all young people are provided with packed lunch or funds to buy food whilst there. It is also suggested that you provide funding for any extra refreshments.

Please complete the permission slip below and return it to the main office.

PERMISSION SLIP – Trip to

I give/do not give permission for my son/daughter to take part in the

Travelling home from Wize Up after the trip: ***Please tick the relevant option***

I give permission for my son/daughter to make their way home from Wize Up atpm

I will arrange for my son/daughter to be picked up from Wize Up at ...pm

NAME OF YOUNG PERSON:

NAME OF PARENT/GUARDIAN:.....SIGNATURE:.....

DATE:

Application for the approval
of Educational Visits from
the Project Manager

Application for the approval of Educational Visit from the Head Teacher

To be filled out by the member of staff planning to take the young people on the trip and will therefore become the group leader should approval be granted.

Group of young people:

Group Leader:

Contact number:

The group leader should complete this form as soon as possible once preparations are complete. The group leader should have already received approval of the proposed visit in principle and should have regularly updated the Head Teacher on the progress. This form should be submitted along with the letter to parents /carers requesting participation in a trip, risk assessments and summary information of the young people participating in the trip form.

Once approval has been granted, one copy must be retained by the Head Teacher and another by the group leader. The Head Teacher must be informed of any subsequent changes in planning, organising and staffing.

1. Purpose of the visit and specific educational objectives:.....
.....
.....
2. Places to be visited:.....
.....
.....

3. Date and Times

Date of Departure:

Date of Return

Time:

Time:

4. Transport arrangements: include the name of the transport company and vehicle registration

number(s):.....
.....
.....

5. Organising company/agency: include licence reference number if the body is registered with the

AAALA:.....
.....
.....

6. Emergency information:

Name of unit emergency contact:.....

Their position:.....

Address.....

7. Is a copy of the companies/agencies emergency procedures attached? Y/N

If no why?.....

8. Proposed cost and financial

arrangements:.....
.....

9. Insurance arrangements for all members of the proposed party, including voluntary helpers:

Insurance Company Name:

Insurance Cover:

Policy No:

Address:.....
.....

10. Accommodation to be used:

Name:.....

Address:.....

Telephone number:.....

Name of the head of the centre:.....

11. Details of the programme of activities.....
.....
.....

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

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 13. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:.....

14. Names, relevant experience, qualifications and specific responsibilities of other adults accompanying the party:.....

15. Names, address and telephone number of school contact who holds all information about the visit in case of an emergency (this is normally the Head Teacher, however a competent person may be elected in place):.....

16. Existing knowledge of places to be visited and whether a pre-visit has/is to be arranged:.....

17. Size and composition of the group:
 Age range:
 Number of Boys: Number of Girls:
 Adult to young person ratio: Staff to young person ratio:
18. Local Doctor information:
 Practice name: Name of Doctor:
 Contact info: Tel Fax Email
 Address:.....

19. Information on parental consent:
 Are parental consent forms to: follow Yes/No attached Yes/No
 Please attach a copy of the parental consent form, information sheet to be sent to parents and risk assessment form.
20. Names of young people with special educational or medical needs:

Signed:
 Group Leader full name:

Date:

Approval from Project
Manager document

Approval from Head Teacher

To the group leader:

I have now reviewed this application and am satisfied with all aspects including planning, organisation and staffing of the visit. Approval is granted.

Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.

Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed:

Date:

Head Teachers full name:

Evaluation of Visits to be completed by the group leader for future reference

Group:	
Group Leader:	
Number in Group:	Boys: Girls: Supervisors:
Date(s) of Visit:	
Purpose(s) of Visit:	
Venue and address:	
Commercial Organisation:	

Please enter a comment on the following features:

	Rating out of 10, 10 being very good	Comment
1. The Centre's pre-visit organisation:		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Instruction:		
5. Equipment:		
6. Suitability of environment:		
7. Accommodation:		
8. Food:		

9. Evening Activities:		
10: Representative:		
11: Other comments and evaluation including "close calls" not involving injury or damage:		
12: Would you use this facility, travel company again:		

Signed:

Date:

Group Leader's full name:

This form is to be complete as soon after a trip as possible no later than 14 days.

Checklist for pupils going on a visit

To be completed by every young person before the visit

Question	Answer
Who is the group leader?	
Where am i going to visit?	
How can i contact me group leader?	
How do i use the phone if help is required?	
What will be done to keep me safe and secure on the visit?	
What should i do if i get lost or into difficulties when not with the group leader?	
What is written in the code of conduct for my visit	
What do i do to keep my money and valuables safe?	
FOR RESIDENTIAL VISITS DO I KNOW:	
The address(es) and telephone number(s) of the place(s) where i shall be staying?	
How should i behave (house rules) where i am staying?	
Where am i to sleep and where am i to dress?	

Parental consent for
a school visit

* this form is to distributed with an information sheet giving full details of the visit

School/Group:_____

1. Details of visit to:_____

From: _____ Date/Time:_____ To:_____ Date/Time:_____

I agree to _____(name) taking part in this visit and have read the information sheet. I agree to _____'s participation in the activities described. I acknowledge the need for _____to behave responsibly.

2. Medical information about your child

a. Any conditions requiring medical treatment, including medication e.g. Asthma, diabetes, allergies? YES/NO

If YES, please provide full details including names and dosage of medication:

b. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:

For residential visits and exchanges only

c. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If YES, please give brief details:

d. Does your son/daughter have any dietary requirements? (e.g. vegetarian) YES/NO

If yes please provide full details:

e. Is your son/daughter allergic to any medication? YES/NO

If YES, please provide full details:

f. When did your son/daughter last have a tetanus injection?

g. has your son/daughter has any medical or psychological sickness, disease, condition, injury or symptom of which you are aware for which they required treatment, medical consultation(s), or prescribed medication at any time during the 3 years prior to the trip? YES/NO

If YES, please provide full details:

h. has your son/daughter had any cardiac (heart related), cardiovascular, hypertensive (raised blood pressure). Or cerebrovascular illness (brain related to blood vessels), disease, condition or symptom of which you are aware, that has occurred at any time prior to the trip? YES/NO

If YES, please provide full details:

I will inform the Group Leader/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

3. Declaration

Please note that should your son/daughter require any medical attention between now and departure on the trip, you should obtain a letter from their doctor confirming that they are fit to travel and participate in the trip.

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

If i consider my son/daughter may need pain relief during the above visit, i will provide paracetamol to be looked after and administered by a member of staff if necessary. (medication must be handed in, in a sealed envelope with the young persons name and instructions for staff).

If the young people are given the opportunity to swim, please note that they may not be supervised by lifeguards/adults.

I give/do not give permission for my son/daughter to swim, and confirm that i have been advised that there may not be supervision.

I understand the need for my son/daughter to behave in an appropriate manner and agree, if necessary in extreme circumstances, to collect him/her from the place of the trip if their behaviour is inappropriate.

I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work:

Home:

Home address:

Alternative emergency contact:

Name: Telephone number:

Address:

Name of family doctor:

Telephone number:

Address:

Signed:

Date:

Full name (capitals):

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT

Emergency contact information

1. Group:

2. Name of group leader: Home Phone No:

3. Visit departure date:

4. Return information: Date: Time: Location:

5. Group: Total Number: Adults: Young People:

6. Do you have an emergency contact list for everyone in the Group? YES/NO
(If no, obtain one. If yes, attach it to this sheet.)

7. Emergency contact information:

a. During school hours:

Head Teacher: Tel:

Other: Tel:

b. Out of school hours:

Head Teacher: Tel:

Other: Tel:

c. Travel Company (ensure there is an alternative should there be an issue):

Name/Address: Tel: Fax:

Company Travel Rep: Name: Tel: Fax:

Insurance/Emergency Assistance: Tel: Fax:

Hotel:

Address:

Tel: Fax:

Alternative transport arrangements (please provide details of a plan B): _____

Hotel contact (eg Rep/Manager):

d. Other emergency numbers:

(eg telephone tree)

Off-site swimming
pool check list

	YES	NO	Comments
· Is there regular testing of water quality?			
· Are accurate signs displayed indicating the depth?			
· Is the depth of the water less than 1.5 metres? (If so diving should not be permitted)			
· Is there a resuscitator? Are the lifeguards trained in its use?			
· Is there poolside rescue equipment?			
· Are there a poolside telephone and an alarm?			
· Is an emergency action plan displayed?			
· Are normal operating procedures available?			
· Is there constant pool supervision?			
· Is the swimming pool room, in the case of an indoor pool, locked when not in use?			

· Do the supervisors have current National Pool Lifeguard Qualifications?			
· Is the number of pupils/students supervised by one qualified adult fewer than 20?			
· Are the changing facilities in keeping with basic hygiene and personal safety?			
· Do the pupils/students know not to leave any			
at any time in the pool			

Consent form for swimming activities or activities where being able to swim is essential

SWIMMING ABILITY

- Is your child able to swim 50 metres? YES/NO
- Is your child water confident in a pool? YES/NO
- Is your child confident in the sea or in open inland water? YES/NO
- Is your child safety conscious in water? YES/NO

1. I would like _____ (name) to take part in the specified visit and having read the information provided agree to him/her taking part in the activities described.

2. I consent to any emergency medical treatment required by my child during the course of the visit.

3. I confirm that my child is in good health and I consider him/her fit to participate.

Signed:

Date:

Full name of parent/guardian:

Telephone numbers:

Home:

Work:

My home address is:

Name, address and telephone number of family doctor:

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