



# TRIPS AND EDUCATIONAL VISITS POLICY

## Procedures for offsite ventures

*This policy refers to Wellington Senior School*

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## **1. Scope**

This guidance is applicable to all those involved in the organisation of educational visits for Senior School pupils.

## **2. Objectives**

- 2.1 To ensure that visits are well planned and significant risks are identified and managed;
- 2.2 That there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable;
- 2.3 That those in charge of visits have the necessary competence to manage situations appropriately.

## **3. Guidance**

**(see Appendix 8 for a useful summary of procedure)**

- 3.1 The Deputy Head Co-Curricular will be responsible for the implementation of this policy.
- 3.2 Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):
  - day trips to historic sites, museums, galleries, natural features, farms, drama productions;
  - language exchanges abroad;
  - field trips, e.g. geography, history, art history;
  - adventure activities, e.g. canoeing, climbing, trekking, horse riding, sailing;
  - choir concert tours;
  - sports tours and ski trips;
  - Duke of Edinburgh Award programme;
  - Combined Cadet Force ("CCF") activities, including weekend exercises, military camps.
- 3.3 The school calendar will list the trips and visits that are due to take place over the coming academic year, together with planned home and away sports fixtures.
- 3.4 All new staff will receive training on planning school visits as part of their induction with the School Safety Adviser (SSA).
- 3.5 Parents will be notified in advance of:
  - sports team fixtures;
  - a child attending a day out on a trip / visit, including details of any extra costs and details of visit duration;
  - planned trips and visits for year groups. Parents of pupils opting for residential trips may be invited to attend the School for a full briefing.

- 3.6 Every planned trip or visit will have a nominated Group Leader ("GL") who is responsible for Risk Assessing, planning, organising and running the event.
- 3.7 The Deputy Head Co-Curricular will:
- support the Headmaster in the process of approving visits;
  - ensure, as far as possible, they are spread through different age groups and the school year;
  - help staff involved with organising tours;
  - help Group Leaders manage trip administration;
  - keep records of previous visits;
  - ensure information on accidents and/or incidents are passed to the School Safety Advisor.
- 3.8 The Deputy Head Co-Curricular may hold a briefing session for the Group Leader, which will cover:
- conducting risk assessments;
  - appropriate paperwork;
  - emergency procedures;
  - school insurance cover;
  - budgeting for visits;
  - circumstances when a trip may be terminated.
- 3.9 For all residential trips, the GL should complete an Approval Form for counter-signature by the Deputy Head Co-Curricular (**Appendix 2**). A residential trip will not be entered into the calendar until an Approval Form has been signed off by the Deputy Head Co-Curricular or another member of the Executive Management Team.
- 3.10 Group Leaders should complete the Wellington School Visit Planning Document (**Appendix 3**) and submit to the SSA for checking and signing off. The SSA will forward the document to the Deputy Head Pastoral or Deputy Head Co-Curricular for signing. The trip cannot go ahead without the signature of either the Deputy Head Pastoral or Deputy Head Co-Curricular.
- 3.11 Individual written consent (**Appendix 4**) will be obtained where pupils are taken on a trip or visit that:
- involves an overnight stay;
  - collection from a different venue;
  - overseas visit;
  - extra cost to a parent.
- For boarding pupils, house staff may provide this consent.
- 3.12 The completed and signed consent form must be returned to the School at least 3 days before the start of the trip.

Please note that paragraphs 3.10 – 3.11 do not apply to parents of boarders in relation to trips published in the termly diary (made available on the school website) and also to short notice trips and visits arranged as part of the boarding co-curricular programme (**Appendix 1**).

- 3.13 Medical Information of all pupils must be taken on all trips. For day trips a print out of medical data from the school management information system (isams) is sufficient. For all trips involving an overnight stay, more detailed information must be gathered (**Appendix 5**)
- 3.14 Parents are expected to support the School in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send home early any pupil who declines to follow reasonable instructions. For residential trips parents will complete an Agreed Conduct Form (**Appendix 6**) to ensure clarity. Standard school rules are applicable on all trips.
- 3.15 Retention of important personal, contact and medical information is important for pupil safety on trips. It is recommended that such information be kept in paper form, and that the greatest care be taken on trips to ensure the security of this information. For trips where groups may be working independently, or accompanying staff may find themselves in charge of a group, more than one copy of this information may be required, and in some circumstances it may be appropriate that each staff member have their own copy. In accordance with GDPR guidance all such information, however, must either be returned to the Deputy Head Co-Curricular upon completion of the trip, or disposed of using secure means in school. Should any such paperwork be mislaid while on a trip the Group Leader should seek advice from the Deputy Head Co-Curricular.
- 3.16 Where a school minibus is used, the driver must have been checked for competence by the Transport Manager. Other than for short journeys (assessed by the Transport Manager) a second competent driver should be present.
- 3.17 Personal Liability
- The GL acts "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do".
  - The School as employer of the GL will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines.
- 3.18 Insurance
- The Deputy Head Co-Curricular and / or GL must consult with the Bursar when planning trips relating to hazardous / adventurous activities for the applicability of school insurance and arrange for an extension where required.
  - Travel involving staff using their own cars is discouraged. Where this is permitted, however, cover is provided through the schools "occasional business use" motor policy.

#### 4. Detailed procedure

The following list relates to planning for longer trips of more than a few days. Planning and preparation for such trips must be done in detail and in consultation with the Deputy Head Co-Curricular.

##### 4.1 In advance it is recommended that:

- suitability checks (e.g. safeguarding) have been carried out for any staff, parent or another organisation taking responsibility for the School's pupils on a site other than the School. (See Appendix 9)
- obtain suitable advice from the Deputy Head Co-Curricular on suitable dates, previous experience and other requirements;
- discuss key elements of the visit, including purpose, location, transport, accommodation, activities, itinerary, number and age of participants;
- calculate the staff to pupil ratio;
- prepare a draft itinerary;
- decide the mode of transport for the whole journey;
- prepare a costing for the visit, remembering to allow a contingency for delays and emergencies;
- if an adventurous activity is involved, that the provider is licensed and individual instructors possess a recognised qualification (such as the Adventure Activities Licensing Authority);
- obtain relevant details from the intended Centre regarding acceptance of responsibility and copies of risk assessments before committing to the visit;
- liaise with the School Safety Advisor to prepare your own risk assessment;
- find other members of staff who are willing to participate, remembering:
  - male / female ratios;
  - language skills;
  - medical assistance;
  - nature of activities;
- the school may permit parents and office staff to assist with day trips and sports fixtures;
- where parent volunteers participate, speak to the HR Manager to arrange for an enhanced DBS check and any other relevant checks if they may have unsupervised responsibility for children;
- check that the tour company / airline is ATOL / ABTA bonded so that cover is provided in the event of the bankruptcy of the provider;
- undertake a reconnaissance visit to the location if the school has not visited it before, or a reference from another school where this is not possible;
- establish any visa and medical requirements;
- establish the cost of any deposits required both for travel and the activity provider and calculate the deposit required from participants;
- liaise with the School Safety Advisor to check with the travel advice unit of the Foreign and Commonwealth Office depending on the location.

##### 4.2 Recommended staff ratios for offsite activities are:

- 1:15 for Years 7 upwards (with a larger ratio permitted for over 16s);
- 1:10 for all visits abroad.

#### 4.3 Risk Assessment

- GLs will be guided by the SSA in undertaking risk assessment and how this relates to the visit trip or activity they are planning. The School has a central register of risk assessments which can be sent to the GL by the SSA and covers:
  - identifying those persons at risk;
  - potential hazards of the location being visited;
  - potential harm to those persons on the trip or affected by it;
  - a calculated risk factor that designates whether the trip is Low, Medium or High Risk;
  - listing control measures that are in place for each individual hazard;
  - allowance for hazards which may not yet be fully understood due to lack of information;
  - monitoring hazards during the visit;
  - identifying any further Risk Assessment required if the overall risk is High Risk;
- a generic risk assessment is available for school minibus transport available from the SSA and can be adjusted for each journey taken in accordance with the specifics of each individual trip;
- The GL must obtain and review copies of risk assessments at the planning stage from professionally operated licenced activity centres and tour operators. These will form part of the overall school risk assessment;
- Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred.
- The SSA maintains a register of all risk assessments relating to sports activities, regular school visits and theatre / museum visits.

#### 4.4 The Preparation Phase

- Write a preliminary letter to send to parents and guardians of the target age group (which should be reviewed by the Deputy Head Co-Curricular), outlining:
  - purpose of the trip;
  - programme;
  - expected maximum cost;
  - process for expressions of interest and date by when deposit must be paid;
  - parents briefing six weeks before departure;
  - restrictions on numbers;
- Where relevant, send all parents a copy of the consent form and the return date as well as the medical form and agreed conduct form (**Appendices 4 - 6**). For boarding pupils, please note that the medical form can be signed by the Senior Nurse in the School Health Centre and other forms can be signed by the Housemaster/mistress.
- As a minimum, the GL must ensure they have a written list of all those pupils who have a known and relevant medical condition, which can be obtained from iSAMS or the School Health Centre;
- Check the names of all pupils wishing to participate with the School Health Centre. Discuss any requirements with the Deputy Head Co-Curricular and Head of Learning Support for any pupil who may require special educational needs;
- Check with the Deputy Head Pastoral for any relevant safeguarding information that may be relevant in the context of the trip;
- Arrange with the Bursar to pay any deposits on accommodation, travel, activity centre etc;
- On exchange trips assign pupils to host families in advance in conjunction with the host establishment. This allows suitability checks to be carried out in good time.

- Inform parents of medical and visa requirements. Any non-British passport holders' parents should be advised that it is their responsibility for ascertaining any visa requirements for their child;
- Discuss with the School Health Centre any travel inoculations / medicines that may be advised for the trip and advise parents to make any necessary arrangements with the pupil's GP.

#### 4.5 Prior to departure

- Finalise costs with the travel company;
- Where possible check that all coaches are fitted with seat belts;
- Confirm the cost for parents (including contingency provision);
- Arrange with the Bursar for the parents to be billed for the balance of the cost of the trip / collect the balance of the money for the trip from pupils and pass to the Bursar for crediting to the trip account;
- Arrange for the Bursar to pay the travel company / airline / hotel etc with the balance required;
- Arrange via the Bursar for the loan of a school mobile phone, If mobile communications are difficult, arrange for a satellite phone, particularly if the trip is far from civilisation;
- Brief pupils and ensure any specific advance requirements have been communicated;
- Check with the SSA that risks have not altered and ensure that the risk assessment is reviewed if necessary;
- Arrange trip briefing with parents, which will cover:
  - Itinerary, including meeting and collection points;
  - contact details for hotels / hostels / names and addresses of host families;
  - the number of the school mobile phone issued to the GL;
  - kit, equipment, dress code of country and money requirements for pupils;
  - expected rules of behaviour for the trip and the arrangements where such rules are not followed by pupils (including possibility of sending pupils home at parents' expense). This includes, alcohol, tobacco etc usage;
  - arrangements for dealing with emergencies and informing parents of them
  - arrangements for communicating with parents in the event of return from the trip being delayed;
  - the need for a copy of each pupil's passport;
- Arrange for any catering requirements with the catering department;
- Brief pupils on expected standards of behaviour and cultural differences;
- Book travelling first aid kit from the School Health Centre.
- Chase parents who have not returned their consent forms, pointing out that their child will not be able to participate unless the form is received 3 working days before departure;
- Obtain copies of each pupils passport;
- Check all travel tickets and store in the school safe;
- If collecting currency / travellers cheques etc arrange for storage with the Bursar in the school safe and make a note of any serial numbers etc;
- If required, sign for school credit card and store in school safe;
- Meet with accompanying staff members to discuss all practical arrangements for the trip and roles and responsibilities;
- Retain a copy of the Wellington School Visit Planning Document and ensure each member of staff has a copy containing (this list is non-exhaustive):
  - the itinerary, with all addresses of locations during the trip etc;
  - the GL mobile number;

- mobile numbers of participating staff;
  - a list of pupils with parental contact details and medical conditions;
  - copies of all passports and travel documents;
  - emergency contact numbers for the Bursar;
  - address and contact details of nearest British Consul;
  - on exchanges contact details / addresses for schools and host families;
  - copy of travel tickets and insurance documents;
  - copy of the trip risk assessment;
  - location of nearest hospital;
- Collect travelling first aid kit (check contents);
  - Collect school mobile phone and charger;
  - Collect any catering provisions.

#### 4.6 During the visit or activity

Primary responsibility for the safe conduct of the visit rests with the GL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They will liaise with the partner school in the event of difficulties between a pupil and their host family. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc;
- checking that all pupils wear their seat belts;
- checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel;
- ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor);
- setting times for pupils to be in their rooms at night. Conducting checks (using other staff);
- retain all pupils' mobile numbers. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups;
- setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups;
- enforcing expected standards of behaviour;
- looking after (or reminding pupils to look after) passports and valuables;
- storing cash, travellers cheques and tickets in the hotel safe;
- keeping an account of all expenditure;
- recording all accidents and near misses;

#### 4.7 Illness or minor accidents

If a pupil has a minor accident or becomes ill, the GL, or another member of staff, will take him/her to the local hospital or clinic. If the trip is outside the UK, he / she will notify the Bursar or the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The GL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.

#### 4.8 Emergency procedures

- In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the GL first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital;
- After ensuring that the rest of the group are safe and looked after, the GL will:
  - inform the Head Teacher or on-call member of EMT of what has happened;
  - where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Head Teacher are maintained;
  - arrange for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas;
  - a full record should be kept of the incident, the injuries and of the actions taken;
- Where appropriate the Trips Incident Management Plan will be implemented (see Appendix 7);
- Communication with the media must be managed by the Headmaster or Bursar. The GL will refer the media to the School. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

#### 4.9 Delayed return

If the return from a visit is delayed, the GL will phone the school office, or the Bursar (out of school hours), who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

#### 4.10 On Return

- The GL may provide the Deputy Head Co-Curricular with a report on the visit, noting any health and safety concerns that may be useful for trips in the future;
- The GL will return all school property (together with a report of any lost or damaged property);
- The GL will produce a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.

#### 4.11 Report for Governors

The GL will provide feedback on the trip to the Deputy Head Co-Curricular. The Deputy Head Co-Curricular will provide a summary to EMT and report to Governors at the termly Pastoral & Co-Curricular committee meeting.

#### 4.12 Qualifications Register

The Deputy Head Co-Curricular will liaise with the HR Manager to ensure that an up to date register of all staff outdoor activity qualifications is kept up to date.

#### 4.13 Staff conduct on trips

Whilst it is understood that many trips are during the school holidays and there will be some relaxation time for staff, staff will be expected to follow the highest standards of

professional conduct; their primary concern must always be the welfare of pupils. The consumption of alcohol on trips is permitted in moderation but at least one member of staff must not drink any alcohol in case of emergency. Drivers must not consume alcohol under any circumstances, and while driving must adhere to the Highway Code and the guidance contained within it on Road and Driving Safety. <https://www.gov.uk/browse/driving/highway-code-road-safety> Failure to do so will result in a school investigation.

#### 4.14 Safeguarding Assessment of Host Families

For trips involving accommodation with host families abroad, or indeed arrangements involving Wellington School parents as hosts, please see Appendix 9.

**Appendix 1**



**Consent form for school trips and other off-site activities**

Please sign and date the form below if you are happy for your child:

- a) to take part in school trips and other activities that take place off school premises;  
and
- a) to be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include:
  - all visits (including residential trips) which take place during the holidays or a weekend;
  - adventure activities at any time; and
  - off-site sporting fixtures outside the school day.
  - Forest School
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school that are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

**Medical information**

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....  
.....

**Name of child:**

**Name of parent(s)/guardian(s):**

**Signed**.....

**Date**.....

## Appendix 2

### WELLINGTON SCHOOL EDUCATIONAL VISITS APPROVAL FORM

*Please consult the guidance notes and the Educational Visits Policy when filling out this form.*

Department		Date(s) of the visit:	
Location			
Name of Staff Submitting Form		Staff Attending	
Year Group		Approximate Numbers	
Number of Term Days		Residential	Yes No
Aims/Learning outcomes			
Travel Arrangements			
Estimated Costs		Compulsory?	Yes No
Reconnaissance visit?	Yes No	Area visited before?	Yes No
Any other information			

Signature of member of staff i/c \_\_\_\_\_ Date \_\_\_\_\_

Dates approved by Deputy Head Co-Curricular \_\_\_\_\_ Date \_\_\_\_\_

Approved/not approved by Headmaster: \_\_\_\_\_ Date \_\_\_\_\_

Risk Assessments       Not required       CCF only       Required

This form will be returned to you once approved.

*This form must be completed before any entries can be made into the School Calendar.  
Residential trips will be entered on to the school website.*

## Appendix 3

### WELLINGTON SCHOOL EDUCATIONAL VISITS DETAILED PLANNING FORM

This form must be submitted to the Assistant Head Co-Curricular **at least 7 days** before departure and after the event has been entered into the calendar.

- **Learning outcomes of visit:**

- **Exact Location(s):**

- **Timings and Dates:**

Time/Date of departure:

Estimated time/date of arrival:

Planned time/date of return to Wellington School:

If available attach the itinerary:

- **Pupils:**

Number of pupils on visit

Year/Age group:

Any special considerations:

- **Staffing:**

Visit organiser:

Other staff/adult supervisors:

Designated First Aider:

Any comments on staffing e.g. Staff/pupil ratio, provision of male/female staff, particular staff responsibilities, child protection clearance (for non-teaching adults)

- **Risk assessment:**

Carried out and shared with the other staff members                      Y       N

- **Accommodation arrangements:**

- **Travel arrangements:**

- **Insurance arrangements:**

• **Costs:**

Total cost of visit

Cost per pupil

Method of payment e.g. on school bill/ by cheque payments

Suggested spending money per pupil

• **Documentation:**

Forms which parents/pupils will be required to fill in and return:

Parental consent form      Y       N

Medical consent form      Y       N

Agreed conduct form      Y       N

Other documentation requirements:

I have attached with this form the following:

Pupil list and contact numbers      Y       N       Tour/transport operator details

Y       N

Risk Assessment      Y       N

Itinerary      Y       N

The letter home to parents      Y       N

• **Emergencies:**

Telephone number for the school to contact the group:

Headmaster or Deputy

Nominated contact person and number in Wellington:

To the best of my knowledge I have investigated all the above criteria.

Signed

(visit organiser) Date:

**Appendix 4**

**WELLINGTON SCHOOL  
EDUCATIONAL VISITS  
PARENTAL CONSENT FORM**

- **Destination(s)**
- **Date(s)/times**
- **Purpose of visit**
- **Activities to be undertaken by pupils**
- **Costs**
- **Leader of visit**

I have read the information provided by the school and I agree to  
..... (pupil's name) taking part in the visit.

I agree/do not agree to ..... (pupil's name) taking part in  
the activities described. (If you do not agree to participation in *all* the activities please  
give details of which activities - if any - you *will* permit your son/daughter to take part  
in.)

Pupil's name .....

Name of parent/guardian .....

Signature of parent/guardian .....

Date .....

**Appendix 5**

**WELLINGTON SCHOOL  
EDUCATIONAL VISITS  
MEDICAL INFORMATION FORM**

Pupil's name .....

Date of birth .....

Any allergies or sensitivities to food, medication, pets or to insect stings:
Any chronic or recurring medical conditions needing regular or occasional medication or treatment:
Does your son/daughter suffer from travel sickness? If so, may we have your permission to give him/her a travel sickness tablet?
Do we have your permission to give him/her a prescription pain reliever, such as paracetamol?
To the best of your knowledge, has your son/daughter been in contact with any infectious disease over the past four weeks? If so, please give brief details.
Does your son/daughter suffer from any phobia which might make it unsafe for him/her to participate in any of the planned activities?
Date of last tetanus injection?

**Consent to emergency treatment**

I/ We authorise the Group Leader, or an authorised deputy acting on his/her behalf to consent on the advice of an appropriately qualified medical specialist to my/our child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure under the NHS or the School's travel insurance cover as appropriate if he/she is unable to contact me/us in time.

**Contact Details for the period covered by the trip:**

NAME:..... Tel .no:.....Mobile: .....

Email: ..... Work no:.....

NAME:..... Tel .no:.....Mobile: .....

Email. :..... Work no: .....

FAMILY DOCTOR:..... Tel .no:.....

Address: .....

---

Signed ..... Parent/guardian

Date .....

**Appendix 6**

**WELLINGTON SCHOOL  
EDUCATIONAL VISITS  
AGREED CONDUCT FORM**

Your son/daughter ..... is to be included in the following school

Visit:

from ..... until .....

In order that the visit runs smoothly and that all pupils enjoy it I would like you and your son/daughter to read the following and to sign to indicate that the guidelines are acceptable and will be followed on the visit.

Pupils will:

- respect one another, respect the property and belongings of others, and treat others as they would hope to be treated
- take part in all of the activities organised, unless prevented from doing so for medical reasons
- cooperate fully with all staff instructions
- respond to other adults accompanying the visit, hotel/Centre staff in the same manner as to the school staff
- stay in small groups (unless in the 6th form and with the specific consent of the visit organiser) and obey rules and instructions given by staff when allowed free time outside the accommodation

Pupils will not:

- be allowed to smoke
- be allowed to drink or purchase alcohol (unless in the 6th form and with the specific consent of the visit organiser)
- visit rooms of the opposite sex
- disturb others or prevent them from getting to sleep
- use equipment or try any activity without the supervision of staff

If your son/daughter breaches the agreed conduct guidelines he/she may be subject to disciplinary measures, charged for any damage caused or, in extreme circumstances, sent home at your expense and/or banned from future school visits.

PUPIL I have read the above guidelines on expected behaviour and the possible consequences of not following them. I agree to follow these guidelines whilst on the trip

Signed ..... Date .....

PARENT/(GUARDIAN) I have talked to my son/daughter about the above guidelines and agree that he/she will follow them. I am also aware of the consequences should my son/daughter breach those guidelines.

I am aware that my son/daughter may be unsupervised on occasions during the visit, (although he/she will be under clear instructions from staff.)

Signed ..... Date .....

## Appendix 7

### WELLINGTON SCHOOL SCHOOL TRIPS - INCIDENT MANAGEMENT PLAN

What follows is a summary of the school's procedures in the event of a serious incident on a trip or visit. Group leaders should be aware of the process, and be able to feed into it as required.

#### 1. Introduction

An Incident is defined as:

- a. an event leading to a fatality, serious injury, or circumstances in which an expedition member might be at serious physical or emotional risk;
- b. serious life-threatening illness, or an illness threatening serious physical or mental consequences;
- c. any relevant situation where negative press coverage or a legal case may result.

These processes and systems are to be documented as the **Incident Management Plan (IMP)**.

#### 2. Preparation:

An "**Immediate Response Team**" (IRT) is to implement the IMP;

The IRT is to consist of one or more of the following members over the duration of the expedition;

*Headmaster*

*Deputy Head Pastoral*

*Deputy Head Academic*

*Deputy Head Co-Curricular*

*Bursar*

#### 3. Role of the Immediate Response Team (IRT)

- a. Liaison with senior members of the School - Chair of Governors and Headmaster.
- b. To be the official line of communication between an expedition and the home base in the event of an incident; Group Leaders to develop policy strongly discouraging any other direct contacts with home (including the use of mobiles, e-mail, satellite phones, etc.); all other members of the expedition to be aware that all communication with expeditions and/or the media is to be solely through the IRT or jointly with the School in the event of any major incident arising.
- c. The IRT will support the Expedition Leader's field decisions and offer advice and support.
- d. The IRT will handle the UK end of an incident, including
  - i. Communication with expedition.
  - ii. Liaison with parents and next of kin [NOK] of all expedition members and leaders.
  - iii. Liaison with Chairman, etc. (as (b) above).
  - iv. Liaison with Treasurer for any financial aspects outside IMP provisions.
  - v. Repatriation arrangements (including reception of returnees, with any necessary counseling).
  - vi. Informing stakeholders as to the decision of continuance or otherwise of the Expedition.
  - vii. Communications with Foreign Office / Embassy / High Commission, travel agent, police, legal advisors, insurers and Health & Safety Executive.
  - viii. Communications with media.
  - ix. Maintaining a scrupulous incident log, including expedition actions.
  - x. Post-incident actions (including ongoing contact with affected parents / NOK).
  - xi. Preparing a Post-Incident Report [PIR], and arranging for an inquiry.
  - xii. Management of resources for all of the above tasks.

### **3. Emergency Information**

- a. The School Safety Adviser will have copies of the pre-prepared expedition information; one will be held in School Reception and one by the School Safety Adviser.
- b. The Expedition Leader will hold a copy of this information.
- c. There must be additional copies with the expedition to cover any group separate from the main group for any period intended to be over 72 hours.
- d. All copies will contain the information listed below; those with the expedition will also include a detailed itinerary including overnight locations and contact details.
  - i. Personal details of all participating in expedition.
  - ii. Key contacts.
  - iii. Local emergency services and hospitals.
  - iv. Local transport providers.
  - v. Insurers.

### **6. Contact with NOK through the IRT**

This contact with the NOK must be done by a senior figure (Chair of Governors Headmaster, or a Deputy Head), ideally in person. In the case of a fatality the local police must be involved. This is a stressful interaction and it is recommended that two people from the IRT should attend.

- a. Contact with parents or next of kin should be gained as soon as possible, irrespective of the time of day.
- b. Express deep sorrow of self and other members.
- c. Provide detail of 100% confirmed facts at that time, while avoiding making any judgment, supposition or attributing blame.
- d. Inform them that they will be kept up to date as new facts and details emerge.
- e. Provide IRT contact details; (it is advised that NOK should have one point of contact only).
- f. Assess need to visit NOK and / or for NOK to visit incident area.

The IRT must be prepared to be contacted by the NOK of all the other members of the expedition, and be in a position to assure such callers that their own sons/daughters (or in the case of leaders, spouses / partners) are safe and being properly cared for, giving assurances that NOK will be updated with any developments; it would be useful to have a written brief to ensure that all relevant information and facts are communicated.

If the incident becomes public knowledge, then the IRT must attempt to contact all expedition NOK with assurances as above, and not necessarily await contact from NOK.

The IRT must be prepared to provide a full briefing to the relevant authority in the school / academic organisation of those expedition members directly involved in the major incident, and to seek support in the counseling of NOK.

### **7. Contact with the media**

- a. Release regular accurate information to agreed media list.
- c. Use the initial prepared statement (below).
- d. Only release written statements approved by a member of the Executive Management Team.
- e. Be prepared to provide a trained spokesperson for media contact.
- g. Ensure that the website is updated daily, or even hourly if necessary.

Appendix 8



## Appendix 9

The school supports the use of host families on trips as part of a valuable educational experience. This includes welcoming groups from abroad.

For groups coming to Wellington procedure for planning host accommodation is as follows:

- Each Wellington host family should identify a single adult with overall responsibility for looking after incoming children for the duration of their stay.
- The school will then undertake DBS checks of this single responsible adult.
- The member of staff responsible for organising the visit should ensure clear information is provided for the adult in charge within each family, including contact details and procedures in case of emergency.

For groups of Wellington pupils going abroad, or to locations within the UK, the group leader should:

- Ensure pupils and hosts are matched in advance.
- Arrange for DBS equivalent checks to be carried out on host families abroad. This can take the form of police checks (easy to arrange in Spain, for example) or another local equivalent.
- Encourage parents to make contact with the host family in advance.
- Ensure school expectations are made clear to each host family.
- Ensure procedures in emergency, including contact details, are clear.
- Ensure each pupil is contacted daily while on the trip.
- Ensure each pupil has access to a telephone in their host accommodation, ideally their own mobile with a viable signal and working phone charger.

**Please note that if DBS equivalent checks cannot be carried out in advance on host families abroad then alternative accommodation will have to be planned. Pupils cannot be placed with families who have not been checked.**