

## **NORFOLK HOUSE SCHOOL: Educational Visits Policy**

### **Introduction**

Pupils can derive a good deal of educational benefit from taking part in visits. Educational visits play a major role in the education and development of all young people. They can contribute significantly to the development of cross curricular skills and to personal and social education through the use of problem solving methods and approaches and through encouraging responsibility, self confidence and self reliance. This policy is designed to help teachers and other interested parties to ensure that pupils stay safe and healthy whilst on Norfolk House School visits.

***This policy draws on information contained in: Health and Safety of Pupils on Educational Visits DfEE 1998 (HASPEV)***

**<http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits>**

### **Aims and objectives of Norfolk House School educational visits:**

- To give all children a wide range of high quality experiences outside the classroom, including residential experience
- To provide school staff with easily accessible advice guidance and resources, as well as good professional development opportunities
- To encourage parents and carers to back school trips
- To encourage partnerships between schools, local providers and other organisations over visits and out of school activities

### **In deciding if a visit application merits approval the school will consider the following:**

- There are clear and justifiable objectives for the visit. For example, where does it fit into the structure of the year? What is the value of the event to individuals and groups?
- The visit leader is sufficiently responsible and capable of taking charge of the particular visit
- Parental notification and consent has been undertaken
- Participants are aware of the visit objectives and have been prepared, briefed or involved in the planning, as appropriate
- All transport arrangements have been adequately assessed
- The venue is either known or the visit leader has undertaken a pre-visit in order to assess the suitability of the site and to enable risk assessment(s) to be produced. Occasionally, for a distant destination, this process may be replaced by information and advice received from other sources (e.g. school or independent person with local knowledge). Where this is the case the risk assessments must take this into account and the leader must be sufficiently experienced
- Written risk assessments and control measures to control the risks must be produced. Control measures must be understood and complied with by all persons staffing the visit
- A check must be made to ensure any provider has public liability insurance of at least £5 million as well as suitable arrangements for participant welfare
- Consideration must be given to deciding if contractual insurance (personal accident and travel insurance) is necessary for the participants and staff and for informing parents about any cover applying to the visit
- The financing of the trip must comply with Norfolk House School regulations
- An emergency procedure is in place, which includes means by which Norfolk House School and the group are able to contact each other
- What are the teaching implications due to staff and pupil absence?
- Can the trip be undertaken at a more convenient time during the academic year?
- A final decision with regard to commissioning and enabling an event is taken by the

Headmaster, who will base the decision on the above objectives and criteria whilst also giving consideration to the balance of teaching implications and the value of the trip

- The academic year will have a regulated range of stimulating trips organised uniformly across all year groups in such a way to enhance the academic progression of all pupils in the school

#### **After the visit:**

- Evaluation after the event is an important aid to planning future visits, especially for additional and high risk activities
- The standard RIDDOR accident report form must be submitted to the Health and Safety Officer for any accident that resulted, or could have resulted, in serious injury
- An incident report must be submitted to the school giving details of any incident that could have had severe consequences to the welfare of any participant or staff member, and any failure of the services offered by a provider

#### **Planning visits and expeditions in Norfolk House School**

The following is aimed at tackling common questions when planning visits and is designed to encourage 'good practice'. Some of these guidelines only apply to expeditions, longer and overseas visits but you are advised to read through all these guidelines before planning any visit. They should be read in conjunction with the guidelines setting out the procedure for planning visits and with the school's standard risk assessment sheet and instructions.

#### **Planning ahead**

The aim, where possible, should be to obtain approval in principle and financial approval a term in advance for short visits. Some longer visits and all overseas visits should normally obtain approval in principle and financial approval a year in advance of the planned visit. Only when approval in principle has been given should details of a visit be entered into the school diary. The event must be placed with the school's Deputy Head, Kate Fern.

#### **Staffing:**

As with all visits, staffing ratios and requirements must be visit-specific according to the number, composition, age range of pupils, and appropriate to the venue and the activities planned for the visit.

*As a general rule, the following applies:*

- Groups on visits must have at least two members of staff
- Normally a staff ratio to pupils of 1 member of staff to 12 pupils should be followed in Key Stage Two and 1 member of staff to 8 pupils in Key Stage One. A ratio of one member of staff to 6 pupils should be met for trips involving pupils in the Early Years Foundation Stage. It must be emphasised that these ratios are minimum requirements and many visits will require a more intensive ratio
- All groups on visits must have a nominated group leader and nominated deputy leader (except on visits led by one member of staff)
- Short visits (non-residential). Parents may be invited to accompany a group on a day visit but at no time must a parent be left in charge of a pupil(s), in accordance with point 74 from ***Health and Safety of Pupils on Educational Visits DfEE 1998 (HASPEV)***. Parents may be asked to assist in managing a group but only under the overall supervision of a teacher. In planning a visit group leaders must ensure that there is adequate Norfolk House School staffing from the outset. Where a high adult to pupil ratio is required parents may be used, but must not be left in sole charge of a pupil or group of pupils
- Longer visits (residential home and overseas). Parents and any other adults (including spouses) accompanying the group must be CRB checked. This must be budgeted for when the financial proposals are forwarded to the school office
- Parents or helpers used regularly to accompany trips must undergo a CRB check

### **Tour companies and external providers:**

Only licensed providers (e.g. Adventurous Activities Licensing Authority AALA) may be used. It is also advisable to obtain recommendations from other schools that have used the provider if the company is otherwise unknown to you

### **Insurance:**

The School's insurance policy provides group cover for all members of parties involved in non-hazardous trips. Details can be obtained from the school office. Hazardous activities require separate insurance and you must discuss this with the Headmaster. If you are using a licensed provider you must obtain details of their insurance arrangements and parents should be given a copy of the policy schedule.

### **Pre-visit inspection**

Where possible it is good practice to inspect a location prior to planning a visit, in order to check its suitability.

### **Travel Arrangements:**

- All coach bookings must be made through the school office, ensuring the school only use approved suppliers. If you are using a coach supplied by a tour operator you must check to ensure that coaches meet our minimum requirements (please contact the office for further details) by asking the tour operator to supply relevant details and the coach company's risk assessments
- If you are using the school minibus the driver must be on the list of approved drivers. This is maintained by the school office. For visits involving travel over some distance, the driving should be shared and therefore the party should include at least two approved drivers per vehicle
- If you are using your own private vehicle on necessary school business to transport pupils you must have a valid driving licence, with no penalty points. While the school's comprehensive insurance policy gives cover for such use of your vehicle, you must check your own insurance policy and how this is viewed by your insurers
- Pupils must be required to wear safety belts in all vehicles. It is group leaders and staff who are responsible for ensuring that this requirement is enforced on all journeys
- Booster seats must be used for those pupils who require them
- For travel by train and underground, particular care needs to be given to the risk of some pupils being separated from the rest of the group and this must be set out in the risk assessment
- When travelling abroad pupils need to be briefed on matters such as securing passports and visas, baggage security and airport security checks
- Parents must be clear about the travel arrangements when they sign the consent form

### **First Aid**

One member of staff must be nominated as being the lead First Aid person (this person must have had satisfactory first aid training).

This member of staff is:

- a) responsible for the first aid bag. This should be taken on visits, as appropriate
- b) to administer basic first aid, though the person responsible must be careful to avoid administering medical treatment beyond their training, skill and knowledge
- c) to remain with a casualty while emergency help is summoned and, if needed, accompany the casualty to hospital.

### **Accommodation:**

- Where overnight accommodation is involved, fire exits and emergency evacuation procedures should be checked by the group leader on arrival. The group should then be

- given a briefing/fire drill
- Pupils should know where staff rooms are located and these should be in the vicinity of pupil accommodation. Group accommodation should be located in one area rather than scattered in different parts of a residential complex. As far as is reasonably possible, ground floor accommodation should be avoided for female students. It is important to have proper details of the accommodation that is being provided before the visit, even if a pre-visit is not possible. The group leader should have a room list
- No boys in girls rooms and vice-versa

### **Risk Assessment:**

- A full written risk assessment is required for all visits (use the forms provided by the school office). The risk assessment must a) identify specific hazards/risks b) state who is at risk c) set out measures to control/minimize the risk d) calculate the estimated risk rating e) set out the emergency procedure to be followed
- All risk assessments must be visit specific and must cover the full itinerary. Risk assessments should be reviewed and, if necessary, updated, even for visits/expeditions that occur regularly
- If a licensed provider is responsible for a visit/activity, you are advised to ask for a copy of their own risk assessment and to refer to and include this as part of your own
- There must be on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require. On expeditions and visits involving any hazardous activity, group leaders and staff should always have and be prepared to revert to a 'Plan B'. Pupils must not be made to undertake or to continue with an activity if they are expressing serious concerns about their health, well-being and overall safety
- Any pupil who is deemed to be a risk to the safety of other pupils should not be allowed on a visit. (In such circumstances you must discuss the matter with the Headmaster in the first instance.)
- It is important that pupils going on a visit are properly briefed before departure and given clear instructions as the visit progresses

### **Code of Conduct**

On all visits pupils should be reminded of the basic requirements of safeguarding the safety of each other, courtesy and consideration towards members of the public and conduct that enhances the reputation of the school. School rules apply at all times.

For visits involving overnight stays and overseas visits, pupils and parents should agree to the following as a minimum:

- Pupils carrying out the instructions of the group leader and staff at all times
- No alcohol to be bought or consumed by pupils or staff
- Local/national laws apply at all times
- In mixed groups, girls and boys may not enter each others' rooms
- Pupils must be reminded not to carry, have in their possession or purchase (e.g. as a souvenir) any object that might be deemed an offensive weapon
- No smoking
- Pupils must adhere to all deadlines and be in their rooms at the time stated by the group leader (group leaders must make proper arrangements to check this with frequent roll calls)
- Repatriation: for foreign visits parents should be told that in the unlikely event of a gross breach of the code of conduct, a pupil might be repatriated. This would be the decision of the group leader and in consultation with the school and the SMT. It would be at the parent's expense

### **Remote Supervision**

'Unsupervised time' on a visit is no longer an acceptable concept. At all times group leaders

and staff are responsible for pupils. Any period of 'remote supervision' must be covered by the drawing of clear boundaries for pupils, emergency procedures and how contact with staff can be made. It is often good practice to issue pupils with a card giving mobile phone contact numbers of staff and the address and contact numbers of the place of residence if an overnight stay is involved. The associated hazards should be considered in the overall risk assessment. On expeditions pupils should normally be in groups of at least four and briefed on how to respond to an emergency. Parents must be fully briefed on the arrangements for any periods of 'remote supervision'.

### **Passports, Visas and EHIC**

Group leaders should make a copy of all passports, visas and EHIC, and retain a copy throughout the visit. A second copy should be given to the school office. For trips in Europe all students should have an EHIC (the successor to the E111).

### **Parental Consent**

No pupil may go on a visit without parents having given their written consent by signing the consent form. Parents must give this consent on the basis of having been fully informed of the arrangements for the visit. They should not be informed on a 'need to know' basis only. When parents give their consent they should be aware of the following as applicable to the specific visit:

- The full itinerary, including travel arrangements
- Any hazardous activities, the supervision provided and the risk assessment
- Details of any period of 'remote supervision' and the control measures in place
- Insurance arrangements including insurance for hazardous activities. Policy schedules must be provided as appropriate
- Medical arrangements e.g. policy on the dispensing of medication (normally if a pupil needs to purchase and take any medication, he or she should obtain either in advance or at the time permission from a parent. Paracetamol should not be given to a pupil who is receiving other medication from a doctor. Aspirin, or preparations containing aspirin, may not be given.
- Full contact details of the hotel/place of residence for long and overseas visits and group leader
- The code of conduct for long and overseas visits
- A copy of the risk assessment (for overseas visits or major expeditions) is available on request
- The signed consent forms should be retained by the group leader throughout the visit. A copy of the set of consent forms must be given to the school office before departure
- All staff should be given and retain through the visit a list of staff and pupils on the visit, along with their mobile contact numbers, their emergency home contact numbers and the contact numbers for the hotel or equivalent if a longer or overseas visit

### **Reporting incidents/near misses**

- It is a requirement that any accident or 'near miss' on a visit should be reported immediately on return to the school office
- If you have any area of health and safety concern you must report it to the school office immediately on return.

### **Report on visit**

You are asked to give some feedback on your visit (particularly expeditions, longer and overseas visits) to the school office and SMT, to enable good practice to be maintained. You are also invited to share details of your visit and photographs in the school newsletter and school website.



**Review date: September 2011**

## **Appendix 1: *Parent Volunteers for School Trips and Activities***

(This appendix should be read in conjunction with the school's Child Protection Policy)

- Parent volunteers who are engaged in formal, regular contact with pupils (e.g. through regular accompanying on trips, sports coaching or supporting a club or society) will be subject to the normal school procedure for checking staff, including a requirement for a CRB disclosure
- Parent volunteers who may be considered by the school to accompany a school trip or visit that involves a residential stay will be subject to the normal school procedure for checking staff, including a requirement for a CRB disclosure
- It is not possible for a parent volunteer to participate in the activities detailed above unless an acceptable and up to date CRB certificate are in place and on the school's records
- Parent volunteers who assist the School in one-off activities or shorter trips (not involving a residential stay) will agree to be subject to the school's guidance for their involvement. This guidance states that:
  - Parent volunteers will receive a copy of the school's Child Protection Policy in advance of their involvement and will provide formal evidence to the School that they have received, read and understood this policy
  - Parent Volunteers must never be allocated sole responsibility for an individual child or group of children on any trip or activity
  - Parent Volunteers must always work under the direct supervision and guidance of a nominated member of staff on any trip or activity
  - The member of staff in charge of the trip or activity where parent volunteers are involved must make reference to their involvement and the guidance given to parent volunteers in the risk assessment prepared in advance of the trip or activity

If a member of staff in charge of a trip or activity has any questions about the guidance given in this policy they should contact the school office for clarification.

## Appendix 2: *Legal framework*

### 1 Legislation and guidance

The following is a summary of the relevant law and guidance:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Package Travel Regulations 1992 (as amended)
- Activity Centres (Young Persons' Safety) Act 1995
- Adventure Activities Licensing Regulations 2004 (SI 2004 No 1309)
- Activity Centre Advisory Committee Code of Practice
- Health and Safety of Pupils on Educational Visits – a Good Practice Guide (DfES 1998), which includes comprehensive guidance on many issues including legal responsibilities, risk assessments, children with special needs and suitability of staff.

A three part supplement was produced in 2002 in response to requests for more specific guidance:

- (a) Standards for LEAs in Overseeing Educational Visits – although addressed to LEAs, independent schools will find this publication helpful, particularly the guidance on risk assessments
- (b) Standards for Adventure
- (c) Handbook for Group Leaders

All these publications are available on the DfES website and contain lists of further guidance.

- Education (Independent School Standards) Regulations 2003 – require independent schools to have a written policy to safeguard and promote the health and safety of pupils on activities outside the school, which has regard to the DfES guidance "Health & Safety of Pupils on Educational Visits". Parents need to be made aware of the policy and provided with a copy on request.
- Following the Glenridding Beck tragedy in May 2002, the Health & Safety Executive issued a report providing further guidance. It highlights instances of good practice and makes other recommendations. It lays particular emphasis on the need to:
  - ensure leader competence
  - involve pupils and parents in organising safe and successful visits; and
  - ensure that risk assessments are based on a thorough understanding of the variables and how they may change with time

The report can be downloaded from [www.hse.gov.uk/schooltrips](http://www.hse.gov.uk/schooltrips) .

## 2 Common law duty of care

- 2.1 In addition, schools owe a duty of care to pupils under the common law. If this duty is breached and injury occurs, there may be a claim for negligence. Schools are vicariously liable for the negligent acts of their employees provided that the employee was acting in the course of his or her employment. This is the case even where the employee has acted in breach of procedures or guidelines.
- 2.2 However, if the employee has acted completely outside the confines of his employment, the school will not be liable. An example of this might be where a Group Leader taking children to a museum makes an unplanned detour to a beach and allows children to play on the rocks.

## 3 Prosecution under health and safety legislation

- 3.1 The Health & Safety Executive can prosecute individual teachers, the Head or Governing Body for breaches of health and safety legislation. This should only occur where there has been a total and reckless disregard of safety issues. Sadly, the Glenridding Beck case (see above) provides a clear example of this.

## 4 The standard of legal duty of care

- 4.1 The standard of the responsibility depends on a number of factors including age of pupils; their known behaviour; nature of the activity; the foreseeable needs of the group; the size of the group etc.
- 4.2 Hazardous activities or circumstances call for a higher standard of care. The starting point is to ask the question “can reasonable safety be assured with the people and equipment selected and the instructions that will be given?”.
- 4.3 The law does not set a standard of total care or total safety.
- 4.3.1 Following the Austrian Alps disaster 1988 when four children slipped to their deaths, the report from the Berkshire Education Authority concluded: “telling the pupils what to do and trusting them to obey was not enough ...; the teachers should not have allowed the pupils to go unsupervised for some 50 minutes; their presence might have discouraged the pupils from leaving the path”.
- 4.3.2 In *Porter -v- City of Bradford Metropolitan Council* [1985] CA a dozen 15/16 year olds and their geology teacher went on an outing to Shipley Glen. A teacher reprimanded a boy who was rolling large stones down a slope at the bottom of which were five pupils. Later, the same boy was left unsupervised and for 15 minutes he dropped or threw stones from a bridge. One of them injured the head of a girl pupil. Stephenson LJ held that he did not wish to impose on teachers a duty of supervision which went beyond that of a reasonable parent in the context of an educational visit of this nature but in this case the teacher had failed in his duty to supervise. He should have kept both the willing and the unwilling pupils together.



- 4.3.3 The case of *Dickinson v Cornwall County Council* 1999 arose after the murder of 13 year old Caroline Dickinson whilst staying in a youth hostel in France when on an educational visit. It was claimed that the school staff had failed to require hostel staff to lock the front and back doors of the hostel at night. The Court found that the school staff were not at fault. The educational visit had been properly and carefully organised and it was reasonable to rely on the assessment of the hostel staff that in a peaceful rural area, it was safe to leave doors unlocked.
- 4.3.4 In *Chittock v Woodbridge School* [2002] TLR 15 July 2002, the Court of Appeal heard that a 17 year old boy had been allowed to accompany a party of younger children on a school skiing trip on the understanding that he and two other 17 year olds would be allowed to ski unsupervised but would be subject to the general supervision of the school. The boy was seen skiing off-piste on two occasions and was severely reprimanded but not otherwise punished. He then ski-ed off-piste again and was badly injured in an accident. He claimed that had the school taken more severe action, he would not have been able to ski off-piste and would not have suffered injury. The court held that the teacher's reaction to the second off-piste incident, giving a severe reprimand and accepting the assurances from the 17 year-olds that they would not ski off-piste again was within the range of reasonable responses in the circumstances and that the school was therefore not liable.

### **Appendix 3: *Guidance for Group Leaders***

#### **1 Selection of travel firm and transport**

- 1.1 Care should be taken over selection of the supplier of transport and accommodation. Use only a firm with ABTA membership.
- 1.2 Care should also be taken over the selection of buses which, however old, must from February 1998 be fitted with seat belts.

#### **2 Generally**

The Group Leader is responsible for:

- making all necessary preparations and risk assessments, with a view to ensuring the safety and welfare of pupils
- maintaining discipline and good order at all times
- ensuring that the good name of the school is upheld

#### **3 Completion of forms**

The following forms (see appendix 7) must be completed and submitted:

- **Form 1** - description of proposed educational visit or tour - submitted to the Head for discussion and approval.
- **Form 2** - parents' consent form - a specific form designed for an educational visit or tour other than a single sports fixture or local visit. The notes for guidance referred to will be a letter or brochure, prepared by the School and setting out details of the educational visit.

A copy of the consent form must be lodged at the School Office by the Group Leader.

#### **4 Group Leader's checklist**

The Group Leader must take:

- all documents covering: bookings; travel arrangements and accommodation; receipts for payments
- Eurocheque encashment card for emergency funds
- full insurance details and documents
- a detailed itinerary
- a full list of the party members
- details of emergency contacts
- details of weather forecasts where appropriate
- the consent forms, including medical consent which may need to be produced at a hospital
- an appropriate first aid kit
- passport documents (where appropriate)
- one, and preferably two, mobile telephones with charger.

A copy of all relevant information should be retained at the School Office.

## **5 First-aid and skin care**

The kit should include:

- antiseptic wipes
- medical preparation for cleaning wounds
- sterile dressing (adhesive) of various sizes
- surgical tape and scissors
- triangular bandage and supply of safety pins
- plastic gloves
- a brief guide and notes on first-aid
- telephone money or card for an emergency
- tourniquet (to be used only under first-aider supervision)

Care must be taken to ensure that children are adequately covered or take shelter in hot conditions.

## **6 Reconnoitre**

- 6.1 Areas or activities involving significant hazard should have been reconnoitred if at all possible; alternatively reliable information obtained concerning the nature of any hazards and the means of avoiding or minimising risk.
- 6.2 If an activity centre is being used (for example anything from parachuting to a play centre) the Group Leader must satisfy himself it has been licensed under the Activity Centres (Young Persons' Safety) Act 1995.
- 6.3 On arrival at an activity centre, the Group Leader should satisfy her/himself that arrangements for safety and welfare are satisfactory. S/he should also agree with the activity centre on who is going to be responsible for the children and for what period of time.

## **7 Risk assessment**

- 7.1 The Group Leader should make a written assessment of the risks that are likely to arise in relation to transport, accommodation, security and activities.
- 7.2 The nature of any potential harm should be identified and the Group Leader should devise a system for avoiding the risk of harm; or minimising the risk if it cannot be avoided.
- 7.3 Consider also the instructions that must be given in accordance with the age and capabilities of the children and to supervisors and helpers and how those instructions will be implemented and enforced.
- 7.4 The Group Leader should continue to assess and reassess risks throughout the visit, taking account of changes, for example in weather conditions.

## **8 Briefing supervisors**

- 8.1 The Group Leader is responsible for ensuring that, supervisors, helpers and host parents know the travelling arrangements, the types of activity permitted, the emergency contacts, the special needs of individual pupils and the arrangements for welfare.

## **9 Appropriate clothing and equipment**

- 9.1 Pupils should wear school uniform or kit unless permission has been given for other clothing.
- 9.2 Pupils (and parents) must be told to bring clothing that is appropriate to all anticipated temperature and weather conditions.
- 9.3 Specialist equipment must be identified separately from clothing.
- 9.4 Clear instructions on whether or not pupils will be allowed to carry mobile phones should be provided to parents and pupils in advance of the visit.

## **10 Medication and pocket money**

- 10.1 The Group Leader must appoint one supervisor to be responsible for medication. This includes the needs of pupils who self-medicate.
- 10.2 The Group Leader must appoint one supervisor (who may be the same supervisor) to hold and account for pocket money if he does not handle these matters himself.

## **11 Emergency contact**

- 11.1 The Group Leader must arrange a point of emergency contact.
- 11.2 Each supervisor, helper, host parent and the school must have the name, address and telephone and fax (if available) number of "home" for each pupil both in the UK and in any other country visited.

## **12 Fire drill**

- 12.1 The fire drill for an overnight stay must be explained to every pupil by a designated person.
- 12.2 This should include escape routes, alarm points, assembly points, use of towels, heads well down, avoidance of panic and so on.

## **13 Ensuring good conduct**

- 12.1 The Group Leader has the full authority of the Head.
- 12.2 S/he has the right to return any pupil home if, after consideration of all relevant matters, he is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the parent.

## **14 Immigration matters**

The Group Leader must ensure that each pupil knows:

- that s/he may not bring into or take out of the United Kingdom: animals, insects, vegetable matter, flick knives, real or imitation firearms or other prohibited items
- all similar rules that apply on arrival in and leaving any country being visited
- that children under 17 are not entitled to duty free allowances
- that any pupil bitten by an animal must seek medical treatment immediately

## **15 Transport breakdown**

- 15.1 There may be unforeseen circumstances, for example, when returning from abroad, the driver appears to be drunk or overtired or if the transport breaks down.
- 15.2 Problems of this nature involve balancing the risks of continuing the journey slowly with the dangers of off loading children by the side of a busy motorway; and balancing again with the logistical difficulty of finding alternative accommodation and supplies and missing the ferry.

## **16 Drivers**

Those authorised to drive any pupils in the party should normally:

- be over 21 years of age
- have a minimum of two years' driving experience
- have acquired some experience in handling the size or type of vehicle that will be used
- hold a current driving licence valid in the country of use
- never have been disqualified

Each driver must be personally satisfied that:

- s/he is covered by insurance in respect of liability to passengers and others
- s/he has made all necessary disclosures of material facts to the insurers, for example any particular problems relating to health
- the vehicle is roadworthy
- the driver has not consumed alcoholic liquor within twelve hours before or while in charge of the vehicle

The driver should carry evidence of insurance.

## **17 Illness when abroad**

- 17.1 As of 1 January 2006, certificate E.111 is no longer valid. Instead, a European Health Insurance Card (EHIC) can be obtained free of charge. This can be applied for on-line, by telephone or by post. See [www.ehic.org.uk](http://www.ehic.org.uk)
- 17.2 This card allows reduced price or free medical treatment whilst visiting a European Union (EU) country, Iceland, Liechtenstein, Norway or Switzerland.

## **Appendix 4: Insurance aspects**

### **1 Generally**

- 1.1 Insurance is a complex field and expert advice should be obtained from a specialist broker such as HSBC School Insurance.
- 1.2 A fundamental principle of insurance is that all material facts must be disclosed to the insurers. This means that questions on a proposal form must be answered with pinpoint accuracy. If there is any additional matter relating to the risk which the insurer ought to know about, that must be disclosed whether or not a question has been asked about it.
- 1.3 The consequences of failing to make full disclosure are that an insurer can in some circumstances avoid the policy and/or refuse to pay claims.
- 1.4 Most insurance policies require that the insured i.e. the School or the pupil, makes no admission of liability and notifies a potential claim under the policy immediately. A breach of these rules can result in failure of the insurance.
- 1.5 An insurance broker is the School's agent and not always the agent of the insurance company. If the broker makes a mistake in arranging cover or in passing on information to the insurance company, it may be the broker who would be liable, not the insurer. So, make certain that only a reputable broker is used. Above all keep written records of all dealings in relation to insurance (names, dates and times).
- 1.6 Motor vehicle and travel insurance normally carries a self insured excess i.e. the loser pays the first £25 or £50 or more of any claim.

Listed below are the main insurances to be considered.

### **2 Employers liability insurance**

- 2.1 The law requires an employer i.e. the Governors/School to be insured for its own liability to an employee such as a teacher. An example of this insurance is if the Group Leader or a supervisor is injured because of faulty equipment supplied by the School.
- 2.2 Check with the brokers that the insurance also applies to any helper on the tour who is not strictly an employee.

### **3 Public liability insurance**

- 3.1 Almost every school carries this type of insurance even though it is not a compulsory requirement of law, and they are wise to do so.
- 3.2 Public liability insurance provides cover to the Governors and every teacher for their negligence to others such as pupils and members of the public.
- 3.3 So, if a pupil is injured as a result of a teacher's negligence, the pupil sues the School and/or the teacher and the insurers deal with the claim and, if necessary, pay damages and legal costs in accordance with the policy terms and conditions.
- 3.4 Check that the public liability insurance covers those who are helping on the tour but who are not strictly employees.

#### **4 Professional Indemnity Insurance**

- 4.1 Most schools maintain professional indemnity cover for their teachers.
- 4.2 There are technical differences between professional indemnity insurance and public liability insurance.
- 4.3 Check that the insurance covers the activities contemplated by this tour.

#### **5 Motor vehicle insurance**

- 5.1 This is the ordinary motor insurance that a school maintains for its employees driving school vehicles. Make certain that all necessary disclosures are made, for example, medical conditions such as epilepsy.
- 5.2 Ensure that there is cover for specific drivers for the vehicles that will be used in the specific locations envisaged.

#### **6 Independent instructor insurance**

- 6.1 Certain independent instructors for special activities may not be covered by the school's liability insurances.
- 6.2 Obtain evidence that the instructor carries public liability and professional negligence cover.

#### **7 Personal Accident Insurance**

- 7.1 This type of insurance provides a benefit as distinct from cover against liability.
- 7.2 Most schools arrange for each pupil to have personal accident cover which pays a fixed sum following a particular accidental injury such as loss of an eye or loss of a limb. The insurance usually provides pro rata benefits for a less specific injury.
- 7.3 Check that personal accident policies will apply to the locations covered by this tour.

#### **8 Travel insurance**

- 8.1 The Group Leader, each supervisor and helper and each pupil should have the benefit of travel insurance for the specific tour. The cover should include:
  - luggage and personal effects; loss of passport and tickets
  - medical expenses; emergency assistance; repatriation
  - cancellation and curtailment
  - personal public liability
  - teacher liability to pupils unless separately covered
  - personal accident in addition to separate cover
  - full rescue for hazardous activities which may include the use of helicopters

The Group Leader must carry full evidence of cover.

## **9 Host parents abroad**

- 9.1 The school may have no reliable information as to the public liability insurance carried by each of the host parents or any school being visited.
- 9.2 Probably the best that can be done is to obtain a letter from the hosts confirming that they have public liability cover.

## **10 Information to parents**

- 10.1 Parents should be informed of the insurance arrangements in clear terms.
- 10.2 They should be told which insurances are arranged by the school and which are arranged and payable by parents - and also of any insurances that have not been verified, for example, host parents abroad.
- 10.3 Parents should be told that if they require cover for specific events (for example repatriation to somewhere other than the United Kingdom) they must make their own arrangements.
- 10.4 Parents should be informed that the school cannot accept liability for the failure of an insurance for reasons beyond the control of the school or where the school has made reasonable enquiries and exercised reasonable care.

## **11 Use of own car**

- 11.1 Check that use of a teacher's car or parent's car for the purpose of carrying pupils on visits is covered by insurance, especially if payments are received which might be classed as hire and reward.
- 11.2 Some insurance companies regard this type of use as business purposes, which may be outside the use permitted by the policy.
- 11.3 The vehicle must not be used if adequate cover cannot be confirmed

## **Appendix 5: Accident and emergency**

### **1 Generally**

- 1.1 The Group Leader, supervisors and helpers should be aware of the risk, however, remote, that there might be death, personal injury, damage to property or involvement with the police at a location where help is less readily available than under normal circumstances at home.
- 1.2 It is only prudent for procedures to be drawn up, understood and agreed by the Group Leader, supervisors and helpers and also the pupils.
- 1.3 Following an incident, photographs that are taken, tape recordings and written statements and notes become evidence. Great care should be taken over accuracy and record keeping in particular names, timing and date. Photographs should, if possible, record height of lens and approximate position on a sketch plan.
- 1.4 No liability or any form of blame must be admitted without insurer's consent or cover under the policy may be jeopardised.

### **2 Accident and injury**

- 2.1 So far as practicable take immediate action to safeguard all pupils and staff.
- 2.2 Summon help and inform the police.
- 2.3 Keep calm, control the area of the incident.
- 2.4 Inform the emergency contact point at School. Ensure there is a two way contact number and stay in touch.
- 2.5 Each witness who is able should as soon as possible make an individual written account of what occurred. Accuracy, names, dates and times are essential. A rough sketch plan should be drawn showing the main features if appropriate.
- 2.6 Take photographs and generally record the circumstances as best may be done at the time.

### **3 Statements and admissions**

- 3.1 Under no circumstances should anyone make a statement to the press or any admission of liability for any occurrence other than on legal advice. Make a written record of oral legal advice - including name, address, date and time.
- 3.2 Statements to the police, HM Revenue and Customs or other officials should only be made in the presence of a lawyer and on his/her advice. This applies equally to oral as to written statements.

### **4 Theft or other loss**

- 4.1 Where a claim might be brought following theft or other loss, the local police must be informed.
- 4.2 The Group Leader should note down the name, address and reference of the official and the time and date the report is made.

4.3 Written confirmation of the report should be obtained from the official, if practicable

## Appendix 6

### Evaluation and follow-up

The success of a tour should be evaluated against its aims and objectives.

A simple questionnaire can be devised with ratings given from 5 (highest) to 1 (lowest) and circulated to pupils, parents and supervisors.

#### Suggested contents for a questionnaire

<b>Overall rating</b>	<b>5 (highest)</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1 (lowest)</b>
Experience and value of event to you					
Organisation and communication					
<b>Overall Group Leader rating</b>	<b>5 (highest)</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1 (lowest)</b>
Gave clear instructions					
Available for answering questions					
Projected enthusiasm and a positive attitude					
<b>Overall logistics rating</b>	<b>5 (highest)</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1 (lowest)</b>
Travel arrangements					
Venue and ease of access					
Accommodation comfort					
What part of the event was of greatest value to you and why?					
What specific areas would you suggest for improvement?					
How do you feel about the amount of free-time allowed?					



Were the aims and objectives for the event met?  
If not, why?

Would you like another event of this kind? If not,  
why?

Your Group Leader would appreciate you sharing  
any other comments or reactions you have  
towards the event. Please note them here.

**Please hand this evaluation form to your Group Leader. Thank you.**

### Appendix 7: *Sample parent consent form*

<b>Norfolk House School</b>		
<b>Consent of parent / guardian</b>		
This form must be returned to Mr/Mrs/Ms [NAME OF MEMBER OF STAFF] by midday on [DATE].		
<b>Pupil's surname</b>	<b>Pupil's first name</b>	
<b>Boy / girl</b>	<b>Form</b>	<b>Date of birth</b>
<b>Pupil's age on [DATE]</b>	<b>Years</b>	<b>Months</b>
<b>Name of parent / guardian</b>		
<b>Pupil's home address</b>		
<b>Home telephone number (with area code)</b>		
<b>Daytime telephone number (with area code)</b>		
<b>Alternative telephone number (with area code)</b>		
<b>Medial conditions</b>		
<b>Special dietary requirements</b>		

<b>Signature of parent(s) / guardian(s)</b>	
I, the undersigned who have [joint] parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out overleaf and the Notes for Guidance supplied with this form.	
<b>Signed</b>	<b>Signed</b>
<b>Relationship to pupil</b>	<b>Relationship to pupil</b>
<b>Date</b>	<b>Date</b>
I, the above named pupil promise to observe the rules governing behaviour, reporting [mobile phones] and dress on this educational visit and also the School Rules (where applicable). I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.	

### **Consent of parent / guardian**

Nothing in this form excludes the legal rights of the pupil or those with parental responsibility in the event of negligence by the School causing personal injury or death.

Transport

I consent to the pupil travelling by any form of public transport and/or in a motor vehicle driven by the Group Leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

#### Health

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this educational visit.

#### Disability and special needs

I certify that I have provided full information on any disability or special needs that might affect the pupil's ability to take part in this educational visit or have an effect on the safety and welfare of others in the party.

#### Passport etc

I certify that the pupil has a current passport and (if applicable) all necessary visa and satisfies the entry requirements of the country to be visited.

#### Accident / illness

I consent to all emergency or other medical or dental treatment including inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of the pupil

#### Swimming and other activities

I certify that the pupil \*is/is not a competent swimmer. (\*Please delete as appropriate)

I agree to the pupil taking part in any/all of the activities (where applicable) contemplated in the Notes for Guidance, except for the following:

#### Personal effects of the pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. We will not hold the School responsible for losses unless caused by the negligence of the School.

#### Breach of discipline

I understand and accept that if the pupil is sent home early from the visit because of a breach of discipline, I will be required to meet the costs.

#### Indemnity

I agree to indemnify the staff and the School against every loss not recoverable under the terms of the educational visit insurance including any liability incurred by the pupil (alone or with others).