



# EDUCATIONAL VISITS POLICY

THIS POLICY WAS APPROVED:	MARCH 2022
THIS POLICY WILL BE REVIEWED:	MARCH 2025
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	ANDREW GEE

# Policy for the Management of Educational Visits and Activities

**This policy has been informed by national guidance recommendations and reflects the model policy provided by the Cambridgeshire County Council Outdoor Education Advisory Service. The guidance for visits website is [www.oeapng.info](http://www.oeapng.info) This site can be found via Evolve.**

It is a legal expectation that employees **must** work within the requirements their employer's guidance; therefore **Bottisham Village College** employees must follow the requirements of national guidance, as well as the requirements of this Policy Statement.

**Bottisham Village College** employees should also follow NG recommendations.

Where a **Bottisham Village College** employee commissions activity, they must ensure that such commissioned agent has systems and procedures in place where the standards are not less than those required by national guidance.

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## 1. Scope and Remit

This guidance applies to employees whose work involves any one of the following:

- direct supervision of young people undertaking experiences beyond the boundary of their normal operational base;
- direct supervision of young people undertaking experiences that fall within the remit of educational visits and learning outside the classroom;
- facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
- deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base;

This applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

This policy relates to the following Bottisham Village College policies: Charging and Remissions, Safeguarding and Child Protection, Health and Safety, Equality

## 2. Ensuring Understanding of Basic Requirements

As an employer, **Bottisham Village College** is required to ensure that its employees are provided with

- appropriate guidance relating to visits and learning outside the classroom activity;
- employer-led training courses to support the guidance to ensure that it is understood;
- suitable systems and processes to ensure that those trained are kept updated;
- access to advice, support and further training from an appointed adviser that has proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

## 3. Role-specific Requirements and Recommendations

National Guidance sets out clear and detailed responsibilities and functions of specific roles that relate to roles to be found within the leadership and management structures of **Bottisham Village College** These are:

1. the Governing Body
2. Principal
3. EVC
4. Visit or activity leader
5. Assistant visit or activity leader
6. Adult helper

The Principal will be responsible for reporting to governors on the effectiveness of this policy and also for informing governors of any residential, overseas or high risk activities the school is undertaking or

considering. She will investigate any complaints regarding educational visits from parents/carers, staff or students and/or ask the EVC to do this. The Principal will review the visits policy and guidelines every three years with the governing body.

The educational visit coordinator (EVC) is a member of the college leadership team, nominated by the Principal to ensure that Bottisham Village College complies with the national guidance. The EVC is subject to training with Cambridgeshire County Council Outdoor Education Advisory Service, including periodic formal revalidation training. The EVC is appointed to co-ordinate visits and activities with the status to effect change and be the focus of good practice.

The visit or activity leader is a member of staff with relevant experience and for whom training, guidance, advice and support is made available. S/he is responsible for the safe conduct, supervision and management of a specific group of students. The assistant visit or activity leader supports the leader and is capable of taking over their role, where necessary.

We ensure that all leaders and assistants have been assessed as competent to undertake such responsibilities as they have been assigned. Staff should maintain their training and qualifications (this can be recorded on their own profile within Evolve). For D of E leaders, there are clear established standards for leading expeditions, and these are published on Evolve.

An adult helper has an agreed role and is not a participant, or a visit or activity leader or assistant leader. S/he might be: an inexperienced member of staff, a parent, a training teacher, an apprentice.

The outdoor education adviser is an invaluable source of support and guidance, a point of reference for the EVC and visit leaders.

The Outdoor Education Adviser for the Academy is: Stephen Brown  
Contact Details: [stephen.brown@cambridgeshire.gov.uk](mailto:stephen.brown@cambridgeshire.gov.uk)  
Office phone. 01480 372677

#### 4. Good Practice Requirements

To be deemed competent, a **Bottisham Village College** Visit / Activity Leader, or Assistant Leader must be able to demonstrate *the ability to operate to the current standards of recognized good practice for that role*. All staff and helpers must be competent to carry out their defined roles and responsibilities.

National Guidance sets a clear standard to which **Bottisham Village College** leaders **must** work. The guidance states: "*a competent Visit /Activity Leader (or an Assistant Leader where they may take sole responsibility for a sub-group) requires:*

- *Knowledge and understanding of their employer's guidance supported by establishment-led training.*
- *Knowledge and understanding of establishment procedures supported by a structured induction process specified by the establishment.*
- *Knowledge and understanding of the staff, the activity, the group and the venue.*
- *Appropriate experience*
- *In some circumstances (e.g. first aid, adventurous activities) a formally accredited qualification."*

Staff participating in off-site activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with the above guidance. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff. Original documents and certificates should be viewed, when verifying leader's qualifications, and not photocopies.

Where a volunteer helper is a parent (or otherwise in a close relationship to of a young person taking part in the visit) they should be made aware of the potential for their relationship to compromise the visit leader's plans for group management. The visit leader should directly address this issue as part of the risk-benefit assessment.

## 5. Risk Management

As an employer, **Bottisham Village College** has a legal duty to ensure that risks are managed - requiring them to be reduced to an “acceptable” or “tolerable” level. This requires that proportional (suitable and sufficient) risk management systems are in place. At **Bottisham Village College**, we ensure that relevant support, training and resources are available to this end.

The risk management of an activity is informed by the benefits to be gained from participating. We believe that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

The starting point for any risk assessment is to consider the benefits and learning outcomes of the activity in question. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is “acceptable”.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual, or harm several people.

## 6. Approval and Notification of Activities and Visits

Bottisham Village College uses an online system for notification and approval called Evolve. It is a requirement that Bottisham Village College use the Evolve system; for further advice and help using the system, the establishment should contact the outdoor education adviser (see section 3 above)

All visits are the responsibility for Bottisham Village College to approve. The Outdoor Education Adviser will review the approved plans for Abroad and Adventure visits, and add a third level approval, confirming that the visit meets the standards expected for planning and appropriate standards for the visit. This runs via the current set up in Evolve. This will include D of E expeditions.

## 7. Inclusion

At Bottisham Village College, every effort is made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every *reasonable* effort will be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

We take all *reasonably practicable* measures to include all young people. We aim to promote and address the principles of inclusion for all visits and learning outside the classroom thus ensuring an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

We are aware of the extent to which inclusion is or is not a legal issue. Under the Equality Act 2010, (previously the Disability Discrimination Act 1995), it is unlawful:

- to treat a disabled young person less favorably;
- to fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

Our practice for the allocation of places reflects our inclusive ethos and we ensure that students and parents understand this practice and the rationale behind it.

- If the number of students applying for a visit does not exceed the number of places available, each applying student will normally be offered a place.
- If a trip is oversubscribed, places will be allocated randomly by draw, subject to the process and priority outlined in the paragraph below. It will be the responsibility of the trips officer to organise this process, which will be transparent. Unsuccessful students are offered the opportunity to remain on the reserve list from which students are drawn should further places become available. Parents and students are always informed of the outcome of the allocation process.
- The college is committed to enabling PP, SEND and vulnerable students to participate in trips and extracurricular activities. To this end, such students will be given preferential treatment in the draw in the following way: if the trip is oversubscribed then the proportion of PP, SEND and vulnerable students on the trip will be as close as possible to the proportion of such students in the relevant year group as a whole. If necessary, there will be two draws: one of PP, SEND and vulnerable students, and one of all other students. If the oversubscribed trip is open to more than one year group, then the proportion of PP, SEND and vulnerable students on the trip should be as close as possible to the proportion of such students in the college as a whole.
- If the visit leader has a serious concern about taking a particular student, then the issue must be discussed with the CLT line manager and referred to the Principal before the list of students on the visit is allocated or published. There will be a negotiated outcome; for example, the student is given a conditional place on the visit, linked to a contract of behaviour in the period leading up to the visit. Ultimately, any decision not to offer a place, lies only with the Principal. In all cases, the student and his/her parents/carers will be informed about the reasons for the action taken.

## **8. Planning and Monitoring**

Planning should reflect the consideration of legal and good practice requirements, ensuring:

- The plan is based on establishment procedures and national guidance.
- All staff (including any adult volunteer helpers) and the young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Proportionate assurances have been obtained from any providers (making full use of national schemes that accredit that assurances have already been obtained by credible inspection regimes).
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

It is strongly recommended that at a very early stage of the planning process, the provisional staffing team carry out an exercise in order to identify the benefits and learning outcomes that the activity (or range of activities) might achieve. If the outcomes are to be evaluated with any rigor (an Ofsted

expectation), then it will be essential that these outcomes are prioritised, and appropriately targeted. A record of these outcomes will help keep the plan focused and provide objectivity in the risk management process.

When an activity is part of a planned curriculum in normal curriculum time and no parental contributions are requested, then a formal consent is not necessary. However, in the spirit of working in partnership with parents and carers, we ensure that those in a position of parental responsibility are fully informed. The degree of complexity of a particular plan or policy (along with its supporting procedures) will need to reflect the nature and complexity of several variables that can impact on any given activity. These variables can be remembered as “**SAGED**” as explained below.

- **S**taffing requirements – trained? experienced? competent? ratios?
- **A**ctivity characteristics – specialist? insurance issues? licensable?
- **G**roup characteristics – prior experience? ability? behaviour? special and medical needs?
- **E**nvironmental conditions – like last time? impact of weather? water levels?
- **D**istance from support mechanisms in place at the home base – transport? residential?

As an employer, **Bottisham Village College** ensures that there is sample monitoring of the visits and learning outside the classroom activities undertaken by its staff. There is a clear expectation that the monitoring function is a delegated task, principally carried out through systems put in place by the EVC.

## 9. Charges for Off-site Activities and Visits

**All relevant staff at Bottisham Village College** must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996. Refer to the relevant section of Bottisham Village College’s charging policy.

## 10. Vetting Checks

**Bottisham Village College** employees who work *frequently* or *intensively* with or have *regular access* to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself, is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people.

The placement of an adult within a situation of professional trust (where young people could be vulnerable to physical or mental exploitation or grooming) should always be on the understanding that an overview based on a commonsense risk-benefit assessment process has been considered.

## 11. Requirement to Ensure Effective Supervision

In general terms, the law does not prescribe activity-specific staffing ratios; but it does require that the level of supervision and group management is “effective”.

Effective supervision should be determined by proper consideration of:

- Staff Competence
- Activity - nature and location of the activity (including the type of activity, duration, skill levels involved)
- Group - age (including the developmental age) of the group; ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics etc);
- Environment - nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions,
- Distance away from the base

## 12. Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. A preliminary visit is a requirement where there is a high complexity factor, and the visit has not happened previously. Residentials, visits abroad, exchange visits and adventure activities, led by school staff all have aspects of complexity. Even where such activities are made regularly, risks should be re-assessed from time to time, with preliminary visits carried out to this end. It is the responsibility of the visit leader to carry out a preliminary visit.

If the visit is led and managed by a provider, then a variety of approaches can reduce the need to pre visit. It is good practice for visit leaders to take full advantage of the nationally accredited, provider assurance schemes that are now available.

## 13. Insurance for Off-site Activities and Visits

Employer's liability Insurance is a statutory requirement and **Bottisham Village College** holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover extends to those persons who are acting in a voluntary capacity as adult helpers. Bottisham Village College also holds public liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer) are indemnified against all such claims, as are adult helpers acting under the direction of the employer's staff. The indemnity covers activities such as off-site activities and visits organised by staff for which the employer is responsible.

Some level of Personal Accident Insurance is provided for all **Bottisham Village College** employees in the course of their employment, providing predetermined benefits in the event of an accident. **Bottisham Village College** has clarified the above with the insurers, including any circumstances requiring early notification of specialist activities to the insurer. The policy covers any trip of excursion not exceeding 31 days in duration (including exchange visits and work experience placements) approved by Bottisham Village College. This includes travel outside the school boundaries but excludes trips and excursions where insurance is provided as a part of the package price, or winter sports holidays and trips.

## 14. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it and all national and local regulatory requirements **must** be followed.

The level of supervision necessary should be considered as part of the risk management process when planning the journey, giving proper consideration to issues of driver-distraction when considering what supervision is required for the specific group of passengers being transported in a minibus.

The Visit Leader should ensure that coaches and buses are hired from a reputable company.

Transporting young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures.



## 15. Emergency Planning and Critical Incident Support

A critical incident is an incident where any member of a group undertaking an off-site activity has:

- either suffered a life threatening injury or fatality;
- is at serious risk;
- or has gone missing for a significant and unacceptable period.

**Bottisham Village College** is committed to providing emergency procedures to support staff in the event of a critical incident. We acknowledge that Cambridgeshire County Council Children's Services offer this support as a free service. See Appendix 2

## APPENDIX 1

### How to organise an educational trip, visit, activity: summary

#### The EVOLVE system

The paperwork involved in organising an educational trip or visit is now available in an electronic form and the planning and approval process takes place online. The decision has been made to streamline the process and to avoid the inconvenience and time lag involved in a single piece of green paper moving around pigeon holes and often getting mislaid. The Cambridgeshire County Council trips and visit planning tool, Evolve, is the website that you will need to access to upload all of the trip paperwork for approval: [https://evolve.edufocus.co.uk/evco4/evchome\\_public.asp?domain=cccpcvisits.org.uk](https://evolve.edufocus.co.uk/evco4/evchome_public.asp?domain=cccpcvisits.org.uk) All members of staff have a unique login and password and these are issued by Maddy Milne, Trips Administrator.

#### Planning time scales

The trip planning stages are listed on the following pages. In order to ensure that a trip goes smoothly and that enough time is given for the necessary administration, communication and finance arrangements to take place; meeting the time lines stated is essential. If you have a good idea for a trip or visit and wish to start the preliminary planning with less than 6 weeks to go, please check the viability with the trips administrator, in the first instance – the decision at this stage will depend on the trip's complexity and the level of planning involved.

#### Necessary information and paperwork

Before you go to enter the trip on Evolve check you have all the information to hand including your budget form (attach electronically on Other Documents section). The risk assessment will also need to be attached here prior to the trip date. Screens to be completed are as follows:

#### **Visit/trip type**

**Purpose of visit/trip** (educational aims)

#### **Visit/trip Dates**

**External Provider** (if applicable)

**Adventure Activity** (if applicable)

#### **Travel arrangements**

Transport Company

**Staffing** : a ratio of 1:15 on day trips is recommended. If you wish to supplement your staffing with members of support staff you must make this request via line manager. You will be asked for a contact no. for the visit or activity leader whilst on the trip. This can be either your own personal mobile number or if you prefer you can borrow one of the school's mobile phones. The other emergency contact number should be the school's number 01223 811250.

**Attendees** (age range and numbers)

#### **Other Documents**

When you have entered the information for each section on Evolve a ✓ should be shown next to it. If there is not a tick this means you have not entered the data correctly. You can click on the item and input the data again. The system will not allow you to submit the visit if there are any sections incomplete.

## Organising an educational day trip/visit timeline

EVC=Educational Visits Coordinator (Andrew Gee)

Trips Administrator (Ziggy Hedges)

HR= Human Resources (Stacy Turner)

<b>PRELIMINARY PLANNING (Visit or activity leader)</b> <b>Visit or activity leader checks that the trip is viable</b>	<b>Date completed</b>
Obtain quotes for the activity including a transport quotes from TA (or check mini bus availability with Head of Operations.)	
Conversation with HOF/line manager to ensure that it has a sound educational purpose and that there is an agreed budget for any shortfall.	
Check the calendar to ensure that the proposed trip doesn't clash with other event and that the cover arrangements will be possible with HR.	

<b>TRIP PROPOSAL 6 WEEKS BEFORE THE TRIP (minimum)</b> <b>Visit or activity leader enters trip onto EVOLVE website</b>	<b>Date completed</b>
Add a new visit and trip details to Evolve (see EVOLVE guidance) including names of accompanying staff.	
Obtain coach quote, if required, from TA.	
Complete budget spread sheet, in consultation with Finance Manager if required, and attach as a document on EVOLVE.	
Submit visit on EVOLVE.	

<b>APPROVAL IN PRINCIPLE 6 WEEKS BEFORE THE TRIP (minimum)</b> <b>EVC reviews trip proposal</b>	<b>Date completed</b>
Discussion with relevant members of staff for feasibility.	
Approve / decline the trip in principle and communicate decision to Visit or activity leader – add note to EVOLVE if initial approval is granted and request risk assessment from Visit or activity leader.	
Add trip to BVC calendar.	

<b>TRIP CHECKING 6 WEEKS BEFORE THE TRIP (minimum)</b> <b>Trip Administrator checks paperwork on EVOLVE</b>	<b>Date completed</b>
Confirmation that time scales are workable.	
Check that visit or activity leader has entered required detail including staffing and budget form.	
Add note on Evolve for Finance Manager to check budget calculations are accurate	
Complete letter template with trip details and attach as a document on EVOLVE (in consultation with visit or activity leader).	
Submit for approval by EVC.	

<b>INITIAL TRIP PREPARATION 5 WEEKS BEFORE THE TRIP (minimum)</b> <b>Visit or activity leader puts arrangements into place with the support of Trip Administrator</b>	<b>Date completed</b>
Event and transport bookings to be made by Visit or activity leader and TA (subject to cancellation or change dependent on finance and risk assessment).	
TA will submit the trip letters for approval by EVC and Assistant Business Manager and will request Finance set up Parent Pay account.	

TA will issue trip letter through School Comms. Visit or activity leader will promote trip in lessons and year assemblies.	
Yellow absence forms to be completed by staff on trip and submitted to HR.	

<b>FINAL TRIP PREPARATION 2 WEEKS BEFORE THE TRIP (minimum) Visit or activity leader to review trip arrangements with EVC</b>	<b>Date completed</b>
Submit risk assessment using template from the establishment documents on EVOLVE.	
Review number of reply slips If the places remain empty: Visit or activity leader to promote trip and chase replies. If the places are filled / oversubscribed: TA to select students at random and then inform parents. Visit or activity leader with advice from EVC will review student list and staffing and recommend changes if necessary :- yellows to be amended accordingly.	
Visit or activity leader to add details to staff bulletin.	

<b>FINAL TRIP APPROVAL 1 WEEK BEFORE THE TRIP (minimum) Visit or activity leader to review trip arrangements with EVC</b>	<b>Date completed</b>
EVC grants final approval if trip is financially viable and risk assessment is satisfactorily completed – cancellation may be necessary at this stage.	
TA creates trip register and emails all staff with names of students involved.	
Visit or activity leader briefs staff involved, issues copies of the risk assessment and relevant medical information	
Visit or activity leader briefs students (if necessary).	
Visit or activity leader prepares any workbooks/ worksheets relevant to the trip.	
TA to advise the school kitchens if students will be away over lunch time.	
Visit or activity leader and accompanying staff check cover in place and lesson plans organised.	

## Day trip checklist

<b>ON DAY OF TRIP/VISIT</b>	
Details of students on trip to the Student Support Office after register has been taken by visit organiser.	
Ensure that the office has a contact number either mobile phone or telephone number of the venue and that the staff mobile phone is switched on throughout the duration of the trip.	
Take pack containing student details, emergency contact numbers, etc.	
Collect and take first aid kit	
Confirm risk assessment with staff	
Check with the bus driver re bus company rules and regulations e.g. Eating on the coach etc. and ensure all students are aware. Ensure seat belts are worn at all times.	

## APPENDIX 2

### Emergencies on educational visits and trips.

An emergency or critical incident during an educational visit is one which is beyond the coping mechanisms of the group leaders and the robust planning and preparation already undertaken to reduce the likelihood of emergencies. It is where a group member, staff or student:

- has suffered a life threatening injury or fatality
- is at serious risk
- has gone missing for a significant and unacceptable period.

#### Principles and priorities:

- to meet the need of the group in trouble
- to support the needs of the school and its wider community – parents, relatives, friends
- to respond to the needs of other agencies
- to respond to media demands

#### Roles and responsibilities of CLT emergency contact.

This is a member of CLT, with a range of experience of practical visit leadership. The emergency contact must be contactable beyond normal working hours and, where the visit is residential, 24/7, using the school mobile phone. The emergency contact may, in addition, choose to share a personal mobile number with the visit leader.

The CLT emergency contact may be contacted by the visit leader for a second opinion, extra support or advice, in a *non-emergency* situation, concerning the behaviour or welfare of a student. All members of the visit leadership teams should be advised to carry this number at all times, along with the emergency procedures action plan cards.

For the planned telephone communications to be effective, it is strongly recommended that under no circumstances, should anyone make this emergency number available to parents/carers who might otherwise compromise and over-burden the system. Parents and carers have the school mobile number as a first point of (non-emergency) contact.

Additionally, the details of both Principal and Deputy Principal serve as back-up emergency contact numbers.

In case of an emergency or critical incident, the CLT emergency contact will guide the working practice of visit leaders in difficulty and, where necessary, make calls on their behalf and supported by the Principal. The CLT emergency contact must have ready access to:

- a copy of the visit record details and itinerary
- a copy of medical and home-contact details of all students and adults on the visit
- the mobile phone number of the Principal and Deputy Principal
- the critical incident file

#### **CHECKLIST of guidelines re emergency contact for residential visit leaders.**

##### **Before the visit:**

- Plan and lead staff briefing.
- Ensure that all participating staff have the contact number of the emergency CLT contact at all times.
- Ensure that all participating staff have an emergency procedures action plan cards.

**On arrival:**

- Students will be told to inform their parents/carers individually that they have safely arrived. Students without personal mobile phones will advise the trip leader who will contact the parent/carer on their behalf.
- The group leader will let the CLT emergency contact know that the group has arrived safely at its destination.
- The group leader, or other designated member of staff of the trip, will update the BVC website via twitter.

**CLT emergency contact:**

Contact details can be found on p12 of the accompanying guidelines for staff.

- May be contacted by the visit leader for a second opinion, extra support or advice, in a *non-emergency* situation, concerning the behaviour or welfare of a student.
- Contact details of the principal and deputy principal serve as a back-up and will be contacted by the CLT emergency contact person, in case of a critical incident
- Contact details of the EVC as a further back-up, in case of a critical incident

**In case of a visit emergency, it is vital to log telephone calls and the timing of events on the incident details sheet.**

- Other useful contacts for reference (School hours only): Bottisham VC on 01223 811250.  
Ziggy Hedges 01223 340355 Jane Taylor, 01223 340365

APPENDIX 3

BVC Risk Assessment		Educational Visits and Off Site activities	
<b>(To be attached to Evolve record for approval by EVC)</b>			
<b>Visit location and date of visit:</b>	Group leader:		
<b>Identifying the hazard – assessing the risk</b>	<b>Measures taken to minimise and managing the risk</b>		<b>Outcome Risk rating*</b>
<b>Site and its environment</b>			
<b>Group</b>			
<b>Leader and activity arrangements</b>			
Completed by: Date:	EVC: Anne O'Reilly		

- *High*: risk of death or serious injury. *Medium*: some risk of injury requiring medical attention. *Low*: reduced risk of accident/injury occurring. No high risk activity will be approved by the College. If you are unsure about the level of risk involved then consult the EVC before booking the activity.

**Generic Risk Assessment**

**LA – risk assessment/guidance used (tick to confirm and specify where appropriate).**

**Establishment – risk assessment/guidance used (tick to confirm and specify where appropriate).**

**Ongoing Risk Assessment**

1. Apply the control measures
2. Monitor how effective they are
3. Change, adapt and revise as required
4. Make notes of the changes

Examples:

Monitor the weather

Monitor traffic on the road

Monitor the group and leader motivation

**Ongoing Risk Assessment Notes:**

(Take the completed risk assessment with you on the activity and update and amend this sheet in the light of changing circumstances)

**Alternative Plans (Plan B/Plan C)**

Home/Base Contact <b>Day:</b> Kate Evans (Principal) Bottisham Village College 01223 811250		On site/In area contact to be completed as appropriate:
Home/Base Contact <b>Evening:</b> N/A		Local Police:
Staff Mobile:		Coastguard:
Staff Mobile:		Coach company
Staff Mobile:		Other



**APPENDIX 4**

**BOTTISHAM VILLAGE COLLEGE  
STAFF MEDICAL QUESTIONNAIRE – CONFIDENTIAL**

Visit:  
Organiser:

FULL NAME.....  
DATE OF BIRTH.....

<p><b>NAME AND ADDRESS OF FAMILY DOCTOR</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p align="right">..... TELEPHONE</p> <p>.....</p>
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<p><b>EMERGENCY CONTACT NAME AND ADDRESS:</b></p> <p>.....</p> <p>.....</p> <p>..</p> <p><b>TELEPHONE</b></p> <p>(HOME).....(WORK).....</p> <p>(MOBILE).....</p>
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<i>Do you suffer from any of the following?</i>	<b>(Circle answer)</b>	
Allergies to any known drugs or medication	Yes	No
Any other allergies, eg material, food, nuts, insect bites, etc	Yes	No
Asthma or bronchitis	Yes	No
Heart condition	Yes	No
Fits, fainting or blackouts	Yes	No
Migraine/severe headaches	Yes	No
Diabetes	Yes	No
Other illness, disability, dietary needs or other concerns	Yes	No
Any recent contact with contagious diseases/infections	Yes	No
Have you been given specific medical advice to follow in emergencies?	Yes	No
<i>If the answer to any of these questions is YES, please give details below:</i>		

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Are you receiving medical treatment or medication of any kind from either your family doctor or hospital? If yes, please give details below

	Yes	No
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<b>Medication</b>	<b>Dosage</b>	<b>Time(s)</b>
<b>Please indicate if medication requires refrigeration.</b>		

Have you received a vaccination against tetanus in the last ten years?	Yes	No
Do you wish to be given medication for minor ailments, e.g. Paracetamol, Calamine lotion, plasters etc?	Yes	No

**MEDICAL CONSENT**

I, \_\_\_\_\_, hereby give permission to receive professional, medical treatment as deemed necessary by camp or medical staff, including the administration of an anaesthetic in an emergency. SIGNED:

..... DATE: .....

**PLEASE RETURN COMPLETED FORM TO M.MILNE BY**

## APPENDIX 5

### BOTTISHAM VILLAGE COLLEGE STUDENT MEDICAL QUESTIONNAIRE – CONFIDENTIAL

Visit:  
Organiser:

STUDENT'S FULL NAME..... FORM. ....  
DATE OF BIRTH.....

PARENT'S/CARER'S FULL NAME..... HOME ADDRESS..... ..... TELEPHONE (HOME).....(WORK)..... (MOBILE).....
EMERGENCY CONTACT NAME AND ADDRESS: <b>(ONLY COMPLETE IF DIFFERENT FROM PARENT/CARER DETAILS)</b> ..... ..... TELEPHONE(HOME).....(WORK)..... (MOBILE).....
NAME AND ADDRESS OF FAMILY DOCTOR..... ..... ..... TELEPHONE .....

*Has your child had any of the following?*

**(Circle answer)**

Allergies to any known drugs or medication	Yes	No
Any other allergies, eg material, food, nuts, insect bites, etc	Yes	No
Asthma or bronchitis	Yes	No
Heart condition	Yes	No
Fits, fainting or blackouts	Yes	No
Migraine/severe headaches	Yes	No
Diabetes	Yes	No
Other illness, disability, dietary needs or other concerns (e.g. vegetarian/bedwetting)	Yes	No
Any recent contact with contagious diseases/infections	Yes	No
Has your child been given specific medical advice to follow in emergencies?	Yes	No

*If the answer to any of these questions is YES, please give details below:*

Is your child receiving medical treatment or medication of any kind from either your family doctor or hospital? If yes, please give details below

Yes                      No

Medication	Dosage	Time(s) Taken

It is expected that ALL medication is sufficient for the duration of the trip, is in date and in original packaging.

Has your child received a vaccination against tetanus in the last ten years? (this information can be obtained from your Doctor's surgery)	Yes	No
Do you wish your child to be given medication for minor ailments, e.g. Paracetamol, Calamine lotion, plasters etc?	Yes	No

**MEDICAL CONSENT**

I, ....., hereby give permission for my son/daughter.....  
(*Student's Full Name*) to take part in all camp activities and to receive professional, medical treatment as deemed necessary by camp or medical staff, including the administration of an anaesthetic in an emergency. I and the student understand and agree to the student code of conduct on the rear of this form. If there is any change to the information given above by the trip date it is my responsibility to inform the school.

SIGNED: ..... DATE: .....  
(Parent/Carer)

**PLEASE RETURN COMPLETED FORM TO M.MILNE, STUDENT SUPPORT OFFICE BY**

(PLEASE ENSURE YOU HAVE ANSWERED ALL THE QUESTIONS OR THE FORM WILL BE RETURNED)

## APPENDIX 6

### **STUDENT CODE OF CONDUCT ON RESIDENTIAL TRIPS**

Whilst on a trip or activity off the College premises your son/daughter is expected to set a good example and be an ambassador for Bottisham Village College.

Itemised below is the code of conduct that your son/daughter is expected to follow.

1. Instructions of staff must be obeyed without delay at all times.
2. Hotel/hostel bedrooms are out-of-bounds to the opposite sex at all times.
3. Rooms are to be kept clean and tidy. Any damage has to be paid for by the individual or the costs shared if there is collective responsibility.
4. Students are not allowed to smoke.
5. Alcoholic drinks cannot be purchased or consumed.
6. Punctuality is essential. Students must be ready for all programmed activities.
7. Bed times must be strictly adhered to.
8. Students are expected to be polite and well mannered at all times.
9. Students are expected to respect the laws and customs of the country they are visiting.
10. Students should be appropriately dressed and equipped for the activity being undertaken. Details will have been issued to students and parents prior to the visit. Student failure to comply may result in the student being withdrawn from the activity by the group organiser.
11. Fireworks, knives and any other items defined as contraband by H.M Customs must not be purchased.
12. Any serious breach of this discipline code could lead to the following:
  - a) Withdrawal from activities for the offender(s).
  - b) Parents to be contacted.
  - c) Exclusion from participating in any future trips and visits.
  - d) In the most extreme cases if the group leader determines it necessary, your child may be sent home at the parent's expense. This may involve you collecting your child from the venue. The Principal will be consulted before this action is taken.