



Notting Hill Preparatory School

1.10 Policy for Educational Visits (EYFS & KS1-3)

Reviewer responsible:	Deputy Head (Operations)	Date of last review:	09/19
Reviewed by:	DG	Date of next review:	09/20

POLICY FOR EDUCATIONAL VISITS

This policy is written in line with the DfES *Health and Safety: Advice on legal duties and Powers (February 2014)*. The recommendations made in this document are reflected in this policy.

A list of all policies is available in the Staff Rooms (OB, JCB and PGB) and Receptions (OB, JCB and PGB) and on S drive. Copies of policies can be requested from the School Receptionists.

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 for adherence to the guidelines and procedures laid out in the policy but delegates overseeing the arrangements for a residential trip to the Deputy Head (Operations) and for a day trip to the Heads of Section.

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 day visits and activities off the school site are approved by the Head of section.

Residential trips are approved by the Deputy Head (Operations)

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

Preliminary Planning

Any member of staff wishing to run a trip (Day or Residential*) must collate all of the prior information required in a **Visit Request Pro Forma (Appendix 1)**. 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 Head of Junior School (Year R to 2 trips), Head of Middle School (Year 3 to 5 trips) or Head of Senior School (Year 6 to 8 trips). This is submitted by email to the relevant Head of Section, copying in the school bursar and school administrator.

The Head of the school section will liaise with the bursar regarding costs before authorising the trip. The bursar's office will book tickets and transport arrangements.

**For all residential trips any accompanying adults (parents, carers etc.) must be DBS cleared and fully vetted.*

The trip organiser now follows the guidance checklist on **Appendix 2 - Day Trip or Appendix 3 - Residential Trip** to provide and sign off on all details of the trip. Throughout the planning period, it is vital to keep both a check-list of jobs to be done and a record of those completed.

For day trips, the trip organiser will inform the Music Department and the SEN Department so that peripatetic teachers (including OT, Speech and Language, etc.) can reschedule private lessons. For residential trips, the Deputy Head (Operations) will inform the aforementioned departments

Once all organisation has been finalised the final permission form (**Appendix 2 - Day Trip or Appendix 3 - Residential Trip**), together with a risk assessment carried out by the teacher organising the trip is submitted to the Deputy Head Operations or Head of School section for final authorisation for the trip to take place. The senior manager initials each organisational item on the form and countersigns the form at the bottom, indicating all organisation is in place and has been checked. The risk assessment is also saved in the shared area on the (S:)drive/NHP/Trips/Risk Assessments Trips and an email is sent to the bursar indicating the risk assessment is complete and stored digitally.. The trip organiser takes with them the following forms from the School Emergency Plan (part of the school critical incident policy): 2.1 Notification of Incident, 2.2 Initial action and 3.8 Roles and responsibilities of educational visit leader.

Outdoor activity centres (for example, Calshot Activity Centre, Southampton) must be licensed under the provision of the *Activity Centres (Young Persons Safety) Act 1995*, and the associated *The Adventure Activities Licensing Regulations 2004*.

Any activity that involves caving, climbing, trekking, skiing or water sports will only be included if the centre and instructors have the requisite licence and qualifications.

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. Records of viewing or obtaining licences and checks will be kept in the Bursar's office

The school will ensure that adequate safeguarding procedures are in place at all stages of the visit and any guidelines laid down in the **Safeguarding and 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**)
- ◆ The school/pupil/parent PED contract where applicable (**Appendix 6**)
- ◆ Insurance details (if provided by the school)
- ◆ An opportunity for parents to withdraw their child from a specific activity

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 7**)
- ◆ 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 8**)

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, ideally an exploratory visit is 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 Deputy Head (Operations)
- ◆ 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. Members of staff should familiarise themselves with the fire exits and evacuation procedures and walk the pupils through the evacuation route before the first evening.

Financial arrangements

- ◆ All payments and accounts relating to the trip will be managed by the Bursar and accounts team
- ◆ Records of all payments relating to individual pupils are kept by the Bursar.
- ◆ The cost for curricular residential trips is included on the school fee invoices. The cost of other trips must be paid in advance as indicated by the trip organiser.
- ◆ All monies deposited are recorded in a separate Nominal Ledger Account.
- ◆ All payments to venues should be made by cheque or BACS transfer, 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.
- ◆ 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 (except for pocket money). During the trip, the staff involved will allocate the responsibility for distributing spending money to pupils from the funds

- deposited by the parents (up to an agreed amount in the appropriate currency) and money will be given out in full view of other staff.
- ◆ Staff may 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.

At this point, parents will complete and return the **Parental Consent and Medical Information Form (Appendix 4)**. Parents should also be given the option to withdraw their child from activities they deem dangerous, unsuitable or that contravene or conflict with religious beliefs.

Near the date of the visit, if deemed necessary, 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

The Deputy Head (Operations), as delegated by the Headmistress, has overall responsibility for the planning and arrangements of any day or residential visits, including visits abroad. The Heads of Section, by the same authority have responsibility for arrangements for day trips within their remit.

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 staff (adult)/pupil ratio is

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

*If travelling by train or by London Underground (KS2 & KS3 only), the ratio will be 1:6

For a residential trip, the ratio is set as per the day visit as a minimum requirement. The nature of the trip and subsequent risk assessment may necessitate a larger number of adults being required.

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

If a child has individual SEN support for a behavioural or medical need, their Learning Support Assistant 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 NHP staff of both genders are present on any residential visit.

Parent Volunteers on Day trips

Prior to any day trip, a meeting will be arranged by the visit leader with other staff and volunteers (including parents, nannies etc.) to discuss arrangements. Parent Volunteers will be made aware of their responsibilities and issued with the following documentation:

- Document 1 – Parent volunteer trip information (**Appendix 9**) which will include a list of the children the helper will be responsible for.
- Document 2 - Areas of Responsibility for Parent volunteers on a School Trip (**Appendix 10**)
- Document 3 - Pupil Code of Conduct (**Appendix 5**)
- Document 4 – NHP Safeguarding and Child Protection Procedures leaflet (**Appendix 13**)

Volunteers will not be left alone with children and will be within larger groups supervised by staff members.

All Parent volunteers 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.

Parent Volunteers on Residential trips

It is highly unlikely that a Parent will accompany a school residential trip. A parent may be asked to assist in extreme circumstances eg severe medical needs or disability or behavioural concerns. In this case they will be fully vetted and DBS cleared. Staff organising residential trips with a parent in mind must inform the Bursar/compliance officer to allow for clearance checks to be made in good time.

Staff Qualifications

The Deputy Head (Operations) will make a judgement as to the fitness suitability of the staff supervising any residential trip or one involving strenuous exercise. Members of staff must be able at the very least, to cope with the physical demands expected of the pupils, especially if, as part of supervisory duties, they are with the children during activities or treks.

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 residential visit if the residential centre does not provide adequate first aid cover, 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

The confirmation of transport for a trip remains the sole responsibility of the group leader. Bookings should be made through the School Administrator, who will provide the group leader with a booking reference. Once all bookings and confirmations are made the group leader liaises with the Deputy Head (Operations) or the Heads of section to confirm that all these matters are in hand.

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 11**).

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 on a coach

- At least one member of staff, in addition to the bus driver, supervises the pupils getting on and off the coach – the driver is on the coach and staff member is 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.
- If there is more than one member of staff on the coach they will sit in positions enabling all of the children to be seen/monitored
- 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 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 11**).

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, at least one member of staff should not drink any alcohol.

On the school ski trip, a member of staff will accompany each ski group during lessons.

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 Secretaries (OB/JCB/PGB as appropriate) and the Headmistress before the visit.

On foreign visits, each child must carry an identity card discretely; 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 12**).

At no time will pupils have their given names visible on items of clothing

Personal Electronic Devices (PEDs)

On longer trips, Pupils in Year 6 and above may take PEDs. Use of said items is restricted to travelling to and from the destination. At all other times the devices are kept by members of staff. In the interests of safeguarding and child protection, pupils and parents sign the **Parent Pupil PED Contract** (see **Appendix 6**) as part of the permissions process before departure.

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 practiced 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. Whenever possible staff rooms should act as a barrier between the pupils and the exits, entrances and other occupants. Staff retain pass keys in order to gain entry to all self-locking doors in an emergency. A list of all occupants of rooms should be made and accessed if evacuation of the building is required. Staff should do a roll call/register to confirm all pupils are present and out of the building. 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 a Pupil Code of Conduct and General Instructions sheet (see **Appendix 5**), when appropriate.

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 member of the school senior management team nominated as the emergency contact must be contacted as soon as possible.

All teachers on trips (day and residential) will be given three forms from the school emergency plan: 2.1 Notification of Incident, 2.2 Emergency contact and 3.8 Roles and responsibilities of group leader. These guidance forms are to be referenced and followed in the event of a critical incident*.

**The Headmistress and staff at Notting Hill Prep follow the Critical Incident Policy: 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.

If a group is being taken to a specialist coach eg Tennis, Squash, Rock Climbing at no point should the coach be left alone with the pupils. It is the responsibility of the NHP member of staff to ensure that pupils are observed and supervised.

- ◆ 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 a local sports centre. Safety procedures must be followed in accordance with the Swimming Procedure section of the **Health and Safety Policy**.

APPENDIX 1**Visit Request Pro Forma**

Teacher organising trip (to sign responsibility declaration below)	
Date of visit	
Destination	
Purpose of visit	
Proposed activities	
Risk assessment completed: S:\NHP\RISK ASSESSMENTS\2019-20 Risk Assessments\Template Day Trip or Residential\Risk Assessment Day Trip and Residential.doc	
Time of departure:	Time of departure from venue:
Classes/groups attending	
Teachers attending	
Cover needed (including playground/lunch duties):	
Number of additional adults needed: (NB* DBS clearance required for residential trips)	Total number in group

Costs (please indicate which subject/budget is to be charged)	
Travel (Coach-Impact 020 8579 9922)	
Venue fee	Supply teacher necessary Y/N
Total Cost	

I accept full responsibility for planning and arranging the visit and for the supervision of the pupils during the visit and confirm I have read and understood the school policy for Educational visits.

Signed_____

Date_____

I give permission for the visit to go ahead listed

The trip is within the budgets for departments

Signed_____
Senior Management

Signed_____
Bursar

Once approved, scan and email copies to: DG, RC/AG (music), IW (admin diary), NB (Bursar), SENCO and all form teachers involved. Original copy to teacher organising

APPENDIX 2**Full details of Day Trip (copies: office/all group leaders)**

Teacher organising trip:	
Additional teachers:	
Date of visit:	Classes:
Destination:	
Telephone number and contact name at venue:	
Departure time from NHP:	Departure from Venue: Time of return at NHP:
<i>Checklist: Initial after each statement except those *</i>	
Transport confirmed (Include booking reference*)	
Risk assessment done/received (copy to Bursar)	
Meal arrangements (Kitchen informed)	
First aid boxes (including emergency phone list)	
Special medicine needed: name pupils	
Number of parent helpers needed (if any):	
Additional info (clothing requirements etc.)	
Names of Parent volunteers*	
Parent volunteers meeting completed	
Parent volunteers given documents 1, 2, 3 and 4	
Contact details for coach driver prepared (document 5)	
Accompanying staff given all lists and contact details	
Emergency forms 2.1, 2.2 and 3.8 taken	

I have seen the risk assessment and all documentation

Signed _____
Senior Manager

Date _____

Groups (name of group leader at top)

APPENDIX 3**Full details of Residential Trip (copies: office/all group leaders)**

Teacher organising trip:	
Additional teachers:	
Date of visit:	Classes:
Destination:	
Telephone number and contact name at venue:	
Departure date:	Departure time location:
	Departure time:
Return date:	Return location:
	Return time:
<i>Checklist: Initial after each statement except those *</i>	
Transport confirmed: Y / N	Booking reference and company:
Risk assessment done/received: Y / N (copy to Bursar)	
First aid boxes required (inc emergency tel list)	
Special medicine needed	
Names of parent volunteers* (if any):	
Parent volunteers meeting completed	
Parent volunteers given documents 1, 2, 3 and 4	
Contact details for coach driver prepared (document 5)	
Information pack sent to parents	
Parental consent forms received	
PED contract signed and received	
Emergency contact form completed and given to Bursar	
Information pack given to accompanying staff	
Trained First Aider confirmed	
Emergency forms 2.1, 2.2 and 3.8 taken	

*Parent volunteers must be DBS checked

I have seen the risk assessment and all documentation

Signed _____
Senior Manager

Date _____

Groups (name of group leader at top)

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 hit 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

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**Document 3: Pupil 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.
- If in a foreign country, 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

Parent and pupil contract for Personal Electronic Devices (PEDs) on school trips

NHP acknowledges the multi-function capability of PEDs and therefore this policy does not distinguish between types or brands of device but categorises regulations by function.

In Year 6 and above, PEDs will be allowed on residential trips and on some longer journeys.

In the interests of safeguarding pupils from inappropriate content, cyber-bullying and bullying and in terms of privacy, the following regulations *must* be followed:

- PEDs are for personal use only and must not be loaned or shared.
- Any PED with pre-downloaded material: films, TV programmes, video clips, games, music tracks, apps, must be age appropriate. 15 or 18 certificated films or games are not allowed.
- Surfing the internet either by direct internet access or via apps is forbidden at all times.
- Social media websites must not be accessed at any time.
- Pupils must not use their PED to text or make calls at any time.
- Pupils must not use their PED to photograph or video other group members.
- PEDs may be taken for safe keeping by members of staff at any time.
- Failure to comply with the above directives will result in the confiscation of the PED and will lead to disciplinary procedures from the school.

Parents and pupils – by signing the document below you agree to abide by the School's Policy on Personal Electronic Devices on school trips.

Pupil name:.....

Parent's signature: Date:

Pupil's signature:..... Date:

APPENDIX 7

Emergency Contact Information for Residential Trips
(copies: school office, all responsible staff on trip)

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

APPENDIX 8

Emergency Procedures

If an accident or other emergency occurs, the group leader or supervisor must do the following: Use and complete the following documents from the School Emergency Plan to inform your decision making and to record actions taken:

2.1 Notification of Incident,

2.2 Initial action and

3.8 Roles and responsibilities of educational visit leader.

APPENDIX 9**Document 1: Parent volunteer 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:		
The teacher should make sure your group of children have been to the loo <u>before</u> departure. Thank you.		

APPENDIX 10

Document 2: Guidance and Areas of Responsibility for Parent Volunteers on a School Trip

- You should attend meetings before the visit, if appropriate.
- You will be given the following documentation:
 - Parent Volunteer Trip Information (document 1)
 - Guidance and Areas of Responsibility for Parent Volunteers on a School Trip (document 2)
 - Pupil Code of Conduct (document 3)
 - NHP Safeguarding and Child Protection Procedures leaflet (document 4)You are expected to read and familiarise yourself with these documents before the trip.
- You will be given a small group of children to look after. The leader will check on a regular basis that the children are behaving themselves and that they are safe and feeling well.
- You must be aware of the itinerary for the visit and you will receive a copy of the itinerary, names of the pupils and details of the groups (document 1)
- It is assumed that you do not have a valid DBS and therefore you must stay in close proximity to a teacher on the visit at all times. You must not take a group away to another area.
- You must not take a child to the loo alone. You must be accompanied by a member of the school staff.
- You must keep the children with you at all times.
- You will be given the mobile number of the Lead Teacher to ring in case of an emergency (eg a lost child) (document 1)
- You must not take photos or videos of the children on any personal devices.
- 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 a member of the public.
- 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.
- If you notice a child is missing from your group, you must follow the procedures below:
 - Ask the children to stand still, carry out a headcount to ensure that no other child has gone astray.
 - Locate or ring Lead Teacher in order to gather all children together.
 - One adult member (or two) searches the immediate vicinity but does not search beyond that.
 - If an indoor venue, the staff should contact the venue's security who will handle the search and contact the police if the child is not found.
 - The Head is informed and will immediately make her way to the venue to aid the search and be the point of contact for the police, as well as support staff.
 - At the same time the Head's PA will inform the child's parents so that they can make their way to the school or trip venue, as agreed with the Head.
 - Staff and helpers take the remaining children back to school.

APPENDIX 11

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

Contact person: Headmistress (Sarah Knollys)

Home tel: (info provided)

Mobile : (info provided)

No. of pupils on board

No. of staff / helpers on board

APPENDIX 12

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): (info provided)

Medical Needs: *Allergy to Nuts*

Diabetic

APPENDIX 13

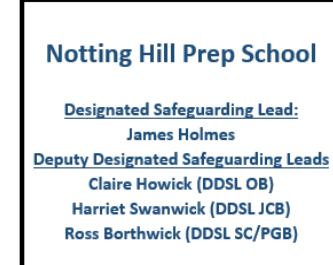
Document 4 : Safeguarding Leaflet

1

It may be that you have a concern which feels very vague and would simply like to discuss your concerns with the DSL, or in their absence, one of the DDSLs. Please feel free to do so. If your concern is about a member of staff then please contact the Headmistress or the DSL.

Dealing with issues of child abuse can be distressing for the adult to whom the abuse is disclosed or who has concerns. It is terribly important that you talk about your feelings after the event. However, it is also very important to remember that children's details and names remain confidential and any discussion that you feel may need to undertake does not allow the child to be identified by anyone else.

If you have any queries regarding the information contained in this leaflet, or require further clarification of any points, please do not hesitate to contact James Holmes, Claire Howick, Harriet Swanwick, or Ross Borthwick on 020 7721 0727 or admin@nottinghillprep.com



Notting Hill Prep

SAFEGUARDING AND CHILD PROTECTION PROCEDURES

An information leaflet
September 2017

NOTTING HILL PREPARATORY SCHOOL: SAFEGUARDING AND CHILD PROTECTION PROCEDURES

As a member of staff, visitor, supply teacher or volunteer or someone coming into school in any other capacity, it is important that you are aware of our Safeguarding and Child Protection procedures.

We have one **Designated Safeguarding Lead (DSL)** and three **Deputy Designated Safeguarding Leads (DDSLs)** at NHP:

- James Holmes (DSL).
- Claire Howick (DDSL OB)
- Harriet Swanwick (DDSL JCB)
- Ross Borthwick – (DDSL PGB/SC)

Please inform the DSL immediately if you have any Safeguarding or Child Protection concerns. If the DSL is unavailable then please inform one of the DDSLs. If your concern is about a member of staff then please contact the Headmistress or DSL.

There are four main categories of abuse:

Physical abuse
Sexual abuse
Emotional abuse
Neglect

There may be occasions when you have cause for concern either about marks or bruises on a child, about something that they say or the condition that they are in at school e.g. dirty smelly or hungry. You must raise any concerns with the DSL, or in their absence, one of the DDSLs.

Disclosure of abuse by a child

If you are approached by a child wanting to talk, you should listen positively and reassure the child. If you can, try and ensure a degree of privacy, but this may not always be possible.

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class

teacher. For example, it may be someone that reads with them regularly and with whom they have formed a good relationship.

Whilst this can be an alarming situation to find yourself in, it is important not to let the moment pass - for every child that does finally disclose information, evidence shows that they have usually tried up to 12 times before.

Helping the child when abuse is disclosed:

- Be prepared to listen and comfort
- Do not show revulsion or distress, however distasteful the events are
- Stay calm and controlled
- **Do not promise confidentiality; Do not make false promises, i.e. that you will keep the abuse a secret or that the police will not be involved**
- Let the child know at once that it was not his/her fault and keep restating this
- Be aware of your own feelings about abuse and find someone you can share those feelings with once the procedures have been completed. The DSL can help you with this if needed.
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago
- Reassure the child that you still care for them and that what they have said does not make you care for them less
- As soon as possible, write a first-hand account of what was said and done
- Make them aware that their disclosure will be reported only to those who need to know and can help
- **Do not question a child; try to limit your involvement to listening.**
- **A child can be interviewed only once**

It is also important to remember that it is not your responsibility to investigate suspected cases of abuse, only to report them to the DSL (or DDSLs).

If you have concerns about a child's welfare

It may be that you might have concerns about a child's well-being. But they have not actually said anything to you. If such a situation arises, you should speak to the DSL (or DDSLs, if the DSL is unavailable)

Abuse or neglect can have damaging effect on a child's health, educational attainment and emotional well-being. If you have worked with a group of children over many weeks, you may see changes in behaviour. Such changes may not necessarily indicate that a child is suffering abuse or neglect. In some cases those changes may be the symptoms of a hidden disability or undiagnosed medical condition, and the need to distinguish those cases reinforces the need for a careful and thorough assessment of the child and his/her needs when concerns are passed on.

It is important you do not feel afraid about passing on concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's predicament. Any concerns, however seemingly trivial, should be passed on to the DSL, in writing as well as talking to the DSL.

Guidance for recording information

You should record your concerns as soon as possible and any note should include the following:

- The nature of your concern
- What is the evidence that lead to the concern
- What the child said (If discussion has taken place; and what you did or said in response (if discussion has taken place)

The DSL may ask you to complete a Child Protection/Welfare Concern Form.