

**Notting Hill Preparatory School**

**Policy for**

**Educational Visits**

**(EYFS & KS1-3)**

**November 2004**  
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**Revised September 2009**

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## **POLICY FOR EDUCATIONAL VISITS**

This policy is written in line with the DfES Good Practice Guide *Health and Safety of Pupils on Educational Visits (1998)*. The recommendations made in those documents are reflected in this policy.

School visits are an integral part of life at Notting Hill Prep, furthering the education of the pupils. Visits are arranged to support the social or academic needs of the pupils. The visit must be well organised, stimulating and worthwhile.

Visits are not taken in isolation. The pupils are well prepared for the visit and, subsequently, put the experience to good effect. The visit is well planned by the class teacher/subject teacher/leader with the safety and welfare of the children being of paramount importance.

Teachers who plan a day or residential visit are classed as the Group Leader and, as such, have responsibility to make sure the visit is properly organised. The arrangements and procedures ensure the well-being and safety of all on the visit.

The Headmistress bears ultimate responsibility; all staff liaise with the Headmistress, and, in her absence, the Deputy Head, concerning the arrangements for a trip, and follow the guidelines in this policy.

### **General Information**

Early planning is essential for any visit. Plans for residential visits are formulated twelve months in advance where possible, but at least a term in advance. Usually for one-day visits, planning needs to be undertaken at least one month ahead.

All visits and activities off the school site are approved by the Headmistress, who is kept fully informed throughout the planning stages. The Governors are informed of residential visits and are kept informed of progress to facilitate continued approval.

An outdoor/adventure activity must be within the ability of the children participating and the accompanying staff.

### **Preliminary Planning**

One or more meetings of all those involved are held to formalise the administration and organisation of the visit. Notes are made and relevant information is distributed to the Headmistress, to each member of staff involved and to voluntary helpers.

Specific duties, and the names of the pupils for whom each person is responsible, are identified.

The educational opportunities of the area/educational centre/venue must be obtained, and all information about the proposed visit collated, before a request is submitted to the Headmistress on the Visit Request Pro Forma (Appendix 1).

Throughout the planning period, it is vital to keep both a check-list of jobs to be done and a record of those completed.

It is important that the Music Department and the Senco are informed well in advance of trips so that peripatetic teachers (including OT, Speech and Language, etc) can reschedule private lessons.

Following approval for the trip by the Head, full details of the visit must be provided (Appendix 2 – Day Trip or Appendix 3 – Residential Trip), together with a risk assessment carried out by the teacher organising the trip. A copy of the risk assessment is stored in the Bursar's office.

Outdoor activity centres (for example, Calshott Activity Centre, Southampton) must be licensed under the provision of the *Activity Centres (Young Persons Safety) Act 1995*, and the associated *Adventure Activities Licensing Regulations 1996*. The contractual implications of using any outside bodies must be identified and confirmed in writing: the substance of any telephone calls must be logged.

It is vital that information concerning staff qualifications, equipment to be used and safety procedures to be followed, is obtained in writing from any of the bodies that will be concerned with the teaching of risky or high-risk activities to children, to ensure that these fall within the guidelines. Similarly, confirmation of police checks and medical fitness of all staff who will have substantial access to, or contact with, the children must be verified, either through relevant information in the brochure or through written confirmation being sought. A copy of the company's risk assessment will also be required.

The school will ensure that adequate child protection procedures are in place at all stages of the visit and any guidelines laid down in the Child Protection Policy will be followed. Staff are responsible for the children's behaviour at all times.

For residential visits or visits abroad an Information Pack is sent to parents and given to travelling staff.

The Information Pack for parents includes:

- ◆ General information in letter from Group Leader
- ◆ Itinerary
- ◆ Parental Consent and Medical Information Form (Appendix 4)
- ◆ Emergency contact numbers
- ◆ What you will need list
- ◆ Code of Conduct and general instructions for children (Appendix 5)
- ◆ Insurance details (if provided by the school)

The Information Pack for staff includes:

- ◆ Copies of all the above
- ◆ Mobile phone numbers of all members of staff on trip
- ◆ Numbers of all contact staff at school (Appendix 6)
- ◆ Details of finance arrangements
- ◆ Spending money arrangements
- ◆ Personal items to take
- ◆ Relevant medical history/details of group
- ◆ Copies of completed medical forms of group
- ◆ Any medication details
- ◆ Details of SEN needs that may be relevant
- ◆ Photocopies of passports
- ◆ Copy of emergency procedures (Appendix 7)

### **Insurance**

Extra insurance cover is arranged for residential visits, trips abroad and any activities of a hazardous nature. If insurance cover is not provided by the commercial centre, e.g. educational-visit provider, it is arranged by Notting Hill Prep and added to the cost of the

visit. All parties would be provided with precise details of the insurance policy, so that there is no doubt about the cover and, in particular, what eventualities fall outside such cover.

Tour operators must have ABTA or ATOL bonding. Contact Central Bureau on telephone 020 7389 4004.

### **Preliminary Visit**

For a residential visit or before travelling abroad, an exploratory visit is ideally made by the Leader of the group. This is to acquire knowledge at first hand:

- ◆ that the venue is suitable
- ◆ that the venue can cater for the needs of pupils and staff
- ◆ to assess potential areas and levels of risk, completing a Risk Assessment Action Plan to be given to the Headmistress
- ◆ to become familiar with the area before taking the children
- ◆ to obtain information concerning staff qualifications and licences
- ◆ to ensure the centre is licensed in accordance with *Activity Centres (Young Persons Safety) Act 1995*.

When travel companies offer inspection visits, leaders/teachers should take advantage of this, and appropriate cover will be arranged in school.

In the cases of Outdoor Education Centres, the dangers of an area are well known to the local specialist staff. In such cases, a preliminary visit is not always necessary.

If it is not possible to make a preliminary visit, every endeavour is made to acquire information about the accommodation and the area before the visit. Notting Hill Prep may make contact with another school, which has already visited that area, for that purpose.

If a preliminary visit has not taken place, as a matter of priority when the party arrives, a member of staff inspects the accommodation and any areas where there might be dangers or potential hazards.

### **Financial arrangements**

- ◆ The Leader keeps official and separate accounts for all costs and payments.
- ◆ Records of all payments by individual pupils are kept by the Bursar.
- ◆ Residential visit payments may be staggered (by special arrangement). Residential visit costs must be paid in full 2 weeks in advance.
- ◆ All monies deposited are recorded in a separate School Visits Account.
- ◆ All payments should be made by cheque, if possible. Cash payments are kept to a minimum.
- ◆ Visits are very rarely cancelled and usually only if less than 50% of the pupils can attend.
- ◆ The Headmistress and Bursar sign any cheques issued for any payment in connection with school visits.
- ◆ Maximum security of money and other valuable documents is essential at all times. Money and passports are kept under lock and key in school, or in the centre's safe on a residential visit.
- ◆ To safeguard the finances of the trip, the visit leader neither banks, nor has access to, the money collected from pupils. All payments by cheque are to the school account and all payments have a receipt issued by the School Bursar. During the trip the staff involved will share the responsibility for distributing

spending money to pupils from the funds deposited by the parents (up to an agreed amount in the appropriate currency).

- ◆ Staff will be supplied with petty cash if it is expected that some incidental costs are likely to be incurred during the course of the trip.

Costs itemised for a visit are:

- ◆ travel
- ◆ entrance fees for staff, voluntary helpers and pupils
- ◆ hire of equipment (for activities)
- ◆ insurance
- ◆ preliminary visits
- ◆ meals
- ◆ materials
- ◆ spending money (if visit residential UK or abroad).

### **Liaison with Parents**

It is imperative that parents are given full and complete written details regarding the organisation and administration of a visit to include:

- activities and venues, including any special risk inherent in the activities undertaken
- specialist equipment and/or clothing necessary for activities
- code of conduct expected of the children
- packed meal requirements
- leaders/teachers, their experience and expertise
- total costs and methods for payment
- insurance cover, including medical cover and exemptions
- passport requirements, if any.

Near the date of the visit, a meeting is held for all parents, their children, the staff, and any voluntary helpers concerned with the visit. The information above is reiterated and the emergency procedures explained. There is an opportunity for questions and discussion at the meeting.

### **Staffing Requirements**

#### **Person in Charge**

The Headmistress has overall responsibility for the planning and arrangements of any day or residential visits, including visits abroad.

If a qualified teacher wishes to take a group of pupils out of school, responsibility for the planning and arrangements will be delegated to that teacher, who must be prepared to accept all reasonable responsibility for the well-being and safety of the children at all times.

If more than one class is involved in a visit, an overall leader of the combined party is identified. This is normally the one with the most appropriate experience. Notting Hill Prep requires that the overall leader must, at least, have assisted an experienced colleague on a previous visit. An accompanying teacher is nominated as deputy leader. For any day visit to go ahead, there must be at least two teachers. The statutory staff/pupil ratio is

1 : 4 Reception  
1 : 6 KS1  
1 : 8 KS2  
1 : 10 KS3

For a residential trip the statutory staff/pupil ratio is 1 : 6.

Support staff may attend, if they are working with the class on a regular basis, e.g. Teaching Assistants.

If a child has SEN support for a behavioural or medical need, their Support Worker must accompany them on the visit. If this is not possible, another member of staff (usually the SENCO) is assigned to supervise the pupil.

It is desirable that, on any visit by a party consisting of boys and girls, there are accompanying staff and/or voluntary helpers of both genders. While this might not always be possible on day visits, we ensure that staff of both genders are present on any residential visit.

If at all possible the school will request police checks for all volunteers on day visits but as these take about six months to process this would not generally be practical. However, for residential visits, a CRB or a list 99 check must be obtained.

All voluntary helpers must let the school know as soon as possible if they are unable to accompany the children for any reason, so that a replacement can be found. Any documentation already given to them must be returned to school.

A meeting is held before the visit with voluntary helpers and other staff to discuss arrangements. Trip information is provided to all adult helpers (Appendix 7).

### **Areas of Responsibility**

Voluntary helpers are made aware of the extent of their responsibilities and given a copy of Adult Helper Trip Information (Appendix 8) and Areas of Responsibility for Voluntary Helpers (Appendix 9).

The visit leaders and organisers are made aware of the responsibilities of voluntary helpers and must implement them.

### **Staff Qualifications**

**Notting Hill Prep does not permit staff and voluntary helpers to assume responsibility for any activity for which they are not qualified, e.g. water sports.**

#### **First Aid**

On any visit, at least one of the supervisory staff will be a competent Appointed Person, holding a valid emergency first-aid certificate and carrying an appropriate first-aid kit. Notting Hill Prep arranges facilities for obtaining first-aid qualifications and revalidation, normally every three years.

#### **Life-saving Qualifications**

When swimming, water play or water-based activities are envisaged, staff holding the relevant RLSS (life-saving) qualification supervise the activity. There is a minimum staff/pupil ratio per key stage level as detailed in **Staffing Requirements** on page 5 of this policy.

#### **Medical Fitness**

There are detailed and specific regulations concerning the medical fitness of staff and it is important that all third-party staff who come into contact with children are medically fit.

Independent centres and organisations must give verification in their brochures that all their staff are medically fit. If this is not the case, written confirmation must be sought by the school.

### **Transport**

It is the responsibility of the group leader to liaise with the School Secretary who will book the coach, confirm the booking in writing and telephone the coach firm a few days beforehand to make the final arrangements.

Vehicles used must comply with the current requirements on seat belts and only coaches with seat belts will be booked. All seats must be forward facing and seat restraints must comply with legal requirements. The drivers must be suitably qualified and experienced. Smoking during employment is not allowed. Drivers are provided with an information sheet of the School's contact details (see Appendix 10).

Permission must be sought from parents if a teacher wishes to take a small group of children in his/her car. Insurance implications must be checked with the Bursar.

(For further information refer to DfES guidelines on Health & Safety of Pupils on Educational Visits 1998.)

### **Supervision**

- At least one member of staff, in addition to the bus driver, supervises the pupils getting on and off the coach – driver on the coach and staff member by the steps. Numbers on outward and return journeys must be checked.
- Pupils must not sit on the first two seats facing the front window or next to the emergency exit.
- Ensure pupils are settled before setting off.
- Pupils **must** wear their seat belts throughout the journey unless told to remove them in an emergency.
- When leaving the coach, check for lost property and litter.
- At least one teacher must be on each coach or minibus and have a mobile phone and an up to date contact and list with them.
- Staff are responsible for children's behaviour at all times.
- Contact details for Notting Hill Prep must be handed to the driver of each coach/minibus (see Appendix 10).

### **Expectations of staff**

It is important that all staff be mindful of the fact that they are representatives of the school and share the responsibility of promoting the good reputation of the school. When on a school trip, their responsibility as a role model and guide for appropriate behaviour is evident.

When on a residential trip, if a glass of wine is taken in the evening, one member of staff at least should not drink any alcohol.

### **Pupil Organisation**

Regular sessions are held with pupils to prepare them for the visit, so that they obtain maximum benefit.

Where strenuous physical activity is involved, it might be necessary to organise a training programme for the children in preparation for the visit, and to identify those pupils who must not participate in certain activities.

Lists are prepared of the groups for all staff and helpers concerned with the visit. These lists are carried at all times when on the visit. Copies are given to the School Secretary and the Headmistress before the visit.

On foreign visits, each child must discretely carry an identity card containing the school name, the group's temporary residential address, the name and mobile contact telephone number(s) of trip leader, the school contact telephone number in London and any medical needs (see Appendix 11).

### **Adult: Pupil Ratios**

The following adult:pupil ratios are a pre-requisite for any visit to go ahead:

Reception -	1:4
Key Stage 1	1:6
Key Stage 2	1:8
Key Stage 3	1:10
Residential	1:6

Teachers/group leaders are reminded to avoid any 1:1 situations with pupils that might be open to misinterpretation.

### **Pupil Control**

All accompanying adults have a duty of care. Teachers must remember that they are in *loco parentis* at all times on the visit and thus are legally responsible for the well-being and safety of the children.

A system of pupil recall is essential with work in an open environment, on water or during swimming activities. This system must be simple, understood by all and practised beforehand. A system is implemented to attract the attention of children (taking part in adventure or water-based activities under the supervision of centre staff) when it is necessary for the pupils to rejoin the main group.

Children must never be on their own but always remain in a group. Groups and their leaders must be decided in advance (Appendix 2 and 3).

Close supervision of the pupils in the hostel, centre or hotel during the night on residential visits is maintained. Adults sleep in close proximity to the children's rooms. Staff retain pass keys in order to gain entry to all self-locking doors in an emergency. Children and staff will occupy separate rooms/tents on residential visits, according to gender.

Before any trip children are given a thorough briefing on behaviour expectations and the safety procedures that will be followed. They are supplied with with a Code of Conduct and General Instructions sheet (see Appendix 5).

### **Information Available at School**

Final details of the visit are submitted to, and retained by, the Headmistress the week before the visit. This is critical if the visit is when the school is normally closed.

The group leader and deputy leader hold the same information for the duration of the visit. The information must contain details of:

- ◆ itinerary
- ◆ contact points
- ◆ mobile phone number(s)

- ◆ staff: teacher in charge, deputy, helpers, etc.
- ◆ emergency contacts
- ◆ copies of Parental Consent Form
- ◆ copies of any insurance documents, contracts, etc.
- ◆ emergency procedures.

### **Emergencies**

Despite good planning and organisation, emergencies that require immediate response by the leaders sometimes occur. Whilst still controlling and supervising the rest of the group, leaders must contact the appropriate emergency/rescue service immediately. The Headmistress (or Deputy Head in her absence) at Notting Hill Prep must be contacted as soon as possible.

**The Headmistress and other staff at Notting Hill Prep, follow the Policy for Critical Incidents – Dealing With a Crisis.**

### **Unofficial Visits**

The above guidelines relate only to activities connected to the work of the school. Where a teacher takes charge of children voluntarily on an activity out of school hours – one which is not organised by the school but involves children from the school – no responsibility is accepted by the Headmistress.

### **Reporting Accidents**

The standard procedures for reporting accidents are followed, as stated in the Health and Safety Policy, including the completion of the relevant pro formas.

### **Extra-curricular Activities**

The following rules apply when taking a group of pupils out to another venue after school hours to take part in an activity.

- ◆ Consent from the Headmistress.
- ◆ Letter to parents advising:
  - ◆ venue
  - ◆ time of departure from school
  - ◆ time of return
  - ◆ pick-up place
- ◆ Parental Consent Forms are completed by parents when their child joins the school and these cover permission for a series of events/visits/activities such as these.
- ◆ Extra-curricular Information Form submitted the day before. If there are changes, submit these to:
  - ◆ school office
  - ◆ Headmistress
  - ◆ accompanying staff
- ◆ Adult:pupil ratio:
  - ◆ The same adult:pupil teacher ratios apply, depending on the age of the children, as for educational visits.
- ◆ Transport:
  - ◆ If school staff use their own cars to transport children they must have appropriate car insurance and parental permission must be sought.

- ◆ If parents are transporting children, their cars must be fully insured and parental permission must be sought to take another's child. The pupils must sit in the back and wear seatbelts.
- ◆ Parents must be fully informed of the time and place to collect the children.
- ◆ The school mobile phone and an up to date contact list must be taken to the event in case of emergency.
- ◆ If the activity is cancelled, parents must be informed as soon as possible, so that they can collect their children at the usual home time.
- ◆ It is the responsibility of the organiser/teacher to look after pupils not collected after an activity. Under no circumstances will pupils be left unsupervised, e.g. in the school playground or at the pick up point.

### **Swimming**

Pupils from Reception upwards visit The Kensington Leisure Centre each week. Safety procedures must be followed in accordance with the Swimming Procedure section of the Health and Safety Policy.

## **Further Information**

### **Useful Documents and Resources**

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DfES	Health & Safety of Pupils on Educational Visits 1998 (Circular 11/98) (Includes a wide range of model forms, contacts and further information)
ATL	Taking students off site
Calouste Gulbenkian Foundation	Wise Before the Event: Coping With a Crisis in School
HMSO	Activity Centres (Young Persons Safety) Act 1995
HMSO	Adventure Activities Licensing Regulations 1996
HSE	5 steps to risk assessment Managing Health & Safety
NAS/UWT	Educational Visits and Journeys
NUT	Safety on School Journeys
PAT	Safety on School Trips: a teacher and the law booklet
RoSPA	RoSPA Guide to School Trips, Part 2 (SE326)
Tameside Gov.uk	Governor and Management Support: Arranging Educational Visits-Guidelines for Schools

**APPENDIX 1****Visit Request Pro Forma**

Teacher organising trip (to sign responsibility declaration below)	
Date of visit	
Destination	
Purpose of visit	
Proposed activities	
Time of departure:	Time of departure from venue:
Classes/groups attending	
Teachers attending	
Cover needed (including playground/lunch duties:	
Number of additional adults needed:	<b>Total</b> number in group

<b>Costs</b> (please indicate which subject/budget is to be charged)	
Travel (Coach-Impact 020 8579 9922)	
Venue fee	Supply teacher cost
Total Cost	

I accept full responsibility for planning and arranging the visit and for the supervision of the pupils during the visit.

Signed \_\_\_\_\_  
Date \_\_\_\_\_

I give permission for the visit to go ahead listed

The trip is within the budgets for departments listed

Signed \_\_\_\_\_  
Signed \_\_\_\_\_  
Headmistress

Bursar

Once approved, copies to : DG BH JD SENCO and all form teachers involved.  
Original copy to teacher organising





## APPENDIX 4

### **Parental/Guardian Consent and Medical Information Form for Residential Trips**

This form must be completed in full by the parents/guardian and returned to the school. If there is insufficient space to provide the details we need please continue on a separate sheet and attach to the form.

Visit to: \_\_\_\_\_

From (date/time): \_\_\_\_\_ to (date/time): \_\_\_\_\_

Child's name and date of birth: \_\_\_\_\_

I agree to my child taking part in the above visit and, having read the information sheet, agree to his/her participating in any or all of the activities described. I acknowledge the need for good conduct and responsible behaviour. We have read the code of conduct in the Children's Booklet together and understand that the breaking of this code may result in a request for my child to be collected early by me or my representative.

#### **Emergency details**

I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

I can be contacted on the following numbers (please include area code):

Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Home address \_\_\_\_\_ Alternative contact address \_\_\_\_\_

#### **Medical information**

Does your child have any allergies or need any medication whilst on the trip? If so, please provide details below. Medicine must be clearly labelled, with name and details of administration of medicine, and handed in to the group leader at the time of departure. NB Please provide travel sickness medication if your child will need it. Thank you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of your knowledge, has your child been in contact with any contagious or infectious diseases, or suffered any recent condition that might become infectious or contagious? YES/NO

If YES, please give full details:

\_\_\_\_\_  
\_\_\_\_\_

**Insurance cover**

I understand that the visit is insured in respect of legal liabilities (third party and public liability) but that my child has no personal accident cover, unless I have been specifically advised of it in writing by the organiser of the trip.

I also understand that any extension of insurance cover is my responsibility unless advised differently by the school.

**Swimming ability**

- Can your child swim: 10m      25m      50m      Further (please circle as appropriate)
- Is your child confident in the swimming pool?      YES?NO
- Is your child confident in the sea or in open inland water?      YES/NO
- Is your child safety conscious in water?      YES/NO

**Declaration**

- I have read the attached information sheet provided about the proposed residential trip and the insurance arrangements.
- I agree the party leader shall exercise parental responsibility for the duration of the visit.
- I consent for my child taking part in the trip and, having read the information sheet, declare my child to be in good health and physically able to participate in all the activities mentioned.
- I have noted where and when the pupils are to be returned and I understand that I am responsible for my child getting home safely from that place.
- I am aware of the levels of insurance cover.
- I have completed the required Medical details above.
- I understand that school rules pertain when on school trips.
- I confirm that I have not given my child any food containing nuts.
- I will ensure that any change in the circumstances, which will affect my child's participation in the trip, will be notified to the school before the trip.

Signature of parent/guardian: \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX 5****Code of Conduct**

1. You must be obedient at all times, displaying responsible behaviour.
2. You must have respect for the staff and helpers in the party.
3. You must always listen to instructions and ask if you do not understand.
4. You must not argue, answer back or be cheeky.
5. You must be polite at all times.
6. You must stay with your group leader, when asked to do so, and not wander off.
7. You must not talk to, or wander off with, any strangers.
8. You must stay in your seat during journeys, with your seat belt fastened at all times.
9. You must be kind and friendly to the whole school party.

*In the interest of health and safety, you must be obedient at all times.*

**General instructions**

- Ask if there is anything you are unsure of.
- Try to speak a little of the language
- Ask if you need anything.
- Tell staff if there is a problem.
- Tell a teacher if you are feeling ill. Please do not suffer in silence.
- If you need an inhaler, take it everywhere with you.
- When taking part in activities and on outings, you must take care at all times. Do not wander off or try anything you are uncertain about.
- You are responsible for your own clothes and other items. Please look after them.

**APPENDIX 6****Emergency Contact Information for Residential Trips  
(copies: school office, all responsible adults on trip)**

Departure date:	Departure location:	Departure time:	
Return date:	Return location:	Return time:	
Group total numbers:	Total Children:	Total Adults:	
<b>Trip leader:</b>		Mobile No:	
Group Leader 1:		Mobile No:	
Group Leader 2:		Mobile No:	
Group Leader 3:		Mobile No:	
Group Leader 4:		Mobile No:	
<b>Travel Company:</b> Address:		Tel:	Fax:
Representative:		Tel:	Fax:
Insurance/Emergency Assistance:		Tel:	Fax:
<b>Hotel/Centre:</b> Address:		Tel:	Fax:
Contact:		Tel:	Fax:
<b>At School:</b> <b>During School Hours:</b> Headmistress: Deputy/other:		Tel: Tel:	Mob: Mob:
<b>Out of School Hours:</b> Headmistress: Deputy/other:		Tel: Tel:	Mob: Mob:
<b>Other Emergency Nos:</b>			

## APPENDIX 7

### Emergency Procedures

**If an accident or other emergency occurs, the group leader or supervisor must do the following:**

1. Assess the situation.
2. Safeguard the uninjured members of the group.
3. If there are injuries, establish immediately the names of the injured people and the extent of their injuries.
4. Inform the appropriate emergency services, including police if necessary and the school if offsite and everyone who needs to know about the accident.
5. Attend to the casualty/ies.
6. Share the problem; advise all other group staff that the accident/emergency procedure is in operation.
7. Make sure **every** member of the group is accounted for.
8. Ensure that the injured are accompanied to hospital (preferably by an adult whom they know).
9. Ensure that the rest of the group understands what has happened, is adequately supervised and kept together.
10. Ensure the Core Team has all the details, including names of casualties, their injuries, action taken and names of others involved. The Headmistress or Deputy Head in consultation with the School Secretary/Bursar will initiate the Contingency Plan, if the accident/emergency warrants it and ensure parents of injured pupil/s are contacted.
11. If abroad, the responsible person on site must contact the British Embassy/Consulate, if advisable.
12. The school will notify insurers, especially if medical assistance is required.
13. Notify the tour operator, if relevant.
14. Ensure all necessary contact numbers are to hand.
15. As soon as possible, write down accurately relevant facts and witness details. Preserve any vital evidence.
16. Keep a written account of subsequent events, times and contacts after the incident.
17. Complete accident report forms.
18. No one in the group must speak to the media. Media enquiries must be referred to the Headmistress, or a member of the Core Team in her absence, at the school site.
19. No one in the group must discuss legal liabilities with other parties.

**APPENDIX 8**

**Adult Helper Trip Information**

Teacher organising trip:		
Mobile number:		
Destination		
NHP departure time:		Estimated time of arrival:
Destination departure time:		Estimated time of arrival at NHP:
Lunch (time and meeting point)		
Person responsible for first aid (name and mobile):		
Thank you for helping on this trip. The children in your group are:		
Purpose, plan and activities for the trip:		
Please make sure your group of children have been to the loo <u>before</u> our departure. Thank you.		

**APPENDIX 9****Areas of Responsibility for Voluntary Helpers**

- You should attend meetings before the visit, if appropriate.
- You must be aware of the itinerary for the visit and receive a copy of the itinerary, names of the pupils and details of the groups.
- You must stay in close proximity with a teacher on the visit. You must not take a group away to another area.
- You should be given a small group of children to look after and must know who they are. (The leader must check on a regular basis that the children are behaving themselves and that they are safe and feeling well.)
- You must keep the children with you at all times.
- You must not assume any responsibility for an activity for which you are not qualified, e.g. rock climbing.
- You must be aware that the pupils must wear seatbelts at all times on a coach, unless told to remove them by a teacher or in the case of an emergency.
- You must tell a teacher if a pupil does not wear his or her seatbelt or interferes with that of another pupil.
- You must tell a teacher/leader if a pupil is misbehaving or will not do as asked.
- You must tell a teacher/leader if a pupil becomes ill.
- You must accept you have a duty of care to make sure the children in your group are safe and well.
- You must report any accident to a teacher or the leader immediately.
- You must not allow the children in your group to be photographed or videoed by others (unless they are members of the school party).
- You must not allow the children in your care to accept gifts of any nature from anyone who is not a member of the school party.
- Under no circumstances must you physically reprimand a child in your care.

## APPENDIX 10

## Information Sheet

### Notting Hill Preparatory School

**95 Lancaster Road  
Notting Hill  
London  
W11 1QQ**

**Tel: 020 7221 0727**

**Fax: 020 7221 0332**

**Email: [admin@nottinghillprep.com](mailto:admin@nottinghillprep.com)**

**Contact person: Headmistress (Jane Cameron)**

**Home tel: 020 7603 3215**

**Mobile : 07714 332479**

**No. of pupils on board .....**

**No. of staff / helpers on board ....**

**School Name: Notting Hill Prep School**

**I am staying at:**

*Ski Lodge  
Uphill Lane  
Tignes  
France  
Tel no. 0020 888 9999*

**Group Leader's Name: Mr Staff Member**

**Mobile Telephone No: 07777 123456**

**School Telephone No. in London:**

**0044 2072210727**

**Mobile (Headmistress): 07714 332479**

**Medical Needs:** *Allergy to Nuts  
Diabetic*