



OFF-SITE ACTIVITIES AND VISITS FILE

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By VP (Academic)
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The purpose of this file

This file brings together a range of documents which all relate to making trips away from CCSS safe and enjoyable.

It goes through what you must do if you are planning a trip:

- Who to talk to,
- What to consider,
- Who to notify etc.

It includes material which gives simple procedures covering the sorts of problems which come up on trips of different sorts, and it includes the checklists and forms you will need to use.

You should make sure you have a copy of this file so that it is easy to refer to while you are planning, and you **must** take this file with you on the trip in case you are faced with a situation it will help you deal with.

Please photocopy any of the forms you need.

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TRIPS AND VISITS

CCSS encourages staff to organise offsite visits and trips as these enrich the educational experience of our students. However, health and safety of our students is paramount and staff must be aware that permission for trips may be withdrawn, even at the last moment, if paperwork is incomplete. Short-notice trips may be considered outside of the timescales indicated below, but this must not be seen as a way of avoiding procedures.

Any trip during the normal working week should have a clear educational objective appropriate to the experience and competence of the group. Trips do have a 'cost' to all involved in terms of missed classes, and the benefits should clearly outweigh these.

This policy applies to all offsite trips and visits of any duration even within normal lesson time.

1. CCSS General Statement of Policy on trips

With the welfare of our students and the concerns of their parents in mind, our policy is to ensure that:

- all reasonably foreseeable risks are identified, controlled and monitored
- realistic and practical standards of care and attention are followed to avoid incident and student distress
- adventurous activities will always be supervised by qualified professionals who will ensure correct equipment and emergency procedures are in place before departure
- transparent, effective and measurable procedures are in place at all times
- we will involve emergency authorities, including the police, if a student is separated from the trip group for more than 2 hours without consent
- CCSS management and affected pupils' parents will be notified as soon as appropriate after a significant incident
- responses to incidents will be appropriate to the affected students

2. Summary procedure for the organisation of all trips and visits

(The Designated Group Leader [DGL] must be familiar with the contents of the whole trips file)

Number	Action	Time frame
1	Discuss trip with your Head of Department to check on objective, details, costs, cover, timing etc (there are a few times in the academic year when we prefer to avoid trips)	
2	Preliminary Trips form (section 22a or 22b) to be completed and sent via VP Academic. Name staff and deputy DGL and group first aider.	4 weeks in advance for UK trips. 2 terms in advance if the trip is to be abroad)
3	Please indicate on Proposal, placing a bracket around the name, the member of staff who will not accompany if student numbers drop.	
4	Check visa requirements	6 months in advance if overseas trip
5	the Principal needs to give his permission for overseas trips and visits, and trips involving an overnight stop in the UK	
6	Trip request granted or given reasons for refusing and signed pro forma returned to organiser of the trip	7 days after initial proposal
7	Staff organising trip must contact VP Pastoral for the calendar	
8	Financial and insurance arrangements must be agreed with the Bursar in advance of any financial commitments	6 months in advance if overseas trip
9	AT THIS POINT students can be informed & letters sent to parents - no formal letters to go home until the request has been signed and permission has been obtained from the appropriate quarters. See document below for suggested format.	4-5 months in advance of trip
10	Initiate CRB checks for any responsibly adult accompanying the trip.	4-5 months in advance of trip
11	Contact Janitor to make sure minibus is booked	
12	Make risk assessment trip to venue including age, aptitude & ability of students for the trip. Detail arrangements made for the students with LDD.	4 months in advance for overnight stays/abroad; 3 weeks for UK trips
13	Any CCSS equipment (tents, fieldwork equipment, cameras, ect.) must be checked for serviceability and safety. Consult the appropriate member of staff if unsure.	
14	Insurance form (section 22c) to be completed and sent to the college nurse (for medical advice) AND copy to VP Pastoral (for known behavioural & Welfare issues)	2 months in advance for overnight/overseas, 1 month for UK trip
15	Medical & welfare / behavioural information must be actioned with risk assessment.	
16	List of students attending MUST be published in the Blue Sheet. Students with poor record of attendance and behind in work maybe refused permission to take part by the Vice Principals	
17	Liaise with the Head of Boarding, if your trip involves a very early start of very late return, or if the trip may involve students needing to stay in CCSS accommodation at a time when it would normally be closed.	2 weeks in advance
18	Risk Assessment to be completed & on going nature of risk assessments must be prepared for.	
19	Submit paper work to VP Ac. For final approval	
20	Copy of Passport/Visa documentation, parental permissions, contact numbers and detailed itinerary to be given to VP Ac. 5 working days before departure for overseas trips.	5 working days before departure for overseas trips
21	Meeting for all Students & Staff involved.	
	*Students to be given a written summary of the meeting and asked to sign to show acceptance and agreement. All students to be given emergency contact form and laminated ID card for Student wallets giving them details of accommodation and mobile number for DGL. the card should also have a few simple translated phrases/words if for a foreign country	
22	Staff should collect and check contents of the trips bag and be familiar with the operation of the mobile phone and how to top up credit if required.	3 days before departure

3. Key controls

Things we must be sure about before setting off, and described in detail further on:

- Parental Permissions
That any necessary permissions have been obtained in writing, information given, etc.
- Appropriate staff/student ratios
To make sure that there are enough staff for the trip and to provide back-up in emergency. Colleagues need to consider the following when arranging staffing for any trip or visit. These factors may lead to a risk assessment where additional staffing is agreed. National Minimum Standards suggest a ratio of 1:15/20 students but CCSS always exceeds these recommended standards.
- the age, ability, aptitude and gender of the pupils;
- the number of pupils involved;
- pupils with specific educational or medical needs;
- their previous experiences of being away from school/home and of the activities involved;
- the degree of responsibility and discipline shown by the group;
- the type of visit and the nature of the activities involved;
- the amount of risk;
- the location and travel arrangements;
- the time of year;
- the experience and quality of the supervisory staff available (including venue's own staff, experience and qualifications);
- requirements of the organisation or location to be visited;
- First aid cover.

Minimum staff to student ratios are:

2:15 for trips abroad or other residential visits, with minimum of 2 teaching staff with appropriate experience. Staff must be of opposite sexes if the group is a mixed party;

2:20 for day visits outside the walking distance of the school with minimum 2 teaching staff of opposite sexes if the group is a mixed party;

1:15 for a short local visit (perhaps during a lesson) where one teacher might be sufficient even for a mixed party.

Important staffing notes:

- Additional adults: it is possible for non-CCSS adults to accompany a trip in addition to the minimum ratios stipulated above. Such accompanying adults **must hold a CCSS generated CRB check.**
- Staff considering being accompanied by their own family (partners or children) need to discuss the arrangements in the initial planning phase. Ofsted advice is that any member of staff being accompanied by their own child cannot be included in the ratio calculations.

For trips involving self-driven transport, such as the College minibus (must be approved drivers), it is recommended an additional member of staff must be in each minibus.

Designated Leader

All trips must have a designated leader. The designated trip leader should have appropriate experience and competences for the demands of the trip, or must ensure that the staff team have a range of appropriate competences and experiences to cover all reasonable eventualities, according to the approved risk assessment. For example, ski ability according to the range of student skiing abilities, navigation skills on sailing or mountain walking. This is to cover times when not under expert instruction. These competences should be certificated qualifications, recognised by relevant bodies.

Risk control

You should anticipate risks or problems which could arise and plan "reasonable safeguards" to minimise them. For example in London it would be tempting fate to allow a group of first-term Lower Sixth to disperse for two hours over lunch. However, negligence cannot usually arise from a problem which could not "reasonably have been foreseen".

Anticipating risks is particularly important if there is any element of physical danger involved. **You should assure yourself that the provider of any such activity is qualified, licensed, and capable of providing all necessary safeguards. Get confirmation in writing – they are used to being asked!** Safe travel is important – see below. If in doubt, ask.

We have drawn up procedures for dealing with a range of 'standard' risks and situations which you may encounter as trip leader. Details are given later on in this file. Where relevant each section includes things you can do in the planning stage to reduce the impact of a problem.

When you meet the VP (Ac), he will take you through the details. He must help you identify any other risks which you may need to take into account due to the particular nature of the trip. **You must** visit the venue in advance to help planning and to anticipate risks – the costs of this need to be budgeted. If this is not possible you must seek advice from VP Ac.

4. Planning transport

In general

Bear in mind minibus use guidelines and take care in ensuring that all students know exactly where to be, and what to do if they become separated from the party. If you are using public transport you should organise group-travel tickets and you should retain the return half of your party's tickets!

By minibus

See policy for use of minibus (p48).

By public transport

All students must go and return with the party unless written parental permission has been obtained for alternative arrangements. If parent arrives at departure point and asks for ad hoc arrangement to take student away this should only be allowed if parent can offer photographic identity e.g. passport and documented verification of their relation to the student. If in doubt telephone emergency contact number for guidance but do not release student. **Parents & students must be made aware of this requirement.** Students who have permission to leave a train journey half-way through will need a note referring to the number of the group-travel ticket explaining that the holder of the group ticket is continuing on the journey. In your pre-trip information to students you should make it clear that permission for alternative return arrangements must be dealt with at least 48 hours before the trip sets off.

Bus companies and safety

Check that the company you hire from knows you are a school party, and that the vehicle is properly equipped with seat belts. You must tell students to use the seat belts provided (some countries do not enforce fitting of seat belts to coaches and transfer buses – ascertain if this applies and add to parental permission letter so that parents are aware). Ascertain if the driver has been CRB checked. If not, ensure that students are not exposed to risk in this area. Brief students in advance on good behaviour expected on the journey. The driver may have his own rules on food etc., which you should go along with. Take a bin-bag for collecting rubbish, and go through the bus after the students have left to clear up – much appreciated by the driver.

Use of private transport

If the trip involves use of private transport you **must** ensure that the driver has insurance which covers use of the vehicle for this purpose, and that he or she is aware of the responsibility involved.

This applies particularly if you are intending to drive students in your own car – not uncommon where the group is a very small one. Most car insurances cover 'social, domestic & pleasure' whereas this would be counted as business/work. Check with your insurer and if need be check with the Bursar

You should not allow students to travel in another student's car.

Trips involving an overnight stay and trips abroad

Extra care should be exercised when taking students abroad to ensure safety, and there are issues to consider such as the currency of re-entry visas for non-UK nationals, appropriate insurance, etc. Visas can often be problematic and planning should allow at least 12 weeks for obtaining visas. If parents have mentioned any special requirements or circumstances on their consent forms, please ensure that you have understood, that you have where relevant discussed the issues with the student, and that you have taken them in to account during your planning process. The College Secretary is able to advise you regarding visas.

Make sure your students know what is expected of them

Please tell your students in advance exactly what you expect of them in terms of general behaviour and in terms of attendance, meeting points, timings, etc. (sample letter p.43) **Give them a map – can download from the Internet.** This will avoid any ambiguity about the function

of the trip and make it easier for you to run. As a general principle, individual students should not be allowed to go off on their own, nor is a pub-lunch with alcohol consumed appropriate!

Make sure students are given the mobile phone numbers of the trip leader and other staff in case they get separated from the party, and that they know you will involve the emergency services if a student goes missing without consent.

Please remind your students that it is their responsibility to catch up on missed class time and to find out about homework assignments. Likewise, don't forget to make sure that any classes you will not be able to take have clear instructions for what they should do.

5. Paperwork

The Risk Assessment Form

You need to complete a risk assessment. We hope that the contents of this File simplify the work – for many trips the standard risks described, and their controls will suffice. Talk to VP (Ac) if concerned, confused etc. The DGL **MUST** have visited the site before the trip takes place in order to complete the assessment.

The CCSS Trips Form

We use the information to ensure that our insurance cover is valid, and to publicise the trip to all staff via the fortnightly Blue Sheet. You will be sent an acknowledgement of the Trips Form, which will include details of who to contact at CCSS in case of emergency, and how to get in touch with them.

Medical notes from Nurse

You must send the College Nurse a copy of the trips form. She will check through the confidential medical information we have and add relevant medical details she thinks you should know and then sign the form to show she has seen it.

Instructions for trip members:

You must draw up written guidance for your students so that they know the following before they set off.

- What you want them to bring
- What to do if they have a problem, what number to ring if they get separated from you, rendezvous points and times, travel details
- Guidelines on behaviour and possible sanctions
- Any other material relevant to getting the best out of the trip

Ensure all have the same briefing and record the date, time and those present for the briefing.

Document copies

On the trip, you will need copies of the Trips Form, the Risk Assessment Form and where relevant, copies of your students' passports/visa details, medical forms and travel insurance policy (for overseas trips). It is good practice to have an additional documents file for another member of staff. Copies of all documentation should also be left with VP (Ac).

CCSS contacts cards

Give each student a credit-card sized list of important contacts, to include: staff contacts, CCSS emergency contact, local information (emergency services – police, ambulance). The College Secretary has a template for the card.

During the trip

Initial departure for trip - If any student is due to go on a trip but does not arrive at the departure point, ascertain their whereabouts. Inform CCSS if any student fails to meet more than 15 minutes after agreed times. Do not jeopardise the trip for the rest of the students.

Whilst trip is taking place – take frequent roll calls of those on the trip. If at any point during the trip you notice a student is missing, notify CCSS immediately on the emergency contact number.

Do insist on good behaviour at all times. CCSS is on public show and we expect our students to behave appropriately. If you feel that any members of your party have behaved inappropriately, the trip leader should deal with the situation as they see fit. In extreme cases, you should inform CCSS immediately, who will consider repatriation or another appropriate sanction. It is particularly important that breaches of health and safety are reported without delay.

After the Trip

You will be expected to complete a simple post-trip analysis which focuses on anything you learned that will help planning or running future trips for yourself and others. The form to use is at the back of this file (p.35).

6. Crisis Management Procedures

The Designated Group Leader (DGL) should take charge of emergency situations. It is essential to remain calm as the group will take their lead from the DGL.

Planning to reduce risk

- **Ensure that potential emergency procedures are in place**
Particularly if the activity is one involving extra risk or/and outside 'contractors' are involved
- **Back up cover is available**
You have staff or other responsible adults available to help you deal with the emergency.
- **Emergency contact information is accessible**
As described later in this file

In the event of an emergency the priorities are to:

1. **Assess the situation**
Establish the nature and extent of the emergency as quickly as possible
2. **Ensure that the uninjured group members are safeguarded**
The DGL, a back up supervisor, or a responsible third party should ensure that further injuries do not occur. All group members must be made aware of the incident and must comply with emergency procedures.
3. **Attend to the casualty**
Establish casualty names and get them immediate medical attention.
4. **Inform the emergency services and the relevant emergency contacts who need to know about the incident**
For example: Ambulance, Police, Rescue Services. The CCSS Emergency Contact must be informed as soon as possible after emergency service contact. Follow the procedures set out in Emergency Contact Information (page 24).

Details that must be communicated to the CCSS emergency contacts include:

- Nature of the incident
- Date and time
- Location
- Names of casualties
- Details of their injuries
- Names of others involved so that parents can be reassured
- Action taken so far
- Action yet to be taken (and by whom)

As soon as is appropriate the DGL should write down all relevant facts and details of the incident. An accident report, in the formal Accident and Incident Book.

NB. No staff or students should speak to the media. Any enquiries should be directed to Stuart Nicholson or a Vice Principal at CCSS. [Inform students that contact will be made with parents and they should not make any telephone calls]

Any potential liability should not be discussed with other parties. The main concern is the well being of staff and students on the trip.

It is important to remember that CCSS has a Crisis Management Team. This team will be responsible for all contacts with Parents, other students and the Media and emergency services (if requested to do so by the DGL). The team (unlike the Media) will have the best interests of the students and staff at the forefront but it is also important that careless statements are not made that could increase anxiety or grief for parents/guardians/loved ones.

7. Injury and Illness Procedures

The Designated Group Leader (DGL) should assess the extent of any injury or illness.

Planning to reduce risk

- Ensure you have contacted the college nurse for medical information on participants
So that you are forewarned about pre-existing conditions
- CCSS Emergency Contact Information is available
You'll find general numbers etc further on in this file
- Local Contact Information is available
Your planning should include finding out how to contact local emergency services
- Back up cover is available
Especially if you cannot rely on the availability of local and responsible help on the spot
- They know who is trained in First Aid
Amongst the adults taking the trip.
- Ask students just before setting off
- To find out whether anyone is feeling definitely unwell. In case of real illness you may need to decide whether the person should go at all, but it will also forewarn you about anyone to keep a close eye on.

Injury

The DGL must ensure that the CCSS Off-Site Visits Emergency Procedures are carried out (see p.21). If the injury is assessed as requiring hospitalisation the DGL must ensure that:

- 1. Any First Aid administered is by a trained First-Aider**
- 2. Transport is arranged**
Either by contacting the emergency services or via a designated CCSS vehicle
- 3. The student is accompanied to hospital by a responsible adult**
The casualty and the remaining students will need to be supervised
- 4. The CCSS Emergency Contact is informed**
Information given must include the points ALL the 8 points of the Emergency Procedures on page 9.
- 5. Decide whether to abort the activity/trip**
If it is decided that the activity / trip should stop students will then need to return, or be returned to CCSS

If the injury is a minor one any First Aid should be administered by a trained First Aider. If there is some doubt the college nurse should be contacted (07810 318461) for advice.

As soon as is appropriate the DGL should write down all relevant facts and details of the incident. An accident report must be written in the visits formal Accident and Incident Book (It should be made as soon as appropriate). VP (Ac) must be notified on return.

Illness

The DGL must assess the extent of the illness and whether recovery is likely without hospitalisation. If there is any doubt the student must be accompanied to hospital in accordance with procedures 1 to 5 above. The CCSS Crisis Management Procedures on page 8 must also be followed. The different types of illness, and suitable actions are:

A. Sudden Illness: unknown cause

Assess the potential recovery rate. If hospitalisation is required check the Local Contact Information then proceed in accordance with procedures 1 to 5 above

B. Sudden Illness: known cause

DGL should ensure that students with known illnesses carry the right quantities of medicine with them. The DGL should ascertain if the student involved is capable of administering his /her own medicine or treatment. If hospitalisation is required proceed in accordance with emergency procedures

C. Gradual

The DGL should check if students are well before setting off (see pre-departure checklist). Any students becoming unwell will need to be assessed and supervised. If hospitalisation becomes necessary proceed as directed by emergency injury procedures 1 to 5

If an illness does not require hospitalisation it may be necessary for the DGL to arrange contact with a local doctor. The Local Contact Information may be useful.

ADMINISTERING MEDICINES

- Students should normally be responsible for their own medicines and for administering them. Do not take on this responsibility unless you have to, and if so, make a written note each time. A notebook will be found with the first aid kit.
- The Trips Briefcase you will be given contains analgesics. You may administer analgesics (unless the medical information you have from the college nurse indicates otherwise). But, you must check that the student has not taken other analgesic-containing medicines, and you must make a written record.
- Keep any medicines of which you have control locked up in the briefcase.

8. Group Stranded/Group Member Lost Procedure

Planning to reduce risk

- **Ensure that you have the mobile telephone numbers of the students (on schoolbase) and the CCSS emergency contacts (from VP Ac)**

So you can make contact with everyone even if they have strayed

- **Notify the CCSS emergency contact of the trips start time and estimated time of arrival back at college (on the visits form)**

So that they can deal with queries from parents etc, and raise the alarm if you are missing and unable to make contact.

- **Access available road atlas or location/site maps**

So that you can get around efficiently and without yourself getting lost

- **Ensure your students have been briefed and given written information about procedures**

So they know what they should do in this event

- **DGL to establish and provide Local Contact Information (including local police and emergency services)**

So you know who locally to get help from

- **If using the college minibus check: the vehicle log book, First Aid kit is complete, fire extinguisher, torch and batteries are present and 2 litres of drinking water are on board**

In case the trip takes longer than you thought or you have to look for someone in the dark

During the trip the DGL should:

- **Inform students, before dispersing, of meeting place and time**

Make sure they all hear and take it in!

- **Brief the students on the actions they must take if they get delayed or lost**

To reinforce pre trip briefing

- **Check students have written mobile details of the DGL and ensure mobiles are on and fully charged**

So you can be contacted

- **Set up any necessary "buddy system" for safety**

In overseas or dangerous / very strange situations it is good practice to get students to pair up and to keep an eye out for their 'buddy' at all times.

- **Distribute maps if site is complicated**

So they are less likely to get lost by accident

- **Remind students of expected behaviour codes**

Including not disappearing to have extra fun and so wasting a lot of time and energy for everyone else!

If the Group gets stranded through a transport breakdown/delay the DGL must:

- Follow the Transport Breakdown Procedure

If the group gets stranded in non-transport circumstances the DGL must:

- Phone the CCSS Emergency Contact if the estimated time of arrival (e.t.a.) is going to be more than 2 hours delayed, or is likely to be outside curfew hours
- If for any reason the DGL is unable to contact any of the CCSS Emergency Contacts, the DGL must contact the emergency services

If an individual or small group is lost during a site visit the DGL must:

1. Assess the circumstances of the loss
2. Gather information
3. Attempt mobile phone contact

4. If close send a search party but do not leave a group of students unsupervised

If any group members are missing for over 1 hour the DGL must:

- Phone the CCSS Emergency Contact detailing the circumstances and names of the missing group member and take advice

If any group members are more than 2 hours overdue the DGL must:

- Contact the local Police giving them full details of the circumstances. If telephone number of local police is not known then 999 should be dialled.
- Make Second Contact with CCSS (see later section on emergency contact procedure)

9. Transport breakdown/ Failure procedure

Before using the minibus the DGL should check with Janitor (Andy Sanders) that:

- Any faults identified in the log book have been checked and remedied (entries in the log book should be signed and dated). If in doubt, talk to the CCSS Janitor
- The weekly check record has been carried out and is with the bus
- The AA membership number and contact details are on the bus
- They read, and apply, the guidelines on "Using the CCSS minibus" . See page 48
- There is sufficient fuel at the start of the journey
- **If there is doubt about any of the above you should not commence the journey.**

In event of breakdown

In the event of a minibus breakdown the DGL must:

1. Phone the AA
2. Contact the CCSS Emergency Contact detailing the circumstances
3. Advise the CCSS Emergency Contact of the revised estimated time of arrival (e.t.a.)
4. Consider an overnight stop if the fault is not repaired by 9pm

If the fault is not repairable the DGL must proceed as above (points 1-4) and also:

- Notify the CCSS Emergency Contact of an alternative mode of transport
- Consider an overnight stop if an alternative mode of transport is unavailable and it is after 9pm

If a breakdown occurs on Public Transport the DGL must:

- Ensure that the group is kept together
- Contact the CCSS Emergency Contact if the e.t.a. is expected to be more than XX hours delayed
- Consider an overnight stop if an alternative mode of transport is unavailable and it is after 9pm

In event of a transport accident

If there is a transport accident the DGL, or back up supervisor, must proceed in accordance with the Crisis Management Procedures (page 9)

Should the minibus driver be taken ill proceed in accordance with the Injury and Illness Procedures and also:

1. Allow the back-up driver to complete the journey
2. Contact the CCSS Emergency Contact detailing the circumstances

10. Behaviour/supervision procedure

Prior to the trip you, as the DGL, need to:

- **Undertake a behavioural check of the students who will be in your care and of whom you do not have good personal knowledge (Tutors should be contacted to discuss this)**

So you are forewarned and also to get an idea of how to handle the individual concerned

- **Explain to the students what is expected of them in terms of general behaviour, attendance, meeting points, timings etc**

Establish expectations before the excitement starts, and give the students something in writing and to sign to summarise key points. See p36 for guidelines.

- **Issue specific rules on alcohol and drugs**

Drugs are of course a complete no-no (and subject to ferocious penalties in some countries). It is as well to agree your stance on alcohol in advance through discussion with colleagues. See p36 for guidelines

- **Remind the students of their own duty to act responsibly and not to endanger themselves or others (to include wearing seatbelts on all journeys)**
- **Assess the required staff /student ratio to ensure adequate supervision (guidance on page 4,5)**

Particularly important if you have overnight stays which involve late nights and the need for duty rota with other staff

- **Check staff experience, health and ability to complete the trip (The HR officer can undertake any necessary Criminal Records Bureau checks of any accompanying non-staff members but 3 months must be allowed for this. If CRB check is not complete before departure then non staff member cannot participate in the trip)**
- **Ensure that First Aid cover is available**
- **Identify senior students who may be able to deputise as a supervisor in an emergency situation**

Not ideal but much better than no help! Encourage use of 'buddys' encouraging students to look out for each other

- **Head counts** should be taken regularly

During the trip the DGL must ensure that:

1. Illness through alcohol or drug abuse

Is dealt with in accordance with the **Sudden Illness: unknown cause** procedure

2. Injury caused by misbehaviour, by accident or by deliberate act

Is dealt with in accordance with the **Injury** procedures

3. Sanctions

Any formal sanctions that come into effect if a student fails to adhere to the behavioural guidelines should be recorded. Do not overlook bad behaviour simply because you want students to enjoy themselves – it is better to ensure that the students know you mean what you say.

4. Arrest

Should a group member be arrested the DGL should contact the **CCSS Emergency Contact**. Detailing the:

- Names of group members involved
- Nature of the incident
- Date and time
- Location

CCSS Off Site Activities & Visits File

- Local Police Station telephone number and address
- Action taken so far
- Actions yet to be taken (and by whom)

5. Gross misbehaviour

Ring the CCSS Emergency Contact to get advice on what to do, especially if you feel there is a case for sending the offender home immediately.

10b. Remote Supervision and Down Time Procedure

Remote Supervision

Supervision can be close or remote but is always 24 hours;

- close supervision occurs when the group remain within sight and contact of the supervisor;
- remote supervision occurs when, as part of planned activities, a group works away from the supervisor but is subject to stated controls (e.g. during certain Duke of Edinburgh's Awards expeditions). The supervisor is present though not necessarily near or in sight, but his or her whereabouts are known;
- down time (or recreational time) – for example during the evenings – may involve close or remote supervision, but should not be unsupervised – the supervisors continue to be in charge;
- it is essential that everyone involved in the visit understands the supervision arrangements and expectations.

When supervision is remote:

- groups should be sufficiently trained and assessed as competent for the level of activity to be undertaken, including first aid and emergency procedures. Remote supervision will normally be the final stage of a phased development programme, students will be familiar with the environment or similar environments and have details of the rendezvous points and times of rendezvous,
- clear and understandable boundaries will be set for the group,
- there must be clear lines of communication between the group, the supervisor and the school. Do not rely exclusively on mobile phones, consider walkie-talkie systems and land lines.
- the supervisor should monitor the group's progress at appropriate intervals,
- the supervisor will be in the expedition or activity area and able to reach the group reasonably promptly should the group need support in an emergency,
- there should be a recognisable point at which the activity is completed,
- there should be clear arrangements for the abandonment of the activity where it cannot be safely completed.

Down Time

DGL's should ensure that students continue to be properly supervised during downtime before, between and after activities, including the evenings on residential visits. A group occupied in study or activity is far safer than a group left to its own devices in an unfamiliar environment. Too much unstructured free time in a residential programme can allow time for mischief, bullying, homesickness and wandering off the body of the group.

It is good practice to:

- ensure that all staff and students understand the standards of behaviour that apply at all times, not just during activities,
- ensure that handover between activities is properly supervised, with a named supervisor responsible for the group if there is down-time between activities,
- ensure that all supervisors understand that their supervisory role continues in the evening – however hard a day it has been, that it is not time to relax in the bar or in front of the TV,
- use down-time in the evening or at the beginning of the day to brief the group on the planned activities for the day to come, e.g. the planned learning outcomes, specific health and safety issues, meal and break times etc,
- use down time after activities for individual reflection on personal learning outcomes, and group discussion about the highs and lows of the day,
- apply advice contained in "Remote Supervision" above, adapted as necessary, if it is felt reasonable to allow students some time without close supervision,
- occupy the group with mildly active, non-academic activities in the evening, e.g. craft activities, environmental activities, quizzes, team challenges, led- walks.

Night Time

Group Leaders should ensure that, where possible:

- the group's immediate accommodation is exclusively for the group's use,
- teachers (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the student's accommodation,
- there is a teacher present on that floor whenever the students are there,
- child protection arrangements are in place to protect students and staff,
- where hotel/hostel reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visits,
- in the absence of 24 hour staffing of reception, external doors must be made secure against intrusion and windows closed as necessary to prevent intrusion,
- where possible, internal doors are lockable but staff must have reasonable access to the students accommodation at all times,
- where students' doors are locked, teachers have immediate access, as necessary, to a master key,
- all staff and students know the emergency procedures/escape routes in the event of a fire. Where windows and doors are locked against intrusion at night, ensure that alternative escape routes are known and that all fire doors function properly,
- accommodation is on the first floor, not the ground floor if possible.

Don't be lulled into a sense of false security by local assurances, such as "no need to lock doors in this part of the country". The presence of the group may attract unwelcome attention that is unusual in the locality.

11. Accommodation Incident Procedure

Planning to reduce risk

- **Regulations now dictate that the accommodation must be visited beforehand for risk assessment procedures.**

So that you can assess possible areas of risk, and plan things such sleeping and catering arrangements in advance to avoid confusion

On arrival at the accommodation the DGL must ensure that:

- Group members are aware of the Fire Exits and sites Fire Safety Procedures
- Group members are aware of the behaviour expectations and non-smoking policy
- A partner or buddy system is set up if helpful or necessary

In the advent of emergency evacuation the DGL must ensure that:

- All group members are accounted for
- Group members stay together until told otherwise by the DGL

If any injury occurs the DGL should proceed in accordance with the Injury and Illness Procedures.

In the advent of a suspected case of food poisoning the DGL should apply the Sudden Illness: unknown cause procedure. The DGL must also phone the CCSS Emergency Contact detailing:

- The nature of the incident
- Date and time
- Location
- Names of group members affected
- Details of treatment
- Actions taken
- Actions to be taken (by whom)

12. Theft or Loss

Planning to reduce risk

- **Brief students on:**
 1. Personal safety
 2. The dangers of displaying valuable items in public (cameras, mobiles, money, gold etc)
 3. Keeping their personal belongings with them (i.e. not to leave bags, coats etc unattended
- **Ensure that the group is in possession of all the necessary documentation (e.g passports, visas, tickets etc)**

Decide in advance whether you will keep tickets to stop loss (but you will need to hand them out when necessary). Ditto passports, though it is likely that students will need to keep their own passports in case they need to prove identity to security

- **Ensure that passport copies have been made and that you have them with you**
Much easier to cope if the original is lost

Theft of Property or Documents

The DGL should:

- Take details from the group member
- Report the theft to the hotel, venue or site management
- Report the incident to the local Police
- Get a crime or incident number from the Police
- Notify the Bursar on return from the trip

Loss of Documents

The DGL should:

- Keep the group together
- Designate two group members to conduct a search
- Notify the authorities

13. Emergency Contact Procedure

The following contacts must be made after a significant incident on a Visit. A significant incident will cover:

- a car, minibus, bus or train accident involving collision
- a student missing from the group without permission for more than 1 hour
- a hotel fire involving building evacuation
- student or supervising staff illness or injury requiring emergency services or hospital treatment
- student or supervising staff arrest by police
- return to CCSS delayed beyond 2 hours: immediately if estimated arrival after curfew

The procedures below are designed to ensure that the DGL has a clear line of communication with CCSS-base for advice and to relay information to others who need it (e.g. parents) without having the distraction of making a series of calls in the midst of an incident.

Staff at CCSS base will be responsible for notifying one of VP's for guidance.

First Contact

The first contact to be made is with appropriate staff at CCSS.

The longest period before making contact is 2 hours, in the case of a delayed return.

In all other cases, make contact as soon as possible after the incident – but only when an assessment has been made of the outcome of the incident, and the relevant information CCSS need to know.

First Contact will be Senior Management (Principal, Vice Principal or Bursar). If this is not possible Head of Boarding or Child Protection Officer.

Do not leave messages on the CCSS answer phones.

When making contact, advise when you will next be in touch, and stick to the arrangement.

Leave more than one mobile/other contact number.

Internal Communication

In the case of vehicle breakdown, or minor accident/fire not requiring emergency medical treatment (where the main consequence is likely to be delayed return), VP/Senior House Manager will advise day students parents of revised pick-up times, and house managers. If the SHM is not the first point of contact, the person contacted should try to get in touch with SHM as well.

In all other cases (which will involve serious accident/injury/student missing), the first contact should set up a line of contact with Senior Management. A Vice Principal should designate her/himself (normally VP (Ac)) to lead the process, should seek assistance from other Vice Principal depending on the severity of the incident, and should contact the Principal as parents are likely to be contacted. When involved, the designated Vice Principal should try to establish contact with the DGL.

Contact with Emergency Services

The emergency services should be contacted either immediately (in the case of serious illness/injury/arrest) or within 1 hours in the case of a lost student or stranded group.

In this instance, if you have not already done so, make first contact with CCSS. Also make contact with the emergency services if for any reason you are unable to make First Contact with anyone at CCSS.

Second Contact

This should be within 1 hours of first contact; to the same contact unless a more senior member of CCSS staff has already contacted you. Again, you will need to have made a thorough assessment of the likely outcomes, key issues, and information to be passed on.

Parental Contact

Immediately after the second contact is made, or earlier if there is a clear analysis of the situation (in the case of serious accident/injury/student missing), the parents of all the children on the trip will be contacted. Ideally this will be by the Principal but otherwise a designated Vice-Principal. Their initial contact will be with the parents of students known to be the most seriously affected by the incident. *Students should be strongly discouraged from making outside contacts as they will probably each give a different version of events and could cause unnecessary alarm amongst parents. The College will take over the role of liaising with parents/guardians and any press contact.*

Ongoing Contact

After initial contact has been made with parents of affected students, continuing regular contact will be agreed direct with parents. In most cases, it will be preferable for the DGL to relay information direct to the Crisis Management team contact rather than direct to parents – otherwise management of the incident may be prejudiced. As soon as practical, arrangements should be made for affected students to speak to their parents.

The Principal will decide the point at which an incident is to be deemed closed.

14. House Managers Contact Information

SCHOLARS HOUSE Front	Milli & Piotr Janus	01223 517576
	Mobile	07824 829155
	Donna Bramhall	01223 517593
	Mobile	07779 652419
SCHOLARS HOUSE Back	Andrew Thomas	01223 517014
	Mobile	07824 828985
	Ian Colvin	01223 517222
	Mobile	07824 828985
BATIM HOUSE	Maree Allitt	01223 517606
	Mobile	07824 829018
	Zara Josephs	01223 517654
	Mobile	07824 829018
THE STABLES	Jane Short	01223 517549
	Mobile	07824 828974
	Andy Sanders	01223 517556
	Mobile	07824 828974
HOPE HOUSE	Tristan Dunbar	01223 508413
	Mobile	07773 756214
FLOWER STREET	Shelby Zachariah (Mobile)	07874 251774
ST. BARNABAS	Neil and Anna White	01223 517547
	Neil White – House mobile	07824 828974
	Head of Boarding mobile	07765 845030

15. Emergency contact information form

You should ensure that this form is completed before you depart. Take a copy with you and leave a copy with Colin Jarman for reference.

CCSS Group name : _____

Designated Group Leader: _____ Home Phone No. _____
Mobile: _____

Visit departure date : _____

Return information : Date: _____ Time: _____ Location: _____

Group: Total Number : Adults _____ Group members _____

Emergency contact information: First Contacts: Head of Boarding (HB)

Mr Neil White Daytime Tel : **01223 517547**
Mobile: **07765 845030**

Colin Jarman Daytime Tel: **01223 716890**
Mobile: **07768 984842**

Rona Landragon Daytime Tel: **01223 716890**
Mobile:

Chris Forte Daytime Tel: **01223 517572**
Mobile

Please remember that in an emergency you must make direct contact. Answer phone or voicemail messages are insufficient. In the event that the CJ/HB or any of the above are unobtainable the relevant House Managers must be contacted.

House Managers see: **House Managers Contact Information page in this file.** Nurse Jane can be contacted for general medical advice.

Nurse Jane Palmer Mobile : **07810 318461**

Travel Company _____ Tel: _____

Name /Address _____
_____ Tel: _____ Fax: _____

Company Travel Rep: _____ Tel: _____ Fax: _____

Insurance/ Emergency Assistance _____ Tel: _____ Fax: _____

Hotel:

Address: _____

_____ Tel: _____ Fax: _____

Hotel Contact (Rep/Manager) _____

Other emergency numbers:

16. Local Contact Information

It will save time in emergency if you identify helpful numbers to use in the area your trip is going to. These numbers should also be given to Colin Jarman. Do get advice from Neil White if need be.

In Britain:

Emergency Services: Police, Ambulance, Fire and Rescue Tel: **999**

In Europe:

For emergency services contact anywhere in the European Community Tel: **112**

NHS Direct Tel: **0845 4647**

Local Police Tel:

Local Tourist Info Tel:

Weather reports Tel:

17. Key Responsibilities Check List

The list below summarises who is responsible for aspects of CCSS which are relevant to trip planning. You will need information from some of these staff.

Activity	Responsibility	Emergency Contact Number	DGL Check (tick)
Medical information Send your list of participants to Jane so that she can get back to you with any known medical concerns	Jane Palmer	07810 318461	
Student Behaviour check To find out whether there are any ongoing welfare / behaviour issues you should be aware of	Rona Landragon (VP) Other tutors	01223 512531 via 01223 716890	
Head of Boarding If your students are likely to be very late back or if they will need to stay in CCSS accommodation outside normal term time, either just before the trip leaves, or after you return.	Neil White	07765 845030	
Minibus Logbook / mechanical check, how to drive it, AA Contact arrangements Mobile and Briefcase control	Andy Sanders (Janitor)	07825 239655	
Staff/student ratios If you are not sure (but see earlier guidance on p 4 & 5)	Colin Jarman (VP)	01223 517536	
Accident and emergency issues and information Accident records, Emergency Service Contacts, First Aid Kit, Emergency Procedures Framework	Colin Jarman	01223 517536	
Outward Bound Advice on organising, sources expert help, checking H & S	Andy Hilton	01223 517550 or 07753 740720	
Trip insurance matters Although Colin notifies our insurers via the Trips Form (see below), The Bursar should be contacted regarding overseas trips and help with details of what is covered, unusual activities etc	Chris Forte (Bursar)	01223 517572	
Parental Permissions, Key Equipment check Student Equipment check, Location Maps Weather check, Chasms Risk Assessment All things you as DGL have to sort out yourself, though you will find ready help and advice from others	Designated Group Leader. Colin Jarman can help with Risk Assessment. Office can help with contact details for permissions		
CCSS Internal Contacts The pages in this Trips File which give telephone numbers. Any other numbers will be notified to you by Colin Jarman via the Trips Form (see later)	Colin Jarman This File	See Emergency Contact Information & HM Contacts	
Parents' Contact Details	College Office	Principal	

CCSS Off Site Activities & Visits File

<p>Very useful to have, though in case of problems you are expected to make contact with parents indirectly, via the Crisis Management procedure (see earlier in this file)</p>		<p>01223 517566</p>	<p>N/A</p>
<p>Media contact In case of problems do not talk to the media yourself – see Crisis Management Procedures. In case of getting good publicity, talk to Stuart.</p>	<p>Stuart Nicholson (Principal)</p>		

18. DGL Procedure & Equipment Check List

The Designated Group Leader should check that following are complete / in order / done. A copy of this checklist should be completed and given to VP Ac before trip departure.

DEPUTY GROUP LEADER NAME	
Procedure, information, equipment	Yes / No / NA (Not Applicable)
STAFF CRB CHECKS – checked for all involved in contact with students including company instructors.	
PERMISSIONS See p40 for whether needed. You don't have to take the permissions forms with you on the trip.	
PARENT CONTACT DETAILS LIST But use the emergency contact for problems.	
ANY BOARDING ISSUES If students will need to stay in Houses outside normal term, or very early start, late back etc	
MEDICAL INFORMATION From Jane Palmer (college nurse).	
BEHAVIOUR INFORMATION As necessary, from tutors. No need to bring it with you unless you might forget the info!	
TRIPS FORM Complete the Trips Form (see p38) as early as possible with names. Send to Jane Palmer (college nurse) initially and then to Colin Jarman. Colin Jarman will send you a copy with any additional emergency numbers you might need	
INSURANCE Check with the Bursar to ensure that our normal insurance covers your trip. Decide whether you need to take any cover note details with you on the trip. If you or anyone else is using their own car, check your cover is for work as well as leisure.	
MINIBUS Ensure checks are complete. Get practice with Andy Sanders if you've not driven it before.	
CCSS SHOULDER BAG (for documents) Colin will give you this. Some of the equipment mentioned below will be in it. Use it to keep vital documents safe.	
CCSS OFF-SITE VISITS FILE That's this file. Take it with you!	
ACCIDENT AND INCIDENT LOG BOOK This should be in the trips bag. Use it during the trip to record any difficulties and the specific events mentioned elsewhere in this file	
OFF-SITE VISIT RISK ASSESSMENT See page 30. Give Colin Jarman a copy and take a copy with you. Include qualifications of instructors.	
PHOTOCOPIES OF PASSPORTS Staff as well as students. Suggest you include a copy of UK visa if the student has one. Lodge a copy of each passport and visa with Colin Jarman.	
MAPS AND SITE INFORMATION, TRAVEL DETAILS, TICKETS ETC Of course!	
ITINERARY OF TRIP all travel times, companies, excursions and activities (Colin Jarman should have a copy of this)	
FIRST AID KIT From Colin Jarman	

<p>MOBILE PHONE + SPARE BATTERY (CHARGED) From Colin Jarman, in the trips bag</p>	
<p>SUFFICIENT CASH / CREDIT CARD If necessary talk to the Bursar about the best way to ensure you have adequate emergency funds</p>	
<p>TORCH In case you get stuck somewhere dark</p>	
<p>BOTTLED WATER For delays</p>	
<p>INSTRUCTIONS TO STUDENTS – to be given at a briefing meeting 5 days before departure. All students on the trip must sign a summary of briefing confirming that they have attended the meeting and understand all topics mentioned in the briefing meeting. Briefing should include a written sheet with guidance, expectations, emergency numbers etc. Make sure your students understand it, have a few spares with you too. Remind students of behaviour rules, drink / drugs etc</p>	
<p>ID CARDS GIVEN TO STUDENTS</p>	
<p>24HR SUPERVISIONS DECIDED (Overnight stays & trips abroad)</p>	
<p>CLOTHING ETC Check students’ clothing is suitable to the activities and the anticipated weather</p>	
<p>STUDENT HEALTH ON DEPARTURE Check that your students are not feeling ill. If ill, get advice</p>	
<p>JOURNEY REFRESHMENT STOPS ETC Worth planning where you will stop for food, toilet breaks etc.</p>	
<p>OTHER</p>	

19a. Off-Site Risk Assessment form

You must complete a copy of this form and return it to VP Ac before your trip. In all cases you must consider the age, ability and aptitude of staff and students with specific reference to the activities and assessed risks of the trip. If you are not sure how to identify 'significant hazards', or what would be suitable ways to control the risks you identify, get in touch with Colin Jarman. The risk assessment must be Generic, activity specific and on-going. Additional advice on coastal visits, farm/wildlife park visits are given in section 19b & 19c.

Risk assessment for	Assessment undertaken on	Assessment review
Location or type of trip:	Date: By (Signed): Name (print): Position:	Leave blank – for Neil White's use

Significant hazards (Expand this section as necessary)	Significant hazards (Expand this section as necessary)	What controls?
---	---	----------------

SECTION 1		
<p>The hazards below are those described elsewhere in the Trips File. Cross out any which do not apply. If you use the controls and procedures described in the relevant sections of the Trips File, you do not need to write in more detail. Use Section 2 for other specific risks</p>		
Injury and Illness Group Stranded/Group Member- Lost Transport Breakdown/ Failure Bad Behaviour Accommodation Incident Theft or Property Loss	Staff and Students Staff and Students Staff and Students Students Staff and Students Staff and Students	<p>EXISTING CONTROLS INFORMATION IS CONTAINED IN THIS CCSS OFF-SITE ACTIVITIES AND VISITS FILE. AGE, APTITUDE, ABILITY, ACTIVITY AND GENDER MUST BE TAKEN INTO ACCOUNT AND ASSESSED.</p>

SECTION 2		
<p>Use the section below for hazards which are not covered by the sections of this File, or which you feel are inadequately covered. If those risks are being incurred through activities for which others are taking responsibility (eg an adventure training centre), you should make sure that they have undertaken the necessary risk assessment / controls themselves, and that you have a copy of the risk assessment from the centre. The controls should refer to the supervision & protection measures being employed and qualifications of the training staff responsible for the student supervision.</p>		

19b Coastal visits

HASPEV chapter 8 “Types of Visits” has advice on coastal visits at paragraphs 181-2. HASPEV states: “... many of the incidents affecting students have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming.”

The Group Leader will want to bear the following points in mind when assessing the risk of a coastal activity:

- Consider which areas of the terrain are out of bounds, and whether the risk assessment allows swimming in the sea;
- Group should keep to a safe distance from the cliff edge at all times – a “buffer zone” between the students and the hazard.
- Be aware that cliff falls can mean that cliff paths stop abruptly at the cliff edge;
- Do not allow students to ride mountain bikes on any route that is near a sheer drop e.g. coastal path or canal towpath.
- If the risk assessment indicates that the risk could be managed adequately, then there should be a small known group of skilled and experienced riders accompanied by appropriately qualified staff;
- Provide information and advice to the nature and location of hazards.

Swimming in the sea or other natural waters

Swimming and paddling or otherwise entering the water of river, canal, sea or lake should never be allowed as an impromptu activity. The pleas of children to be allowed to bathe – because it is hot weather, for example, or after kayaking exercise – should be resisted where the bathing has not been prepared for. In-water activities should take place only when a proper risk assessment has been completed and proper measures put in to control the risks. The activities should be formal and supervised.

It is good practice that, wherever possible, Group Leaders seek out recognised bathing areas that have official surveillance i.e. qualified lifeguard cover. But, even then, Group Leaders should be aware that students might mingle with members of the public and be lost to view. Students should always be in sight and reasonable reach of their supervisors.

The Group Leader should:

- be aware that many children who drown are strong swimmers;
- ascertain for themselves the level of the students’ swimming ability;
- check the weather;
- be aware of the local conditions – such as currents, weeds, rip tides, a shelving, or uneven or unstable bottom – using local information from the lifeguard, coastguard, harbourmaster, police or tourist information office;
- be aware of rocks, breakwaters and other potential hazards;
- look out for warning signs and flags: a red flag means it is unsafe to swim: yellow flags mean that lifeguards are on patrol in the area between the flags; a black and white flag means it is an area used by surfers and not suitable for swimming;
- designate a safe area of water for use by the group;
- brief the group about the limits of the swimming area;
- avoid crowded beaches where it is harder to see students;
- be aware of the dangerous effects of sudden immersion in cold water;
- be aware of the dangers of paddling especially for younger students;
- ensure that students have not eaten (at least half an hour) before swimming;
- ensure the activity is suitable for the students, especially any with special needs or disabilities;
- adopt and explain the signals of distress and recall;
- ensure that buoyancy aids, lifejackets etc, are used where appropriate;

- carry out regular head counts;
- be aware that it is not always possible to tell when someone is in difficulties.

Supervisors should:

- have clear roles – at least one supervisor should always stay out of the water for better surveillance;
- take up best position from which to exercise a constant vigilance;
- divide their careful watching between staff who stand in the sea and look landward towards the group and staff who stay on land and watch the group from that vantage point;
- give the children their full, undivided attention;
- always follow the advice or directions of a lifeguard;
- never swim themselves unless it is to help a child in distress;
- not join in any of the children's games;
- ensure that no child is allowed to wade out or swim further than his or her waist height;
- nevertheless, be aware that it is possible to drown in one's own depth, and to act immediately when a child appears to be in difficulties;
- ensure that children leave the water immediately if they get too cold, especially if toes and fingers look blue or feel numb – could suggest the onset of hypothermia;
- recognise that a child in difficulty is unlikely to wave or shout – all of their energies will be in trying to keep afloat.

It is good practice for the Group Leader, or another designated adult in the group, to hold a relevant life saving award, especially where lifeguard cover may not be available. For further advice contact the: The Royal Lifesaving Society UK, River House, High St, Broom, Warwickshire B50 4HN (Tel: 01789 773994) <http://www.lifesavers.org.uk/>

19c Farm/Wildlife Park Visits

“There is a seasonal increase in the number of cases of E. coli 0157 infection, and there is a link between farm visits and infection in young children. This means that some simple and sensible precautions should be taken.” – Chief Medical Officer – 12 April 2000

DGL's should check the provision at the farm to ensure that:

- eating areas are separate from those where there is any contact with animals;
- there are adequate clean and well-maintained washing facilities;
- there is clear information for visitors on the risks and the precautions to take.

Ensure that:

- there is adequate trained adult supervision wherever children can come into contact with animals and need to wash their hands;
- all children wash their hands thoroughly immediately after touching animals and before any eating or drinking;
- shoes are cleaned and then hands are washed on leaving the farm.

Never let students:

- place their faces against the animals;
- put their hand in their own mouths after touching or feeding the animals;
- eat or drink while going round the farm;
- eat or drink until they have washed their hands;
- sample any animal foodstuffs;
- drink from farm taps (other than in designated public facilities);

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- touch animal droppings – if they do then wash and dry hands;
- ride on tractors or other machines;
- be in the farm area, or in other areas that are out of bounds such as grain storage tanks, slurry pits etc.

20. Safety tips for travel on the London Underground

Help us to help you travel safely and securely on the Tube

1. Safety and security has always been our top priority. Following terrorist attacks on the Tube, we have implemented a number of additional security measures to complement those already in place.

Here's what we do to help keep the Tube safe:

- Each of our 275 stations has its own evacuation plan.
 - Every member of staff has had training in evacuation and safety procedures and are currently in high visibility clothing (as are police patrols, both BTP and Metropolitan at stations throughout central London).
 - A thorough check of all public areas of the train is now being undertaken by the train crew in the course of their normal duties and this includes when changing ends at terminal stations, and when each train is entering or leaving service.
 - Extra staff patrols are at stations and additional search teams are currently on standby.
 - There is close liaison between Tube, police, fire and ambulance services.
 - We hold regular emergency exercises, like Operation Dartboard in June 2005, and are constantly re-evaluating our evacuation procedures
2. You, our customer, also have a part to play in maintaining security.
 - Please be alert for any unattended bags or luggage. If you see something that looks suspicious, please contact the nearest LU staff member.
 - Please keep your luggage with you at all times – this helps us avoid unnecessary security alerts and delays
 - Please follow the instructions of LU staff in the event of any emergency - they are trained to ensure your safety.
 3. To encourage the public to help us keep the network safe:
 - We are undertaking additional PA announcements regarding keeping belongings with you and to reassure you when the train has to stop in a tunnel for longer than a few seconds.
 - We have engaged the media and called on you to be vigilant, keep belongings with you, and report anything suspicious to staff.
 - New posters have been produced to remind you to '*Help us keep the Tube safe*'
 4. Smoking is not permitted anywhere on the Underground.
 5. Flash photography is not allowed.
 6. Please be prepared to take your litter and put it in a bin when you leave the system - this helps us to keep your stations and trains clean.
 7. Please be careful when you step on and off the escalator, especially when you are carrying luggage. Stand to the right and hold onto the handrail. Avoid standing near the edge of the steps.

21. Post Event Evaluation Form

It helps us a great deal in getting procedure right if we receive feedback on trips, even if that feedback is simply to say that everything went smoothly. **Please complete a copy of this form and send it to Colin Jarman.**

ACTIVITY OR LOCATION:

DATE:

DESIGNATED GROUP LEADER:

SIGNED:

Observations on travel arrangements (including mode of transport, accommodation and trip suitability etc)

**Re-assessment of Risks, controls, future recommendations and any procedural enhancements.
On-going risk assessments made (provide details)**

22a. Preliminary Trips form – Day Trip

Visit to:

Purpose of visit:

Dates proposed for visit:

Time of day

No of students to be taken:

GirlsBoys:

Years group(s) :.....

Staff required:.....

Other

Estimated cost per student:

What arrangements have been made for travelling:
.....
.....
.....
.....

Signed:
(Designated Group Leader - DGL)

Signed:
(Deputy DGL)

Permission granted

Signed.....

Principal VP Academic (circle appropriate)

22b. Preliminary Trips Form (to be completed if trip is longer than 24hrs or outside England, Scotland & Wales)

DATE OF TRIP	Departure Return
DESTINATION	
ITINERARY (Give full proposed itinerary)	
DESIGNATED GROUP LEADER	
DEPUTY DGL	
OTHER STAFF (Including staff employed by any company being used for tuition purposes)	
STAFF WHO DO NOT HOLD TEACHING QUALIFICATIONS	
TRAVEL ARRANGEMENTS	
INSURANCE DETAILS	
STUDENTS INVOLVED (If known at this point)	
DETAILS OF ANY COMPANY BEING EMPLOYED	
HIGH RISK ACTIVITIES BEING PLANNED (e.g. skiing, absailing, sailing, mountaineering)	
NAMES OF APPROPRIATELY QUALIFIED STAFF FOR HIGH RISK ACTIVITIES	

COPY OF PROPOSED LETTER TO PARENTS TO BE ATTACHED
Permission granted..... (Principal/Vice Principal/Academic)

23. Guidance on getting parental permission where necessary

If your trip involves any of the following you will need to obtain parental permission before the trip takes place:

- **A night or more away**

Doesn't matter whether this is in or out of term time. The key point is that the students are in our care.

- **A trip outside the United Kingdom**

Includes issues of health, insurances, visas etc. Almost always involves nights away too

- **A high-risk activity**

How to define 'High Risk'? Depends if you need specialist instructors / safely equipment to pursue the activity or / and there is a real increase above normal risk of getting hurt. Climbing and White-water rafting are High Risk. Going to Alton Towers is not. Going quad biking is, Go-karting in supervised arena is somewhere in between. If in doubt, ask for permissions

- **An expensive activity**

Parents do not always share their offspring's view of what can 'go on the bill'. £20 or less is probably OK, £50 needs permissions. In between? Ask the Bursar.

How does permission help us?

- Parents know what is involved and agree to it, greatly reducing the possibility that they will take action against us if something does go wrong despite our best efforts.
- There are no ambiguities about parental willingness to pay. You do not want to organise an expensive trip based on student enthusiasm, only to find that the parents won't pay and your trip becomes unviable.
- To give parents the opportunity to tell us about any change of contact details, medication issues etc, which will improve our risk control.

What should I send, when etc?

You should send parents:

- ◆ **a covering note / email**

Explaining briefly what the trip is about, including dates, the cost, and what you require them to do, and by when

- ◆ **a description of the trip**

Going into reasonable detail, purpose where you will be staying, brief description, plus activities to be undertaken, travel arrangements, staff supervisors etc. We suggest enough detail so the parent has a clear idea of what they are signing up to. You should make sure you describe any high-risk aspects and how those will be kept as safe as possible. Include your policy on behaviour (see p. 15); on alcohol if relevant (see later section on behaviour policies). We suggest no more than a side of A4, but do say more if need be. Offer to send more details if requested, or to speak to the parent over any concerns

- ◆ **a form to complete and return to you**

Agreeing to the trip and its cost, disclosing any concerns, health issues etc. See overleaf for a suggested text.

Send the permissions request as early as possible because sometimes parents are slow to respond, and you may not be able to firm up arrangements until you know you have the consents. **You certainly cannot take a student for whom you have not received the consent for which you have asked.**

We suggest that you:

- Use email if possible. Ask your students for their parent's email address, but do check that the parents are happy to receive the information in the form of a Word format attachment – not all parents have Microsoft software to hand.
- Alternatively, FAX. If neither is possible, use the mail, but beware of delays overseas.
- Tell the student what you are doing. Give them a copy. Tell them it is up to them to get the permission turned round fast.
- Request replies by FAX – in exceptional circumstances we may accept email (check with Colin)
- Be ready to chase, send reminders etc.
- Permission from an official guardian is OK, but do check that the person is on our files as the official guardian

Suggested cover letter / email

“Dear <parent or guardian name>,”

Permission for trip: information needed from you

I am writing to let you know that **<student name>** has expressed interest in joining a trip I am organising. I've given details on the attached sheet, but briefly, the trip involves **<a few lines of description, dates, costs>**.

Because the trip involves **<overnight stay / risky activity / overseas / cost – whichever apply>** I must have your written consent before I can include **<student name>**. It will also help planning a safe and enjoyable trip if you can let me know of any medical issues I should take account of: allergies, illness, any medication your child is currently taking etc. I'm aware that you will already sent CCSS a medical history, but I need to have the most recent information you can give me, and to know about any other concerns you may have.

I also need to confirm whether the contact details we currently use for communications to you are the correct ones to use for the period of the trip. This will ensure that we can contact you quickly if we need to.

Please contact me if you require any further information about the trip and how we intend to control identifiable risk.

I would be grateful to have your reply no later than <date> to enable me to confirm the trip. Please send your reply by FAX if possible, to 01223 517530, or by email to: <your address> or by post.

Yrs etc”

Suggested consent form wording

“ I agree that **<name of child>** may take part in the forthcoming trip to **<where>**, due to take place between **<dates>**. I agree with the information I have received on the details of the trip and I am aware of CCSS’ general policy on trips management as described in the Parents’ Guide. .

Please complete the following information:

Information required	Yes	No	Details
Conditions requiring medical treatment (include medication)			
Any allergies, including to medication.			
Passport No.			
European Health Insurance Card number.			
Do you agree to your son daughter receiving emergency medical treatment including blood transfusion and anaesthetic			

Contact details:

Name	
Address	
Work telephone number	
Home telephone number	
Mobile telephone number	
Other emergency contact numbers and names	

Name of parent or guardian (please print)*

Signature..... Date.....

*If you are signing as guardian, we would be grateful if you could ensure that the student's parents are aware of the trip details

Please return to <details> NO LATER THAN <date>.

24. Guidance on student rules of behaviour

[Copy to be sent to Parents with letter asking for consent]

There are two main reasons for staff at CCSS organising trips:

1. To help you with/enhance your academic course of study
2. To help you enjoy activities that are outside your normal course of study

Trips often mean that everyone will be going into unfamiliar environments. This means that we must respect those environments, the people we meet and their associated laws and culture. Each one of us has a 'duty of care' to everyone else in the group. That means we must look out for and not do anything that will hurt, upset, inconvenience or put each other at risk. It also means that we must extend that duty of care to people that we meet in the course of our trip.

Please read below what we expect from you and make sure you understand the points before you sign at the bottom of the page to say that you agree to follow them. Needless to say – if you cannot agree it will not be sensible for you to come on the trip.

1. Much of the planning will be done as a group but there will be specific activities that are planned at which you must attend and take part.
2. You cannot go off and 'do your own thing'. No one will be allowed to leave the group or go out on their own unless there are good, specific reasons and it has been agreed by the Group Leader.
3. You must always meet at the agreed places at the agreed times.
4. Make sure that you know the emergency contact numbers for the staff with your group.
5. We expect you to behave like ambassadors for the college. Be courteous to others, respect local customs and cultures and do not do anything to bring the college or yourself into disrepute.
6. You will be unfamiliar with local laws and custom. In addition to your liberty, your health and safety (and the safety of others) may be compromised if you consume alcohol or become associated with illegal activities or substances. Alcohol may only be consumed if agreed by the group leader and with the written permission of your parents. In all aspects, you should assume that normal college rules apply throughout any trip or visit.
7. If you have a problem with your accommodation or anybody you encounter do not try to solve it yourself – see a member of staff.
8. If there is free time we must know that you are safe. To make sure of what we expect you must:
 - (i) ask the group leader if you can go out and not go out alone
 - (ii) ensure you are back when expected and contact us if there is a problem
 - (iii) ensure you are accompanied by a member of staff if it is dark

These are very important points. If they are not followed we will:

- (i) contact CCSS within an hour of a student not being at an agreed place on time
- (ii) contact the local police if a student is missing for two hours
- (iii) send you home if you are jeopardising the safety and well being of the trip

9. In case of an emergency you must stay with the group and report to the Group leader immediately. Do not contact other people until allowed to do so by the Group leader.

I UNDERSTAND AND AGREE

SIGNED..... NAME IN CAPITALS.....

DATE.....

25. Student Emergency Contact Sheet

THIS MUST BE KEPT WITH YOU AT ALL TIMES

STUDENT NAME.....

STAFF CONTACT TELEPHONE NUMBERS:

NAME	NUMBER
.....
.....
.....
.....
.....

CCSS TELEPHONE NUMBER: 01223 716890

EMERGENCY CONTACT NUMBER (if contact with staff not possible):

NAME	NUMBER
.....
.....

College Address:

Cambridge Centre for Sixth-form Studies
1 Salisbury Villas
Station Road
CAMBRIDGE CB1 2JF
ENGLAND

Tel: 0044 (0)1223 716890
Fax: 0044 (0)1223 517530
Email: office@ccss.co.uk

26. Disclosures

The more relaxed, informal environment of a trip, albeit a day or a week, can lead to students talking more freely about a variety of topics including those that they would not normally broach. Sometimes these informal talks can lead to a 'disclosure' that, although given in a very informal atmosphere, must be taken seriously.

DGL's must be familiar with the Child Protection Policy (a copy of which is permanently in the trips bag) and act accordingly.

The procedures should be accordance with the training the staff have received and in line with our CP policy. Staff should respond in the same way as they would if they were with students at CCSS. I have taken the following straight from the latest CP Policy which is on our website. We must be careful not to cut and paste sections of the policy as this could result in any changes to the CP will not automatically mean an update to your trips and visits document. I would therefore suggest that staff take a copy of the latest CP Policy when they leave and a list of contacts in case one or more staff are non contactable.

In these cases, you should:

1. Refer any concerns about child abuse or neglect to the CPO immediately (but see point two, below). If outside of college hours, the case must still be referred immediately. The CPO has a very clear framework, laid down by the Cambridge Child Protection authorities, for what the CPO must do next (an overview is provided later). It is they who carry out any detailed investigation. In the absence of the CPO, refer cases to the Principal or Senior House Manager.
2. All referrals should be to the CPO except those against a member of staff. In this event, referral should be to the Principal. If absent and not in contact, the matter should be reported to a Vice-Principal, who will also inform the Chair of Trustees.
3. In the unlikely event that these procedures cannot be carried out, the colleague should contact the Cambridge social services department – number at end of this document
4. Remember that an allegation of child abuse or neglect may lead to a criminal investigation, so do not do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse. Never show disbelief.
5. When referring a child to the CPO, you should consider and include any information you have on the child's developmental needs and their parents'/carers' ability to respond to these needs within the context of their wider family and environment.
6. Communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for students whose preferred language is not English. The nature of this communication will also depend on the substance and seriousness of the concerns and you may require advice from the CPO, social services or the police to ensure that neither the safety of the child nor any subsequent investigation is jeopardised.
7. Where concerns arise as a result of information given by a child it is important to reassure the child but not to promise confidentiality. Please see CCSS' Confidentiality Policy in this handbook.

8. Tell the informing student or adult that you will now make sure that the appropriate people are brought in to follow the problem up. This will include a specialist social worker and that the worker may need to involve the police.
9. Ask the informing student or adult what steps they would like taken to protect them now that they have made an allegation, and assure them that the college will try to follow these wishes.
10. Record all concerns, discussions about the child, decisions made, and the reasons for those decisions, distinguishing between fact, observation, allegation and opinion. Be aware that the written record that will be made of any discussion that involves potential child abuse remains confidential unless subsequent formal action is taken by the authorities, in which case the law requires the disclosure of all relevant records and information.
11. Never investigate reports of abuse. Alleged victims, perpetrators, those reporting abuse and others should not be interviewed by college staff beyond the point at which it becomes clear that a genuine allegation or suspicion of abuse exists.
12. Talk to the CPO to follow up your concerns and always follow up oral communications to other professionals in writing and ensure your message is clear.
13. Remember that the requirements of the Children Act 1989 inevitably lead to some investigations being triggered that do not substantiate the allegations made.

26b Logging A Concern About A Child's Safety and Welfare

Please complete this form and send to The Designated Child Protection Officer - Rizvan Ali. In his absence please pass the form to Stuart Nicholson.

Cambridge Centre for Sixth-form Studies 1 Salisbury Villas Station Road Cambridge CB1 2JF	
Child's Name	DOB
Today's Date Date:	Time
Your Name (print)	Your Signature
Your Role	
Date of Concern/Incident	Time of Concern/Incident
<p>Describe the incident as factually as possible. Include who was involved, where it happened, exactly what happened etc. Remember to describe clearly any behavioural or physical signs you have observed.</p>	

(Check to make sure your report is clear now - and will also be clear to a stranger reading it next year

Action taken by person reporting/logging the concern.....

.....

Received by **Date**..... **Time**.....

Proposed action by the Designated Child Protection Officer.....

.....

27 Using the CCSS minibus

Safety and insurance issues are really important, so please check and make sure you understand the following points before you use the minibus!

- **You must be 25 or older and be qualified to drive the minibus**
Our insurance specifies this.
- **You must hold a current full UK car driving license, issued before 1/1/1997**
Government rule. You can drive a minibus if you are a more recent license holder, but the conditions under which you can do so are such that you are unlikely to qualify to drive CCSS students (unless you already have D1 entitlement on your license).
If you are taking students you must make sure that you have followed the normal trips procedure.
- **You must be using the minibus for a CCSS purpose**
Private use may be possible, but you **must** get permission from Chris Forte first. Permission is often forthcoming if it doesn't clash with a CCSS need and if a small contribution is made to the CCSS Bursary Fund!
- **You must sign the bus out in the Mini-bus book kept in the St Paul's office**
- **You must make sure that the keys are replaced as soon as you finish with them**
Give them back to the person you got them from, or put them back in the place they came from. Andy Sanders should be able to tell you where the keys are at any time.
- **Use the little book in the minibus to record re-fuelling, and don't leave the bus on empty**
To help keep track of consumption, and on the 'do-as-you-would-be-done-by' principle. If you need to claim for money spent on fuel make sure you have receipts before you talk to Chris about reimbursement.
- **Use the little book to record any problems with the 'bus, and let Andy Hilton know**
So that we can get them fixed quickly. A note sent via the St Paul's office will do.
- **Use the incident book to record any incidents or accidents involving members of your Trip**
- **Get students to use the seat-belts**
This is not a legal requirement, but in the case of an accident we could well be judged negligent if we had not, as a minimum, asked students to use the seat-belts.
- **Check the log book to be sure that the minibus has received a safety check during the previous fortnight**
And raise the matter immediately if it has not been checked or if there are safety issues outstanding
- **If you haven't used the minibus before, make sure you get a lesson from an experienced member of staff**
To get used to the size, handling, braking, acceleration. Ask Andy Sanders.
- **Make sure you know how to contact the AA, and take a mobile phone**
We're covered by the AA in case of breakdown but make sure you know how to use this protection. The documents should be in the minibus at all times. Always get a trips bag from VP Ac
- **If you are on a trip going more than 15 miles from Cambridge make sure there are two qualified drivers**
- **Do not drive when you are tired, or drink any alcohol at all before driving**
Obvious safety considerations