

EDUCATIONAL VISITS POLICY

This policy should be read and understood in close association with the Pastoral Care and Child Protection Policies. This policy has been written in conjunction with “A Code of Conduct for Employees within the Education Sector” produced by DENI 1999 and SEELB “Educational Visits” policy document June 2004.

Aims

The policy applies to school activities where the pupils are involved in a **day visit** or a **residential activity**. The school recognises that pupils have rights as individuals and treats them with dignity and respect. Throughout these activities the school aims to:

- promote the pupils’ welfare, health and personal development;
- provide the highest possible standard of care;
- protect the pupils from harm of all kinds;
- assist the pupils in establishing a sound standard of self discipline.

Method

- Parents will be supplied in advance with details of any proposed educational visit.
- All educational visits will have an appropriate level of supervision, using qualified leaders where necessary.
- Contact details for all residential activities will be provided to parents together with an emergency phone number.
- Parental consent is required in advance for participation in the activity and the administration of medication.
- Parents will be required to submit details of medical problems and dietary needs in advance.
- Parents will be required to authorise necessary emergency hospital treatment and give permission for their son to be represented by a member of staff in the event of a serious incident.
- Appropriate sleeping and showering facilities and arrangements will be available for pupils (see procedures).
- All transport used will conform to current legislation.

Complaints procedure

If any parent has concerns about the conduct of an educational visit he/she should in the first instance contact the leader-in-charge. The matter will be recorded, fully investigated and reported.

Evaluation

Leaders evaluate through parental consultation and seek the views of pupils, informally or by means of a questionnaire if appropriate. The policy is reviewed in the light of this evaluation and on the basis of advice given by the SEELB.

EDUCATIONAL VISITS PROCEDURES

INFORMATION TO PARENTS

Before the start of the activity:

Parents must be given full written details of the activity and the appropriate parental consent forms must be completed for all pupils who are attending either a day visit or a residential.

Parents must be given the name and telephone number of the centre used and the name(s) of the leader(s) for contact in an emergency during the residential activity. If the activity is not centre based parents must receive an emergency phone number for the leader(s).

RECORD KEEPING

An application for the school visit/activity must be completed and permission obtained from the Headmaster.

A risk assessment document must be submitted to the Headmaster's secretary.

All staff and adult leaders must complete medical details and next of kin information.

The leader in charge must maintain a full record of the details of all attending. He/she is required to bring the original parental consent forms and the leaders' next of kin information to any activity. All leaders must be briefed on where these consent forms are to be stored during the activity.

A written, signed and dated record must be kept of all accidents, injuries, incidents and allegations occurring during any educational visit.

In the case of residential trips, copies of the parental consent forms and the leaders' next of kin information must be lodged with the Headmaster's secretary before embarking on any visit.

For educational day visits, the consent forms are retained by the leader in charge and a list of names of participants lodged with the Headmaster's secretary.

For term time activities, a list of participants (pupils and staff) should be posted in the staff room, a copy given to the General Office and the cafeteria informed of numbers. This should be done at least 24 hours before departure.

Ready access to a phone should be available at any centre used and the school's mobile phones booked where appropriate. All leaders must be briefed on the school contact phone number(s) for use in an extreme emergency. Should the emergency occur outside of school hours, staff should use the contact phone number(s) they have been provided with for the Headmaster and Vice Principals.

RECRUITMENT

The selection and use of all volunteers or adult leaders who are not current members of staff will be in accordance with the school's Volunteer Recruitment Procedures.

SUPERVISION

Supervision ratios will be determined by the nature of the educational visit and the outcome of the risk assessment.

For any mixed groups there must be at least one male and one female member of teaching staff. At least one male teacher should accompany all residential trips.

Day trips (non hazardous): 1:20 and a minimum of 50% must be teaching staff

Residential activities in UK and Ireland:

All trips must be **led by teaching members of staff.**

1:10 and a minimum of 50% must be teaching staff

For all group sizes there must be a minimum of 2 leaders.

Residential activities outside UK and Ireland:

All trips must be **led by teaching members of staff.**

1:10 and:

for a group of pupils up to 20, all leaders must be staff;

for a group of over 20 pupils, a minimum of 50% must be teaching staff;

for all group sizes there must be a minimum of 2 teaching staff.

It is acceptable for residential trips to be accompanied by appropriately qualified and approved adults at the discretion of the Headmaster.

All pupils' activities must have a level of supervision provided by the leaders which is appropriate to the nature of the activity and to the outcome of the risk assessment.

For all adventure activities, the level of qualified supervision must be in accord with the guidelines provided by the SEELB and/or other relevant bodies.

All leaders must be aware of the chain of command established by the leader in charge.

There must be clear communication and display of leaders' duties.

In general a less mature/experienced leader should be linked with an experienced one.

There will be opportunity for daily feedback from leaders, which must include a review of any accidents, incidents or concerns. Accident report forms should be completed in the normal way.

BEHAVIOUR

The required code of behaviour for the activity or visit must be consistent with the Positive Behaviour Management Policy.

The standards of expected behaviour will be explained to the pupils prior to departure and again on arrival.

All leaders are made aware of and must follow behaviour guidelines to be found in the Educational Visits Code of Conduct for the staff.

MEDICAL

Medical problems and dietary requirements for all pupils and leaders must be notified on the appropriate forms.

Parents must give written permission for the administration of medication. This permission should be with the teacher in charge prior to the departure of the trip.

Parents are required to authorise, in writing, the leader in charge to sign on their behalf any written forms of consent required for the purposes of surgical operations or serum injection, for situations where the delay necessitated in obtaining the parent's signature might endanger their son's health or safety.

Where first aid is required, this should be administered, where practicable, by a person with the relevant training.

Medical equipment should be readily accessible but safely stored.

SLEEPING ARRANGEMENTS FOR RESIDENTIAL TRIPS

Adult leaders should not sleep in the same room or tent as the pupils. In exceptional circumstances (for instance a medical emergency) where this is not possible there must be at least two leaders aged 18 and over in each room or tent.

Adequate nearby supervision must be provided.

All leaders and pupils must be familiar with fire and safety procedures and a drill conducted as soon as possible, where appropriate.

TOILET AND SHOWERING FACILITIES

Leaders' and pupils' facilities should, if possible, be segregated. Where this is not possible the facilities must be used at separate times.

The privacy of the pupils must be respected.

TRANSPORT

Hired transport must be from a licensed company.

All minibuses used must conform to current legislation. The maximum number of people who can be driven in the school minibus is determined by the number of seat belts provided. Pupils must always wear a seat belt. For larger numbers an alternative suitable vehicle must be used (see the Bursar for details) and the driver must have a Public Carrier Vehicle (PCV) licence.

Private cars can only be used within the limitations of the owner's insurance.

A leader should not travel alone with a pupil. Ideally there should be a minimum of two pupils in the car, travelling in the back seat of the car. Where this is unavoidable, another teacher should be told, the parents notified if possible and the pupil should be seated in the back of the car.

INSURANCE

Prior to departure, the Bursar must confirm that the school's insurance cover is available and adequate.

COMPLAINTS PROCEDURES

Problems or complaints arising out of the conduct of an educational visit should normally be made to the leader in charge who must investigate the matter. A written report must be made to the Headmaster at the earliest possible opportunity and the outcome of the investigation communicated to the parents.

Complaints against the leader in charge should be made to the Headmaster.

In any situation relating to an educational visit where a suspicion of child abuse exists or a complaint or allegation is made, the school will act in accordance with its Child Protection Policy and Procedures.

EVALUATION

Leaders are encouraged to seek the views of pupils attending, e.g. informally and by means of a questionnaire.

Parents should be given the opportunity to contribute views before and after any activity. This can be done either through consultation evenings or by phoning the leader in charge of the activity.

Leaders should provide their own feedback to the leader in charge.

Leaders will evaluate the responses and incorporate the findings as appropriate into the planning of future events.

The following forms may be used to assist with the above evaluation: Staff/leaders'

evaluation form, Pupils' Evaluation Form, Daily Log Sheet, Incident Report Form, Accident Information Form.

The Educational Visits Policy and Procedures will be reviewed in light of this evaluation and on the basis of the advice given by the SEELB.

STAFF CHECKLIST FOR EDUCATIONAL VISITS

Pre Visit Action:

- Application for visit/activity completed and submitted to Headmaster at the earliest opportunity
- Permission obtained from Headmaster
- Accommodation booked and **confirmed**, where appropriate
- Transport organised (approved vehicles)
- Minibus booked, where appropriate
- School's mobile phones booked, where appropriate
- Emergency school contact number(s) established
- Insurance checked with Bursar
- First Aider appointed, where appropriate
- First Aid equipment organised, where appropriate
- Accident/incident book prepared, where appropriate
- Payment/cheque for activity
- Canteen informed of absentees (if necessary)
- Academic Staff informed in advance and names of participants listed on staff room notice board.
- Leadership Team formed (see Volunteer Recruitment Procedures)
 - supervising staff
 - other supervising adults
 - correct ratio adults/pupils for activity (see procedures)
 - adventure activity leader required (see procedures)
 - adventure activity leader(s) booked
 - leader(s) declarations completed (where appropriate)
 - pupil leaders appointed (where appropriate)
- Consent forms produced and forwarded to parents of all pupils
- All staff and adult leaders must complete medical details and next of kin information.

- Completed consent forms checked for medical details, special dietary requirements etc., and forwarded to appropriate leaders.
- Risk Assessment completed and programme amended if required.

Copies of the following must be submitted to Headmaster's secretary before departure:

- Programme/details of the residential centre
- Parental consent forms (residential activities only)
- Staff and adult leaders next of kin information (residential activities only)
- List of names of participants
- Risk Assessment (Appendix 1)

Information for initial briefing at start of residential

- Safety procedures for residential centre
- Chain of command
- Accident/incident procedure
- Complaints procedure
- First aid arrangement

Additional information for all leaders

- Copies of the Educational Visits Code of Conduct for all leaders (Appendix 2)
- Location of the parental consent forms and details of the school's emergency contact number(s)

Information to be forwarded to parents

Full details of the activity including:

- The date
- The nature of the activity
- The cost
- The itinerary
- The travel arrangements
- Clothing and footwear requirements (if applicable)
- The name of the leader in charge and the emergency contact number(s)

For residential trips within the UK or Ireland it is desirable to hold an information meeting for parents. For trips outside the UK or Ireland an information meeting must take place.



BANGOR GRAMMAR SCHOOL

College Avenue
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BT20 5HJ

SCHOOL VISIT FORM OF CONSENT

RESIDENTIAL

Visit Details	Date(s):
Name of visit:	
Destination:	Staff in charge or name of organisation:

Please complete all sections in block capitals

Name of pupil:	Date of Birth:
	Year and Form class:

NEXT OF KIN:	SECOND CONTACT:
Name:	Name:
Address: (during the activity)	Address: (during the activity)
Postcode:	Postcode:
Tel: *one must be a UK landline	Tel: : *one must be a UK landline
Home:	Home:
Work:	Work:
Mobile:	Mobile:

Name of Family Doctor:	
Address:	
Postcode:	Telephone number (include code):

Medical information and special dietary requirements (please give full details even if you think that the school is already aware of these. Any medication to be taken during the activity should be given to a member of staff along with directions for use)
<i>(Please continue on a separate sheet if necessary)</i>

Other Information
Are there any activities in which your child may not participate? Yes/No If Yes please give details.

I hereby consent to the attendance of my child on the above school visit when the person(s) in charge of the party of school children will be a member or members of the teaching staff of the school, or other suitably qualified person(s).

I further consent to the giving of any urgent medical or surgical treatment to my child which is considered necessary by the medical authorities during the school visit. In the event of a serious incident I also consent to my son being interviewed or represented by a member of staff.

Signature:

Date:



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NEXT OF KIN INFORMATION FOR STAFF OR ADULT LEADERS

Name of Staff/Leader:

<p>Next of Kin: (in BLOCK capitals)</p> <p>Relationship to staff leader</p> <p>Address: (During the activity)</p> <p>Postcode:</p> <p>Emergency Contact Number(s) (include code): <u>one must be a UK landline number</u></p> <p>Home:</p> <p>Work:</p> <p>Mobile:</p>	<p>Second Contact:</p> <p>Relationship to staff leader</p> <p>Address: (During the activity)</p> <p>Postcode:</p> <p>Emergency Contact Number(s) (include code): <u>one must be a UK landline number</u></p> <p>Home:</p> <p>Work:</p> <p>Mobile:</p>
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Name of Doctor	Telephone number (include code):
Address:	
Postcode:	

Medical information and special dietary requirements (Please give full details even if you think that the school is already aware of these)
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Signature:	Date:
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APPLICATION FOR SCHOOL VISIT/ACTIVITY

Teacher in charge:			
Assisting Staff:			
Departure Date:		Time:	am/pm
Return Date:		Time:	am/pm
Number of pupils on visit:		Classes or groups involved:	

Purpose of Visit

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Place(s) to be visited and Contact Numbers

Place	Date	Contact Numbers

Method(s) of transport to be used:

Name(s) of bus/coach company, airline, ferry company etc:	Telephone number (include code):
Will any outdoor activities take place? Yes/No Please specify	
Is additional insurance required? Yes/No. If yes, please give details.	
Will the visit include an overnight stay?	Yes / No
If yes, give details of accommodation and supervision.	

Please attach any other relevant information

I hereby agree to organise this visit/activity in accordance with the school's Educational Visits Policy and Procedures.

Name: _____ Signed: _____

Date _____

(Person organising trip)

I am satisfied with the arrangements for the above visit.

Headmaster _____

Date _____

To be returned to the leader in charge and a copy kept by HM's secretary.



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SCHOOL VISIT FORM OF CONSENT

DAY VISIT

Visit Details	
Purpose of visit:	Date(s):
Destination:	Staff in charge or name of organisation:

Please complete all sections

Name of pupil:	Year and Form class:
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Next of Kin	
First Contact:	Second Contact:
Relationship to pupil:	Relationship to pupil:
Address (including postcode):	Address (including postcode):
Emergency contact numbers:	Emergency contact numbers:
Home:	Home:
Mobile:	Mobile:
Work:	Work:

Medical information and special dietary requirements (please give full details even if you think that the school is already aware of these. Any medication to be taken during the activity, should be given to a member of staff along with directions for use)

(Please continue on a separate sheet if necessary)

I hereby consent to the attendance of my son on the above school visit when the person(s) in charge of the party of school children will be a member or members of the teaching staff of the school, or other suitably qualified person(s).

I further consent to the giving of any urgent medical or surgical treatment to my son that is considered necessary by the medical authorities during the school visit. In the event of a serious incident, I also consent to my son being interviewed or represented by a member of staff.

Signature:

Date:

APPENDIX 1

Guidance on Risk Assessment

1. Educational visits cannot be entirely risk-free. The aim, therefore, must be to contain risks within acceptable levels. This is achievable provided that organisers of any educational visit give careful consideration to planning and risk assessment.
2. Care must be taken not to expose the pupil to unacceptable physical or psychological risk.
3. Fundamental to the planning process of any educational visit is the process of risk assessment.
4. Risk assessment allows the leaders to make a reasoned judgement about the level of risk involved and what needs to be put in place to reduce the risk to an acceptable level to permit the visit to go ahead.
5. This is achieved by either:
 - (i) eliminating the identified hazards altogether (for example, by choosing not to use a water sports centre if the Centre staff do not possess current life-saving qualifications)

or

 - (ii) managing hazards by introducing effective control measures (for example, by ensuring that participants are led by competent and experienced instructors when participating in adventurous activities)
6. Risk assessment comprises the following steps:
 - identifying the hazards
 - identifying the people who may be at risk
 - evaluating the potential risk
 - establishing additional safety and/or control measures
 - disseminating information to all relevant persons and maintaining appropriate records
7. **The group leader should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessment during an educational visit and ensure that appropriate action is taken as necessary.**
8. It is frequently the case that, in planning an activity, certain aspects of the exercise are 'assumed' to be adequately taken care of. Assumptions should not be made and each visit should be assessed on an individual basis. For example, 'the school used outdoor centre X last year and everything was very well organised so it is sure to be fine this year again!'. If acted upon, this

assumption may fail to disclose the fact that the staff of outdoor centre X has changed since the school's last visit and that its public liability insurance policy has since lapsed. Therefore, this visit must not proceed.

9. Risk assessment can be undertaken by identifying the hazards and then assessing the risk. Note that a hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realized.

Probability of occurrence	Score	Consequence of outcome
Highly unlikely to ever occur	1	Slight inconvenience
May occur but very rarely	2	Minor injury requiring First-Aid
Does occur but only rarely	3	Medical attention required
Occurs from time to time	4	Major injury leading to hospitalisation
Likely to occur often	5	Fatality or serious injury leading to disability

$$\text{Risk} = \text{Probability of occurrence} \times \text{Consequence of outcome}$$

The level of risk can be calculated by multiplying probability by consequence, so providing a theoretical maximum score of 25. If the resulting score totals 10 or more then active management of the risk is required.

The vital issue is whether the risk can be managed. If there are doubts that the risk is manageable, then it is advisable to change the activity *and/or* the location. *Where there is considerable concern as to the outcome, it is better to abandon and redesign the educational visit than to expose young people to an unacceptable level of risk.*

Group leaders must fully record their risk management decisions on paper.



BANGOR GRAMMAR SCHOOL

RISK ASSESSMENT FOR A SCHOOL EVENT

Please refer to guidance on Risk Assessment when completing this form

Leader: _____ Date: _____

Event: _____

Schedule of Events

Risk Assessment (Max 25)

Probability of occurrence	Score	Consequence of outcome
Highly unlikely to ever occur	1	Slight inconvenience
May occur but very rarely	2	Minor injury requiring First-Aid
Does occur but only rarely	3	Medical attention required
Occurs from time to time	4	Major injury leading to hospitalisation
Likely to occur often	5	Fatality or serious injury leading to disability

If any risk is scored greater than 10 please indicate below how the risk will be managed.

Please attach this form to the list of names of those taking part in this event and lodge it with the Headmaster's Secretary prior to departure.

APPENDIX 2

Code of Conduct for Leaders accompanying Pupils on Educational Visits

A. Introduction

- (a) It is the responsibility of the leaders to maintain high standards of behaviour and discipline. Staff must set an example to group members in everything they say or do.
- (b) While on a residential visit, staff must remain responsible for the conduct and safety of the pupils twenty four hours a day. This should be taken into consideration when deciding on appropriate supervisory arrangements.
- (c) In as far as it is possible, all pupils should experience equality of opportunity with respect to participation in educational visits.

B. Code of Conduct

1. Private Meetings with Pupils

- (a) Staff should be aware of the dangers which may arise from private interviews or meetings with individual pupils. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open.
- (b) Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room.
- (c) In such interviews there should be a desk width between the leader and pupil.
- (d) Where possible another pupil or (preferably) another adult should be present or nearby during the interview.
- (e) A leader should not travel alone with a pupil. Ideally there should be a minimum of two pupils in the car, travelling in the back seat of the car. Where this is unavoidable, another teacher should be told, the parents notified if possible and the pupil should be seated in the back of the car.

2. Physical Contact with Pupils

- (a) As a general principle, staff are advised not to make unnecessary physical contact with pupils.
- (b) For example in the coaching and playing of sports and in the demonstration of associated skills, physical contact should be avoided. Staff should be aware that such physical contact is open to misinterpretation by the pupil, parent or other casual observer.
- (c) Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the leader in charge or to his/her line manager in school.
- (d) It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. It may be fitting to give a distressed child the sort of reassurance involving physical comforting that a caring parent would provide, but this is generally only suitable for younger children. Whilst staff should not feel inhibited from providing this comfort it must be age-appropriate and staff must be aware that perfectly innocent actions can be misconstrued.

- (e) Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- (f) Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.
- (g) In extreme cases, a leader might have to physically restrain a pupil to prevent him causing injury to himself, to others or to property. In such instances, only the minimum necessary force must be used and a report of the incident, together with names of witnesses, be given to the Headmaster as soon as possible after the incident. [DENI Circular 1999/9, on the use of reasonable force, gives guidance on Article 4 of the Education (Northern Ireland) Order 1998 (Power of member of staff to restrain pupils)].
- (h) Staff who have to administer first-aid to a pupil should ensure wherever possible that this is done in the presence of another adult or other children. However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.

3. Relationships and Attitudes

- (a) Within the Pastoral Care Policies of the school and the Board of Governors, staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation.
- (b) Attitudes, demeanour and language all require care and thought, particularly in view of the more informal atmosphere that often prevails during a school visit or residential.
- (c) On returning from the visit or activity, leaders must always inform the Designated Teacher for Child Protection of any incidents about which they have concerns using form CPI R1 (Appendix 3). If the matter is urgent, the Designated Teacher should be contacted by phone.

4. Pupil's Right to Respect and Privacy

- (a) A leader should not repeatedly hector a pupil using an excessively loud voice nor repeatedly criticise a pupil to the point of apparent victimisation.
- (b) A leader should never make sexually suggestive or inappropriate comments about a pupil, even in jest.
- (c) Adult leaders should not sleep in the same room or tent as the pupils. In exceptional circumstances (for example, a medical emergency) where this is not possible there must be at least two leaders aged 18 or over in each room or tent.
- (d) Leaders' and pupils' toilet and showering facilities should, if possible, be segregated. Where this is not possible, the facilities must be used at separate times.

5. Acceptable Behaviour from Pupils

- (a) The leaders should communicate clearly to the pupils the rules for acceptable behaviour. These rules should reflect the expectations of the school's discipline policy and should emphasise the following:

- The drinking of alcohol, smoking and the use of illegal drugs and mind-altering substances are expressly forbidden.
 - There should be no inappropriate behaviour between pupils.
 - Respect should be shown for the rights of others in the group.
 - Good manners and behaviour should be displayed by all.
 - Other people's property and belongings must never be interfered with.
- (b) Under no circumstances should persons other than official group members join the party.
- (c) The school has the right to refuse any pupil from participating in the activity or visit, whose involvement may be considered to be prejudicial to the safety of the individual, the group, or to the efficient or safe running of the activity.

C. Conclusion

It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which staff interrelate with children and young people, or where opportunities for their conduct to be misconstrued might occur. Any suspicions of abuse or inappropriate behaviour by a colleague should always be reported to the Designated Teacher or the Headmaster.

This advice to staff is drawn from "A Code of Conduct for Employees within the Education Sector" produced by D.E.N.I. 1999 and SEELB "Educational Visits" policy document June 2004. The term "leader" used in this document refers to both members of the teaching staff and other approved adults who accompany the pupils on a trip or educational visit.

Appendix 3



BANGOR GRAMMAR SCHOOL

CHILD PROTECTION INCIDENT RECORD FORM (CPIR 1)

Name: _____ **Class:** _____

Date: _____ **Date of Birth:** _____

N.B. It is imperative that only factual and neutral information is recorded

Details of the Incident/Concerns/Disclosure - day, date, time, place, who dealt with it, observations or circumstances, description of physical/behavioural indicators, child/young person's statements.

Details of anyone else involved; conversations held with anyone else; witnesses e.g. parent, other staff member, designated teacher - day, date, time, place, factual content of conversation.

Referral to Designated Teacher in school who, when (date and time), how, place and advice given by the Designated Teacher.

Signed by School Staff Member _____ Date _____

Part 2 - To be completed by the Designated/Deputy Designated Teacher

Advice sought/conversation with - Board Officer for CP, CCMS Diocesan Officer Social Services,

Police CPSA Unit, date, time, place, advice.

Decision not to refer and why. Other action plus type of feedback to all those involved - how, when.

Decision to refer and why. Other action plus type of feedback to all those involved - how, when.

Signed by Designated Teacher: _____ Date: _____

Signed by Headmaster: _____ Date: _____



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RESIDENTIAL TRIPS

*College Avenue
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BT20 5HJ*

DAILY LOG SHEET

TO BE RETAINED BY PARTY LEADER

Name: _____

Date: _____

Outline of the day's programme:

Any incidents/outstanding moments:

If there were any problems, how were they dealt with?

Signed: _____ Date: _____



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*College Avenue
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**RESIDENTIAL TRIPS
PUPILS' EVALUATION FORM**

Name (optional): _____

We would like to find out what you thought about your residential/holiday to help us plan other trips. Please help us by filling in the following information.

NAME OF
TRIP/ORGANISATION: _____

What age are you? _____

Did you enjoy the trip:

What activities did you enjoy the most?

Where there any activities that you didn't like?

What were they?

Did you have to take part in any activities that you did not like?

What else would you have liked to have done?

Did you get on with the leaders/staff

Did you get on with the other pupils?

Did anything upset you during the residential?

Did you feel that you could tell the leaders/staff what upset you?

 Yes No

If you complained, was anything done about it?

 Yes No

Did you enjoy the food?

How often did you contact home while you were away?

Would you go on another trip like this?

Any other comments:



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RESIDENTIAL TRIPS STAFF/LEADERS' EVALUATION FORM

The information you write on this form will be treated confidentially and will only be used to evaluate your work experiences and plan for future residentials.

Name: _____

Date and Location of Residential: _____

Was pre-planning for the residential adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were you given enough information on		
- programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- pupils	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- centre?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- your responsibilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were you given sufficient responsibility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you feel that the programme catered for everyone's needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you recommend any programme changes? (give details)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were you content with the outcomes of the risk assessments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were you content with the management of the pupils and their behaviour?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were the child protection policies clearly explained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were there any child protection problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were you well informed about specific needs/ background of group members	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Any further comments:

Date:



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RESIDENTIAL TRIPS INCIDENT REPORT FORM

To be completed in all circumstances except when an Accident Information form is completed

Date: _____ Time: _____

Place: _____

Type of incident, e.g. behaviour, theft, etc.

Staff involved:

Staff on duty:

Names of persons involved in incident:

Detailed description of incident (including times):

Names and address of

witnesses: _____

Names of persons involved in incident:

Diagram of incident (with measurements, heights, etc.)

Action taken over incident (e.g. reporting, forms, etc.) with time, date and to whom it was reported:

Were parents informed? Yes No

Signature: _____ Date: _____

A copy of this form, when completed needs to be handed to the Headmaster for filing in boy's file.

EDUCATIONAL VISITS CHECKLIST

STEP TAKEN	COMMENT	INITIAL AND DATE
PLANNING PHASE		
Prepare a budget for the cost of the trip.		
Complete application and obtain authorisation from the Headmaster, including the copy budget.		
Submit a list of names of participants to Bursar's office to check on school fees.		
Submit a risk assessment document to the HM's PA.		
Confirm insurance with Bursar.		
Prepare consent form and forward to parents. Update risk assessment if required.		
Prepare next of kin and medical details form for leaders and capture information. Update risk assessment if required.		
Book school minibus if required.		
Book transport.		

Book accommodation.		
Book school mobile phone.		
Make appropriate payments		

IMMEDIATELY PRIOR TO VISIT		
Have complete detail of consent forms and leaders next of kin available to bring to the visit.		
Provide a list of names of participants with the School Office, requesting a copy to be given to the HM's PA, a list posted in the staff room, and the cafeteria to be informed of numbers.		
Lodge the following with the HM's PA: Programme details Parental consent forms and leaders next of kin information Risk Assessment		
FOLLOWING VISIT		
Perform evaluations.		
Compare actual costs to budget.		

	AMOUNT	
Accommodation		
No. of nights required ___		
No. of individuals/rooms ___		
Amount per night ___		
Cost		
Travel		
Type of travel _____		
Cost per individual _____		
Number of individuals _____		
Cost _____		
Additional bus hire for example to and from airport?		
Number of school days within trip _____		
Number of teaching staff absent from school _____		
Cover cost		
Day trips within overall visit		
Meals and food		
Other		
Additional Insurance		
Contingency		
TOTAL		