

Educational Trips & Visits policy

Whole school policy including EYFS and
Boarding

Person responsible for this policy:
Graeme Thompson
Assistant Head Co-curricular
Educational Trips and Visits Co-ordinator

Date of Policy Review:
September 2018

Next Review Date:
September 2019



Dulwich Prep
Cranbrook

Introduction

The information in this Section is informed and advised by:

- [‘Health and Safety Advice for Schools’](#)
- [Outdoor Education Advisors Panel \(OEAP\)](#)
- Frequently asked questions concerning school trips may be answered by accessing the following link - <http://www.hse.gov.uk/services/education/faqs.htm#school-trips>
- Documents concerning staff guidelines for Educational Trips and Visits can also be found in this [folder](#) available on staffdata.

The School is also advised by VLM Adventure Consultants - vlmadventureconsultants.co.uk

Please Read!

The Intention of a Standard Trip Booklet (STB)

This document outlines intentions of the activity or trip along with any risks and in doing so provides information on the intended skills and provision required in order to keep the persons involved safe. STBs should allow for the continual improvement of standards of activity provision by referring to preferred best practice to achieve this aim.

Safe?

The STB is a document publishing the planned activities. It does not take into account human factor or time lapsed since the last review. “Safe” is a relative term and is used in the context of this document as measured against an appropriate risk management plan. Therefore no activity is 100% safe, rather, purposeful planning and care has been taken to minimize potential risks to an acceptable level which must be supported by appropriate training and maintenance. It must be emphasized that these documents represent a confirmation of the standards of planning and the judged level of safety on such a day – not a judgement of operation or the actual events that take place in the programme.

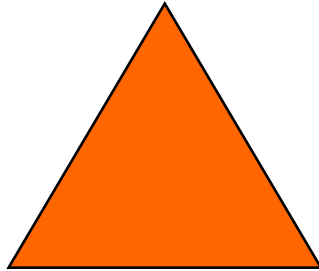
Categories

Some activities make considerable technical demands yet seem to involve relatively straight forward issues of leadership and control; others may not be unduly demanding of technical ability but may need inspired leadership to avoid a potential incident. All activities must be justified in a recognised and formal way for the young persons in our duty of care. This includes the activities provided by teachers, instructors and 3rd party providers.

The Triangle of Risk Management

Standard Operating Procedure

“The Plan” e.g.
Collective Standards
Trip Procedures and Policies
Risk Assessing and Controls



Audited Third Parties

“The Hired In Factor”
3PP Practices and Criteria
Agreed Plans
Proven Systems

Emergency Action Plan

“The What If”
Duty Manager

What Should We Be Risk Assessing? Assessments and Policy Statements

The most important current thinking is of dynamic risk assessment (using risk assessments to plan AND to manage risk during the activity) and the idea of removing “constant” risk assessments e.g. overnight accommodation and making them statements of intent leaving only the critical/key events (uncommon, complex) to be risk assessed and therefore more closely monitored.

Fixed Data “Policy Statements” for Common and Non Complex Activities e.g. accommodation, health and hygiene, travel

Dynamic Risk Assessment (using risk assessments to plan AND to manage risk during the activity) for critical/key events (uncommon, complex) to be risk assessed and therefore more closely monitored.

The STB should be laid out as follows:

1. Emergency Action Plan (EAP) Card
2. Intro and Key Contacts
3. Trip Information sheet
4. Names of all participating pupils
5. Names of all staff
6. Timetable
7. Planning timeline
8. Pre-visit checklist (if applicable)

9. Policy Statements folder (including blank forms in case of accident/incident/near miss)
There are 3 copies of this folder in US Office, 3 in LS Office and 2 in Nash House Office

Critical/key events (uncommon, complex) to be risk assessed should use our provided system of assessing the known top loading causations:

1. Teacher/Leader Experience
2. Teacher/Leader Familiarity With Location
3. Student Ability
4. Environment
5. Weather
6. Activity Choice

All activity listed in the Trip timetable should be covered by EITHER a Fixed Data “Policy Statement” or a Dynamic Risk Assessment.

In order to do this ALL common and non-complex activities need to have a school policy statement detailing best practice for that activity e.g. overnight accommodation

Is the Trip / Expedition “Adventurous” or “Non Adventurous”?

Any **activity or experience where the outcome is uncertain because key information may be missing, unknown or vague may be classed as adventure.** We do not have to be climbing mountains and paddling through surf to need to assess the risk involved. Indeed many “low technical” trips require more respect for the leaders and teachers running them as they involve more young persons per adult and are generally more low key. This is what makes them viable but at the same time makes them more likely to require adequate planning should an incident happen. e.g. missing person, sprained ankle on a tree canopy walk, illness during a remote bus trip etc. The allocations are arbitrary when all teachers and activity leaders consider there is never an occasion when they cannot suddenly find themselves in a circumstance that has rapidly changed and revision of priorities and high leadership are now required. Identification of actual and assumed danger must be clear to avoid being overrun by paperwork. Use the table below to help identify how your trip is categorised:

Outdoor Based Learning or Residential trips. These trips include year group trips, field trips, curriculum based trips, sports, performing arts or cultural trips. These trips do not require high levels of technical expertise from a 3PP although they do require high levels of leadership from the Dulwich Prep Cranbrook staff. Use a Non Adventurous Risk Assessment.

Residential Trips outside your home country and which focus on Sport and Performing Arts, Cultural Trips. These trips do not require technical expertise from a 3PP although they do require high levels of leadership from the Dulwich Prep Cranbrook staff. Use an Adventurous Risk Assessment if help is more than an hour away in the event of an emergency otherwise a Non Adventurous Risk Assessment.

Adventure Education in your home country or Overseas which involves adventurous activities requires a specialist 3PP. These trips require is high technical expertise and high levels of leadership from a 3PP and high levels of leadership from the Dulwich Prep Cranbrook staff AND with the support of Technical Advisors. These trips will use an Adventurous Risk Assessment.

<p style="text-align: center;">Are You Remote From Help? (Adventurous)</p> <p style="text-align: center;">Remote is if it would take more than 1 hour for help being organized and confirmed for that given emergency regardless of activities taking place.</p>	
<p style="text-align: center;">High Technical High Leadership (Adventurous)</p> <p style="text-align: center;">Offshore sailing Extended mountain bike trip</p>	<p style="text-align: center;">High Technical Low Leadership (Adventurous)</p> <p style="text-align: center;">Coaching adults on ski mat Climbing wall session</p>
<p style="text-align: center;">Low Technical High Leadership (Non-Adventurous)</p> <p style="text-align: center;">Cliff top coastal walk Swimming pool games</p>	<p style="text-align: center;">Low Technical Low Leadership (Non- Adventurous)</p> <p style="text-align: center;">Picnic in the park Lawn games</p>

Is a Pre-Visit Required?

1. If the location of the Trip is in your home country and not adventurous then **the site does not need to be pre-visited if all aspects of the STB can be completed.**
2. If the location of the Trip is in your home country but is adventurous, then the site **MUST be pre-visited if the Trip is new or any aspect of the Trip from the previous version has changed.**
3. If the location of the Trip is NOT in your home country but is adventurous, then the site **MUST be pre-visited if the Trip is new or any aspect of the Trip from the previous version has changed.**
4. If the location of the Trip is NOT in your home country but is non-adventurous, then it is not necessary to personally visit the site but best preferred practice would enable this. If the site is not visited by Dulwich Prep Cranbrook staff then the **hosting organisation MUST complete the pre-visit document or provide the required information to complete this document and sign it.**

The site for the proposed Trip will be visited and assessed by the EVC or someone from within the organisation appointed by the EVC will complete this task. This visit will be used to:

1. Establish a risk assessment rating (see later document)
2. Ensure the quality of the activity provision will be appropriate
3. Assess suitability for the specified client
4. Assess environmental impact of visiting group

The aim of a pre visit is to gather information and ensure this information is used to safeguard a successful trip or expedition. The pre visit should cover all main aspects of the STB.

Policy Statement: Accommodation and Food

1. Discuss number of rooms required – ask for a floor plan so that you can allocate children to rooms before you go on the trip. Staff on the same floors as the children. Ask for mini bars to be locked or better still emptied.
2. If a hotel, arrange with reception not to allow students to gain access to outside lines – you can restrict access from parents to call for emergency use only and then only to reception to leave a message or to your school mobile phone.
3. If using a hotel consider whether you allow children to order room service.
4. Ask about space for meetings /briefings if required.
5. Ask about valuables – room safes or safe deposit.
6. Check about the safety of the pool - No students must swim without appropriate lifeguard supervision. See later for further guidelines.
7. Ask for hotel to explain the fire evacuation routes to you.
8. Students will be shown these routes on arrival at the hotel.
9. Smoke detectors in accommodation corridor and bedrooms or we provide our own.
10. Brief students on conduct at the venue, use of rooms, use of the pool, access to other rooms, use of the internal telephone, use of the keys, evacuation in the event of an emergency, wake-up, lights out, room numbers of staff rooms, access to drinking water, arrangements for meals. etc
11. Students to check rooms and report back to staff with any problems – staff call housekeeping not students.
12. School rules on alcohol consumption by staff are to be made clear to the accommodation manager.
13. If students are staying in rooms which are high from the ground consider asking for the windows to be locked if they are not part of the fire escape routine especially if the balcony railing/wall is not deemed appropriate.
14. Plan of rooms with names of students – each member of staff is aware of the student room numbers – and the students are aware of how to reach a member of staff.
15. Information regarding special dietary requirements has been collated by the School Nurse and the appropriate food is available on the trip.
16. Students to wear footwear around resort, no bare feet.
17. Has the resort/hotel got a back-up generator?

Eating Areas and Food Preparation

1. Meal plan for stay to be reviewed.
2. Information regarding special dietary requirements has been collated (by the School Nurse) and the appropriate food is to be made available on the trip – this information is also shown on the pupil roll call
3. Kitchen & Food preparation areas to be viewed by staff with guidance criteria from the School's Catering Manager.

Homestay

1. An appropriate Homestay Agreement should be available to Student & Family, Host and Hosting Organisation. The Agreement should ask the same questions of a host (e.g. medical and insurance information) as would be prepared for a NORMAL SCHOOL trip. Agreement to provide declared standards of rooming, diet, house access and security, multiple contact numbers and name and address of each hosting family.
2. Emergency EAP card to be held by student at all times.
3. Emergency EAP card version for hosting family to be provided and placed in prominent place at host home e.g. family notice board, main house phone, in the event of the host family needing contact the Sponsor and/or the School Duty Manager.

Policy Statement: Students

It is the intention to keep all staff including teaching staff or group leaders of the activity group informed of all information whenever possible. In written communication the clients/students will be made aware of the activity involvement, the site and alternatives for the day.

The following will be made available for all trips:

1. The Trip/Activity Timetable
2. Trip/Activity
3. Safety & Discipline (Activity, Accommodation & Transport) including that of Instructing Staff & Accompanying Staff
4. Kit List

With residential courses (or trips where food is provided) this is also to include details of:

5. Client names and addresses
6. Dietary requirements

It is also to be outlined with every 3PP what level of participation we would expect from accompanying adults e.g. teaching staff or group leaders. This is based upon their reason for attending, the requirements and needs of the activity clients and the safety implications of having them on site as well. This can greatly affect the efficiency and therefore the quality of the trip/activity. We must ensure at all times that this matter has been clarified and therefore what duty of care the 3PP has over these persons.

Policy Statement: Teacher (Pastoral) & Medical Staffing

Trip Leaders

There will be a nominated Trip Leader and also a nominated Deputy Trip Leader for every trip or excursion. The school should establish a protocol for allocating Trip Leaders. We would suggest a teacher can only be a Trip Leader if they have previously been on the very same trip and will have been in the school for at least 12 months. If the trip is to be changed, the Trip Leader should remain the same for the Year Group from the previous year and be present at the pre-visit.

Ratios

Staff ratios on School Residential, Expeditions and Trips overseas will be based on **1:8** e.g. 1 teacher to 8 pupils. This should be a 1:6 ratio on a trip containing any adventurous activities (see overleaf).

You must always have a minimum of 2 staff no matter what the student group number.

2:7, 2:10, 3:20: 4:30 etc

If you intend to run a trip with adventurous activities you must also adhere to the appropriate ratios for such an activity. e.g. one to ten would not be sufficient during water activities and could be **1:6** – however these ratios must be covered by the provider. e.g. 2 instructors to 12 students.

In summary there are **two ratios** in place for a trip. One is for **teaching staff** and one for the **3rd party provider**. Both should be appropriate and both must be kept separate.

Staff Briefings

The trip timetable should allow for time for the Trip Leader to meet with staff at the start and review the key policies in place from the school as well as the timetable and emergency procedures. The initial staff briefing should include any information from the Staff Behavioural Policy that may be relevant.

Best practice would be that morning or evening staff briefings should be held by the Trip Leader during a trip to cover all communications. This could be as simple as the Trip Leader spending 15 minutes with staff at dinner or pre dinner when there is programmed downtime for the students. Any relevant information to the trip should be communicated to the staff, provider and if appropriate the students.

Nurse/Medic/First Responder Staffing

On every STB it should be clear as to who the nurse/first-aider is for the trip. It should be clearly understood amongst the trip staff what phone number the nominated medical staff are available on and if they are not with all groups what first aid kit is to be given to the groups without medically trained staff. Consideration must be given to how they would access the sub groups separated by journey time, including boat trips if applicable.

Policy Statement: Adventurous Activity or Tour Guide Staffing

1. Dulwich Prep Cranbrook will not expose staff to responsibility for students undertaking adventurous activities unless they have technical competence and experience.
2. For instructors/guides on Adventurous Activities used by 3PP where no formal qualifications are available then site specific training or validation that results in a certificate of competency MUST be completed. This should only be undertaken by a nominated Technical Advisor. 3PP will be used unless if it can be confirmed that the site itself has undergone Site Specific Training within the previous year and that all staff on the trip have previous experience of this site and these activities.
3. The staff working on an adventurous activity will have different levels of duty of care. They will operate within the scope and qualifications and training from their national governing body and/or internal training in addition to any specific parameters as set by your Technical Advisors. If no formal qualifications are available then site specific training or validation that results in a certificate of competency should be completed.
4. The ratio of these persons to clients should equal or exceed 1:12 but in most cases will be 1:6 for activity provider : student.
5. The instructing/guiding staff will be drawn from the Providers Staff List. Therefore these persons will be known to one another, have worked with the Company Owner and/or the Course Director in person during an activity and then with other regular members of the activity staff before undertaking the role of activity leader in any sport. It is intended that by cascading the duty of care and activity responsibility all staff from the staff body will have first-hand knowledge of the aims of the company as well as their own activity experience, training and qualifications to base their provision of service on.
6. They will have read and discussed with the Company Director or Course Director of the 3PP the contents of STB. They will have attended a briefing regarding: accommodation, vehicles, briefings, gear storage & care, international standards and remits, first aid, communications, timetables and rotas, logging off site, roles with clients in social time.
7. In addition to this, 3PP staff responsible for the students should:
 - (a) Have received written information on the activity and course outline
 - (b) Know the aims of the activity and parameters of their work
 - (c) Be able to perform to a higher level than is required in the given activity
 - (d) Have visited/worked at the activity site previously
 - (e) Know the surrounding area well
 - (f) Have ensured access to the activity site is agreed
 - (g) Be trained/qualified in First Aid and carry a First Aid Kit
 - (h) Be in agreement with the Risk Assessment and Emergency Action Plan
 - (i) Be aware of the group size and plan accordingly
 - (j) Inspect all PPE and other activity equipment to be used on their activity
 - (k) Take active role/responsibility in the transport of clients

Policy Statement:

Safety & Accident Requirements for the Third Party Provider

1. All activity staff should plan accordingly for the relevant hazards that could be encountered.
2. All accidents, incidents or near misses (incidents) should be reported to the Dulwich Prep Cranbrook EVC and the 3PP Provider in person. A form should be completed and signed. Action will be taken on information that could in any way lead to prevention of a similar occurrence.
3. In the event of an accident or incident all staff should act within the scope and qualifications of training from the national governing body in addition to any specific parameters as set by Dulwich Prep Cranbrook / the EVC / 3PP Course Director / Dulwich Prep Cranbrook Technical Advisors.
4. Any unacceptable hazards or risks are to be discussed prior to further exposure of a client to these dangers. Any incident should be appraised immediately on site by staff. They should consider; their knowledge of the event, changing the management of activity, possibility of re-occurrence, implementing the necessary changes and reporting the changes.
5. Any activity deemed unacceptable by the factors of weather, ability, time, risk, hazard or client welfare should be postponed or cancelled.
6. Any technical queries as to the safety of clients should be sought from Technical Advisors in the relevant sport through the 3PP Provider or Dulwich Prep Cranbrook EVC in person.
7. Any medical treatment or first aid is to be administered after the consent of the client. The medical treatment should be delivered in good faith and the client's care as first priority. This should be done within the parameters of first aid training of the individual. Any potential life-threatening situation is accepted to fall within the 'act of good faith' with regard to client welfare and duty of care.
8. Any actions taken after the incident/accident should be in conjunction with the agreed action plan for that activity and these actions should be noted as accurately as possible after the event during a debrief of staff.
9. All information will be recorded and kept by the 3PP Company Director and the Dulwich Prep Cranbrook EVC. This information will be subject to review under the following headings; systems, control, events, outcome and consequences with view to modifying systems, changing conditions in order to alter outcome and consequences in future. The information will be made available to appropriate authorities if requested.

Policy Statement: Request Criteria for Third Party Provider

Staff should send the following Google form (available on staffdata) to the 3PP in advance of the visit.

Organisation name:

Your name:

Your position:

Trip/Visit date(s):

Can you confirm that all {insert organisation} staff coming into contact with Dulwich Prep Cranbrook children during the time {insert organisation} is employed by the School hold an up-to-date DBS certificate?

Can you confirm that all {insert organisation} staff hold the relevant qualifications to deliver the activities, in line with best preferred practice, for which {insert organisation} has been employed to do so by Dulwich Prep Cranbrook?

Can you confirm that the {insert organisation} staff members coming into contact with Dulwich Prep Cranbrook children are fully employed by {insert organisation}?

If freelancers are to be used, please indicate how many years they have been employed by {insert organisation}.

If {insert organisation} is providing food and drink to Dulwich Prep Cranbrook children and staff, can you confirm that the food and drink preparation areas meet the required standards?

If {insert organisation} is providing accommodation to Dulwich Prep Cranbrook children and staff, can you confirm that the accommodation provided meet the required standards?

If Dulwich Prep Cranbrook children are to use any equipment supplied by {insert organisation}, can you confirm that the equipment has been regularly inspected, is fit for purpose and meets the required standards?

If transport to, from and on activity sites is required, can you confirm that the method of transport is both safe and appropriate and meets the required standards?

Can you please confirm that {insert organisation} holds and could provide, if required, the following documents:

1. Acknowledged duty of care over visiting young persons
2. Certificate of liability insurance or Statement of its non-existence
3. Emergency Action Plan, Evacuation Protocol or similar in case of major incident

Please supply a copy of the following:

- Detailed itinerary of the visit
- If applicable, Risk Assessments for chosen activities
- Any waiver of liability forms you might expect Dulwich Prep Cranbrook to sign (if required, this must be provided prior to the date of the visit)

If required, would {insert organisation} be prepared to host a pre-trip visit by an appointed member(s) of Dulwich Prep Cranbrook staff?

Required Standards

Lowest collectively agreed criteria below or less than which could be critical to client safety and wellbeing; this criteria is often identified in Safety Laws, Regulations and Standards etc.

Best Preferred Practice

Current collective of acknowledged techniques proven to deliver the best results or success, thus minimizing risk and improve provider efficiency; these are often identified in practices approved by a professionals leading in the field.

Policy Statement: Transport

Bus Transport Overseas:

- Must have seatbelts
- Have a clear means of communication
- Have procedures for use when transporting children including max speeds, emergency plans in the event of breakdown, road traffic accident, child illness, etc
- Be fully insurance and is licensed
- Have sufficient space for baggage

Transport in UK:

- Use of a regular (Starline) contractor.
- Contact Kate Montgomery (kmontgomery@duwichprepcranbrook.org) to make travel arrangements.
- Please note that NO child may travel in the front seat of a vehicle whether seat belts are fitted or not.
- All day trips must start and finish at school unless agreed by the EVC.
- Pickups or flatbeds must not be used to transport students at any location.
- If a child is to be transported using a vehicle other than those provided by the School (e.g. member of staff's personal vehicle), permission must be received in writing from the parents and the relevant documents to show that the vehicle is roadworthy must be made available.

Policy Statement: Transport Vehicles Best Practice

Please ensure you examine insurance and abide by the Local Road Traffic Law. Further to this:

1. Fully check vehicle before and after use
2. Report any queries, defects or problems to the EVC, Trip Leader or the 3PP Course Director
3. Drive with sidelights on at all times
4. Keep your distance
5. Use headlights and rear fog lamps as well as hazard lights when parking or stopped on a highway
6. Check to ensure the use of seat belts by the pupils is correct
7. Ensure all baggage is stored away safely for travel and in case of accident
8. Check and ensure the working order of all exits
9. Explain which exit to use and why (disclose danger) to passengers when stopped
10. Ensure appropriate signs are displayed in windows of vehicles

Policy Statement:
Alternate on-site Transport Vehicles where applicable

1. Fully check vehicle before and after use
2. Report any queries, defects or problems to the EVC, Trip Leader or the 3PP Course Director
3. Keep your distance
4. Use headlights and rear fog lamps as well as hazard lights when parking or stopped on a highway
5. Ensure all baggage is stored away safely for travel and in case of accident
6. Explain which exit to use and why (disclose danger) to passengers when stopped

Policy Statement:
Away Sports' Fixtures

Medical:

- A First Aid Kit must travel with each team
- Staff responsible for the team will ensure that any inhalers/epipens or other required medication accompanies the team and the individual
- If a child requires a medical protocol, a copy of this will be taken with the MoS in charge of that individual's team

Transport:

- Best practice is to ensure that there are two members of staff in each minibus/coach – failing this, where this is not possible, minibuses must travel in convoy
- The driver of each bus/staff accompanying the coach should carry an up-to-date list of those children that are in the vehicle with them (this can be in the form of teamsheets)
- The School Office must also be aware of which teams are travelling in which minibuses/coaches – this can be found on the team sheets available on SOCS.
- Pupils being collected from the away school should inform the MoS in charge who should, in turn, witness their collection by the parent/guardian.

Dietary Requirements:

- The away school will be contacted prior to the fixture to inform the catering staff of any dietary requirements our visiting children may have

Policy Statement: Personal Protection Equipment

All activity equipment is to be inspected before and after use. You may request to see purchase log and inspection log for all the equipment prior to your use of it. Activity Staff are to report any defects, problems or damage which may result in the fault or misuse of equipment. Unreasonable loss or damage will be required to be paid for. Such equipment as PPE needs to be examined for:

- (a) General wear and tear
- (b) Specific damage due to overstress, corrosion and abrasive surfaces
- (c) Unusual handling or performance properties
- (d) Ageing from sunlight, UV, foreign elements
- (e) Misuse, signs of unsafe practice

It is the information received from these daily inspections that lead to equipment being replaced entirely or moved (cascaded) to a usage deemed appropriate e.g. lead becomes top becomes walking becomes racking rope. **It is recommended that all safety equipment (Personal Protection Equipment) is less than 5 years old.**

Policy Statement: Resort Swimming Pool Guidelines

- 1 member of resort staff to be present at all times
- 1 member of teaching staff to be present at all times
- Any fountains to be switched off to allow clear view into pool
- Resort staff to be trained annually in CPR from local hospital and Poolside Safety
- Responsibility of pool safety to be defined between teaching and resort staff

Max number of persons in pool:

Shallow Water (under 1m deep) 1 bather per 2.2 square metres

Standing Water (1 - 1.5 m deep) 1 bather per 2.7 square metres

Deep Water (over 1.5 m deep) 1 bather per 4.0 square metres

Policy Statement: Communications

Given the key to ALL trips is communication, it is vital that all systems are tested and proven. Any failure to do this could prove critical.

The following should be enquired at Pre-visit time and re-checked again upon arrival or with any change in circumstance (e.g. temporary change in location).

1. All trip locations to be surveyed for mobile networks and requirements for mobile coverage. This can be done simply by staff on pre-visits switching their mobiles to Manual Network Choice and recording what networks work there.
2. Ensuring that land-based phones at resorts are reliable and recording if a remote resort sends all its land-based calls out through a satellite dish or cable.
3. Radios to maintain communications in between mobile phone coverage areas

4. Where required, satellite phone to maintain direct links to resorts, Dulwich Prep Cranbrook Duty Manager and possibly iSOS.
5. All mobile units to be pre-stored with data relevant to Emergency Response Plans and Emergency Action Plans and be carried with back up batteries and credit (if required) along with a simple laminated emergency action card.
6. Staff should perform simple test callout and SMS texts from resorts to ensure the network agreements are working upon arriving. This can be to the Duty Manager at the school who would acknowledge with a reply as this establishes a key line of communication.

It is considered best practice that, should the need arise to contact a parent or guardian during the trip, a school mobile phone is used. The school mobile phone number should also be the emergency contact number given to parents if applicable.

The school mobile phones can be booked out using the School's online booking facility and should be collected from and returned, along with the charger, to the Assistant Head Co-Curricular's Office.

Policy Statement: Communicating with parents

A letter must be sent to parents in good time, informing them of the planned trip or visit. If applicable, a return consent form will be attached. On signing this consent form, parents agree to comply with the organisation of the visit.

In this letter, parents are also asked to let the Medical Centre know of any changes to the medical information we hold for their child(ren).

Permission for the school to authorise emergency medical treatment is granted in the Educational Contract.

If the trip or visit is running late, the trip leader should phone the Duty Manager or the School Office so that waiting parents and boarding staff can be informed of the delay. This can also be done using ClarionCall.

The school will ensure that parents can contact their child via the school contact, the trip leader, in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the trip or a later than published return home.

Trip leaders should aim to communicate with parents once every day – this can be via Clarion Call or by photos and/or messages sent to the Office to be uploaded onto social media platforms.

Policy Statement: Medical

The Medical Centre should be contacted at least two weeks prior to departure by the Trip Leader who should give details of:

- Nature of the trip – e.g.residential/non-residential?
- Pupils involved
- Food arrangements
- Staff involved
- No. of copies of the Medical Information required
- Any medical protocols required

The Medical Centre will provide the Trip Leader with, to the best of their knowledge, an up-to-date list of children's medical conditions, dietary requirements, parent contact details and GP details.

The information provided will be saved into the relevant trip folder by the Medical Centre and archived once the trip has finished.

In conjunction with the Medical Centre, ensure a suitably stocked first-aid kit is taken on the trip – consider how many you will need if, due to the trip itinerary, the larger group will break down into smaller groups at different locations.

Policy Statement: Staff Parents accompanying their own children on trips

Any staff member accompanying a trip with one or more of their own children cannot do so as a supervising staff member. This is due to the potential conflict of interest that may arise should an incident occur, and the difficult situation that the member of staff may then be put in.

Possible measures that may be taken to facilitate a parent staff member accompanying a trip that includes their children the following measures can be considered.

- Additional staff joining the trip to maintain the necessary staffing ratio.
- The parent staff member unable to join the trip.
- The parent staff member's children precluded from joining the trip.

Parents of trip participants should only pay for necessary supervising staff members. So, if an additional member of staff is required to maintain the necessary staffing ratio this additional member of staff must be funded separately. This additional funding could come from:

- The School, if the parent staff member is considered necessary for the effective delivery of the trip; this will be decided on a case by case basis by the EVC and the Headmaster in consultation with the Designated Safeguarding Lead.
- The parent staff member.
- All staff on the trip, by "clubbing together".

The STB for the trip must account for the presence of a parent on the trip, and detail the measures in place (e.g. an additional supervising staff member) to mitigate the associated risks.

Policy Statement: Using public facilities

All children, boys and girls, must be either directly or remotely supervised when using public toilets. The toilets must be checked by entering the premises prior to the children using them. Any entry or exit while the children are using them must then be monitored.

To ensure safety if the children are in a mixed gender group and the staff accompanying the trip comprise one gender only, measures such as the boys using the female toilets or using the disabled toilet (with permission) may be applicable.

Policy Statement: Pupils with Special Educational Needs and Safeguarding Issues

Any issues in including pupils with special educational needs or safeguarding issues should be considered at the planning stage and when carrying out the risk assessment. Special attention should be given to supervision ratios.

It is considered best practice to discuss the trip with the parents of those children involved to ensure sufficient support is in place for each child and member of staff.

Residential Trips:

For a residential trip, the Trip Leader and Deputy Trip Leader must organise a meeting with the Designated Safeguarding Lead and the EVC to discuss relevant issues to ensure the safety of each child participating in the trip.

During the meeting the Safeguarding Checklist for Residential Trips will be completed. A hard copy of this will be held by the Trip Leader and an e-copy made available for the DSL, the EVC and the Duty Manager.

Policy Statement: Camping and Night activities

This to include both on and off-site activities and should be used in conjunction with any risk assessments 3PP may have provided.

- Occupants of tents should be in single sex groupings.
- Best practice would be to ensure that these groupings are three children per tent but there should be no less than two children per tent as an absolute minimum.
- A list of the names of the occupants of a tent will be attached to the outside of the tent.
- Staff tents will be interspersed amongst the tents of children and will be clearly marked with a label on the exterior of the tent.
- If applicable, the campsite will be illuminated at night to ensure children and staff can find their way to toilet facilities should the need arise and staff tents in the case of an emergency.
- Guy ropes will not be used unless the weather dictates that their use is essential. This will be at the discretion of the Trip Leader.
- During any night games or activities, each child may carry a torch.
- If the children have been asked not to carry torches, staff will ensure that there is an even spread of torches amongst the group by carrying their own with them.

Camping may include a camp fire. If so, please adhere to the following protocol at all times:

- Only a responsible adult may build, light and tend the fire.
- There should be a clearly marked area for the camp fire with clearly demarcated area around the fire into which children may not enter without direct supervision.
- At no time should any adult or child run near the fire.
- There must be a first aid kit and a bucket of water to hand in close proximity to the fire at all times.
- If the children are to toast marshmallows, they should do so at a safe distance from the fire and they should be briefed on the safety implications of the activity.

Educational Trips and Visits

Section A
Standard Trip Booklet

Trip Name:

Trip Information:	
Name and purpose of trip:	
Trip Leader:	
Deputy Trip Leader:	
Designated Duty Manager:	
Trip dates:	
Destination:	
Departure time:	
Return time:	
Number of children / Number of staff:	
Ratio:	
Completion signature from Trip Leader:	
Date:	
Approval Signature from HoNH, HoLS or AHCoCu	
Date:	
STB Complete (Yes/No):	
STB Sent to HoNH, HoLS or AHCoCu (Yes/No):	
STB Copy sent to Duty Manager (Yes/No):	
Last Date Updated:	

Emergency Action Plan (EAP) CARD For Caller:

<p>1. STAY CALM – Follow this Emergency Action Plan CARD Ensure safety of remaining members of group. Assess situation and dangers to yourself.</p>			
<p>2. IDENTIFY NATURE OF PROBLEM – Select From below FROM NOW LOG ALL ACTIONS – For debrief and clarity through event</p>			
<p>MISSING PERSON (Persons Lost, Kidnap, Ransom)</p>	<p>FIRE There is a fire on Campus</p>	<p>SECURITY (Civil Unrest, Bomb Threat, Threat to Person, Violent Attack)</p>	<p>TRAVELDOC (Lost Passport, Air Travel delay, Visa problem)</p>
<p>LEGAL ("X" Has been Charged/Jailed, "X" has been accused of)</p>	<p>UTILITY (Water contamination, substantial water/gas/oil/power failure)</p>	<p>MEDICAL (Casevac, Hospitalisation, outbreak, disease)</p>	<p>TRANSPACCIDENT (Coach,/Train/Air Accident or incident)</p>
<p>NAT DISASTER (Area evacuated due to earthquake etc.)</p>	<p>OTHER</p>		
<p>3. IS THIS A MEDICAL EMERGENCY? (IF NOT GO TO 4) PROVIDE TREATMENT ("DRABC") Assess and give treatment in keeping with your level of training Keep a record of actions / times etc Does patient require attention of Doctor/Emergency Services? Is an evacuation required/ what outside assistance do you need? Do you need to send someone for help? You may need to send a minimum party (at least 4 fully equipped) if you are the primary carer</p>			
<p>4. DECISION Who do you need to call? Use the table above to help</p>			
<p>5. If applicable, CONTACT EMERGENCY SERVICES 999 Emergency Services can advise best course of action Have details from Medical Form ready if required Transport patient to assistance if appropriate</p>			
<p>6. CONTACT DUTY MANAGER +447598326772 Discuss details of your actions and discuss your proposed plan and nature of required help if known Set up next call time to keep Dulwich Prep Cranbrook up to date</p>			
<p>7. STOP – CONSOLIDATE WHAT YOU KNOW Inform and advise accompanying staff Manage group safety if required</p>			
<p>8. KEEP IN TOUCH WITH DUTY MANAGER AT AGREED TIMES – Update your Log Follow up requests for help to services and personnel</p>			
<p>9. STAND DOWN, MONITOR or HANDOVER If problem is resolved, stand down, finish log and inform Duty Manager Monitor situation OR handover to Emergency Services</p>			

Contacts for Duty Manager Emergency Action Plan:

CONTACTS for CALLER	CONTACTS for DUTY MANAGER	
MISSING PERSON Key Services Police - 999	MISSING PERSON Key Personnel Parents/Guardians – from Medical form Headmaster – Paul David Bursar – Fin Scanlon	
FIRE Key Services Fire - 999 Ambulance - 999	FIRE Key Personnel Headmaster – Paul David Bursar – Fin Scanlon EVC – Graeme Thompson	
SECURITY Key Services Police - 999	SECURITY Key Personnel EVC – Graeme Thompson Headmaster – Paul David	
TRAVELDOC Key Services Police - 999 Embassy	TRAVELDOC Key Personnel Police Bursar – Fin Scanlon	
LEGAL Key Services Police School	LEGAL Key Personnel Police Bursar – Fin Scanlon Headmaster – Paul David	
UTILITY Key Services Electricity Sewer	UTILITY Key Personnel Bursar – Fin Scanlon Estates Manager – Ross Brown	
MEDICAL Key Services Ambulance Service - 999 Doctors – see emergency contact sheets Ambulance Hospital	MEDICAL Key Personnel School Nurse – Danielle Swift EVC – Graeme Thompson Headmaster – Paul David	
TRANSPACCIDENT Key Services Police - 999 Insurance Company Travel agents	TRANSPACCIDENT Key Personnel Bursar – Fin Scanlon Headmaster – Paul David EVC – Graeme Thompson	
NAT DISASTER Key Services Emergency Services - 999 Embassy	NAT DISASTER Key Personnel Headmaster – Paul David Crisis Management Team - SMT	
Key Staff Phone Numbers:	Mobile phone:	Home:
Paul David	07740459900	
Fin Scanlon	07950029956	01233 770503
Graeme Thompson	07725337909	01580 720493
Claire Mackie	07810517901	01892 331052
Alison Eckersley	07949593386	01580 892625
Emma Ansell	07712586852	01580 715553
Daniel Rutherford	07714707855	01424 882395
Ross Brown	07592646042	01580 710146
James Bowyer	07794750315	01580 710 139
Danielle Swift	07730466176	

Introduction and Key Contacts

If there are any queries after reading this document, please contact myself directly.

- Staff must follow the guidance given in this document.
- During the planning stage of any visit, a Standard Trip Booklet must be completed by the trip leader, and submitted to the Assistant Head Co-Curricular (EVC) (or Head of Little Stream or Head of Nash House).
- The trip leader should arrange a meeting with both the EVC and the Duty Manager for that week (either separately or together) to discuss aspects of the trip and review the paperwork.
- The form must be countersigned by the Assistant Head Co-Curricular (EVC) (or Head of Little Stream or Head of Nash House) to indicate that he/she is satisfied that suitable planning arrangements have been made.
- If the expedition involves a 'hazardous' activity, or will keep pupils away overnight, parents must be notified and a parental consent form signed – this must be completed in good time prior to the departure of the trip.

Educational Visits Coordinator (EVC):

Graeme Thompson
Assistant Head Co-Curricular
Dulwich Prep Cranbrook
Coursehorn
Cranbrook
Kent
TN17 3NP
01580 712179 ext.233
www.dulwichprepcranbrook.org
gthompson@dulwichprepcranbrook.org
07725337909

Duty Manager: (can be contacted 24/7)

dutymanager@dulwichprepcranbrook.org

+447598326772

A rota for the Duty Manager can be found [here](#).

Nominated Technical Advisors for Trips and Outdoor Education:

Vive la Montage Adventure Consultants
www.vlmadventureconsultants.co.uk

Names of all participating pupils:

Name:	Medical/Dietary Requirements

Names of all staff:		
Please indicate trip leader, deputy trip leader and appointed medical staff		
Name:	Contact number:	No. of years of experience on this trip

Timetable

Day/Time:

Activity

Risk Assessment:

Activity 1-4	Teacher Ability/Exp. 1-4	Teacher Familiarity 1-4	Student Ability 1-8	Env. 1-8	Weather 1-8	Activity Choice 2-20	RAR
Comments:							
Comments:							
Comments:							
Comments:							
Comments:							
Comments:							

Planning time line:

Previous Academic Year	Date Complete:
If applicable conduct a site recce to determine suitability	
Submit request to EVC	
Submit draft STB to EVC	
Ensure dates are entered in the School Calendar on SOCS	
Cost researched – allow for pre-visit costs in price per pupil	
Devise a schedule of payment (with the Bursary) – when is the deposit required?	
Initial communication to parents	
Accommodation researched (and booked if applicable)	
Transport researched (and booked if applicable)	
Complete Travel Company booking form	
Other	
At Least 1 Term Before Trip	Date Complete:
Letter to parents with Acknowledgement of Risk Forms	
Complete staffing allocation	
Pre-visit completed With Deputy Trip Leader	
STB review and recommendations actioned	
Parents presentation	
Trips communications confirmed (mobiles)	
Trips First Aid booked	
Accommodation booked	
Transport booked	
Trip Insurance confirmed	
Passports and Visa info arranged	
Other	
At Least 4 Weeks Before Trip	Date Complete:
STB completed and sent to EVC	
Staff and Pupil lists confirmed	
Confirm group lists and rooming arrangements – add to STB	
Contact the 3 rd party provider with any relevant medical or dietary information	
Final meeting with pupils – set out expectations – mobile phones, sweets etc.	
Meet with accompanying teaching staff	
Confirm Passports and Visa OK	
Review Emergency Action Plan	
Copy of STB to Designated Duty Manager	
Request medical information from Medical Centre	
Arrange First Aid Kits and mobile phones	
Confirm cover arrangements with AH-A	
Confirm transport tickets / arrangements	
Confirm catering arrangements (catering booking form) with Kitchen	
Other	
First Week Back After Trip	Date Complete:
Return mobile phone, walkie-talkies and/or first aid	
Initial verbal debrief to EVC	
Accident / Incident / Near Miss to EVC	
Upload photos to school system and, if applicable, delete from personal devices	
Other	
Within 4 Weeks Of Return	Date Complete:
Debrief in Writing to EVC for STB	
Written 3PP Feedback to 3PP and EVC	
Book next year's trip!	
Other	

Educational Trips and Visits

Section B

Reference Documents and Forms

Pre-visit Checklist (if applicable – see page 18):	
Item:	Complete or meeting Required Standards: Y/N?
Proposed Timetable / Itinerary as agreed	
Provider Standard Operating Procedures or Code of Practice	
Provider Risk Assessments of Adventurous Activities	
Provider Risk Assessments of Non-Adventurous Activities	
Provider Insurance Certificate Copy available?	
Provider Acceptance of Risk Forms / Waiver Exclusion Forms	
Provider staff qualifications and/or history of training and service	
Provision for safe and appropriate transport to, from and on Activity Sites	
Provider PPE (Safety Equipment) Log & Inspection (of applicable)	
Provider Inspection Reports from Agencies or Safety Organisations for the last 5 years if possible	
Provider Accident, Incident and Near Miss Log for the last 5 years for the provider	
School staffing	
Photos for STB Photo Checklist	
Travel to the venue	
Accommodation	
Eating areas & Food prep areas	
Swimming Pool / On-site Water Margins	
Activity & Play Areas	
Medical / First Aid at site	
Communications for Key Locations – Verify On Google Maps	
Are Any Answers NO? If any answers are NO then efforts must be made to allow time to correct the given concern.	
Do They Remain NO? Additional advice must be sought through the named Technical Advisors or your EVC	
Do They Remain NO? The EVC cannot authorise the Trip	

Risk Assessment for Non Adventurous Activity / Trip

Complex / Uncommon activities where the group/trip is predominately led by a teacher

Teacher Ability	Score
Expert - Highly trained, well experienced leader	1
Very Experienced - Lower level of training than above, but well trained. Where no training or experience is required for a trip/event select 2 as the score	2
Skilled – Some training but limited experience	3
Newly trained - Some basic training, little experience	4
Local knowledge of Teacher	Score
Current - Detailed recent knowledge of area and aware of potential hazards of specific activities	1
Familiar - Has knowledge of area and specific relevant hazards, but not as extensive as above.	2
Unfamiliar - Does not know this site, but has had experience of similar activities	3
Unknown – Teacher unfamiliar with area and activity	4
Student Ability	Score
Very competent - Students have appropriate level of fitness and experience for particular activity	1
Competent - Students capable and competent enough to cope with activity	2
Inexperienced - Students have undertaken activity before but cannot work unobserved	3
Novice - Students with 1 day or less experience of the activity type	4
Environmental Conditions	Score
Friendly - Environmental conditions do not hinder activity in anyway	1
Awkward - Conditions could impede activity in some way, may concern students	2
Unstable - Conditions may inhibit performance on activity and may interact with weather to pose dangerous conditions	4
Hostile - Conditions likely to inhibit performance, students likely to experience anxiety or fear.	8
Weather Conditions	Score
Good / Fair - No impediment on activity or activity indoors	1
Poor - such as wind or rain that may affect the activity	2
Inclement - conditions likely to affect activity – e.g. constant rain, sun, snow, high wind	4
Stormy - Extremely poor conditions certain to affect activity and performance, and therefore raise activity risk	8
Activity Choice	Score
Controlled – Teacher is in full control and in a position to assist or stop students	2
Complex - Activities that require students to perform tasks without a teacher	5
Difficult - Activities that require students to perform learnt tasks in more demanding conditions	10
Hazardous - Activity has a real risk to life and limb which the teacher must control	20

Risk Assessment for Adventurous Activity / Trip - led by A Third Party Provider (3PP)

INSTRUCTOR IN CHARGE ABILITY 1-4	INSTRUCTOR FAMILIARITY 1-4	CLIENT 1-4	ENVIRONMENT 1-8	WEATHER 1-8	ACTIVITY CHOICE 2-20
EXPERT: An instructor who has extensive knowledge of the activity with long term experience of the associated risks. The instructor is also likely to have practical experience of emergency procedures. Score= 1	CURRENT: The instructor has detailed knowledge of the area and is current. They are aware of the potential hazards involved in respect of the activity being undertaken. Score= 1	VERY COMPETENT: A student who is at the appropriate level of fitness and experience to enable them to cope adequately with the activity. Must be mature and self sufficient to deal with potential problems (even without an instructor) Score= 1	FRIENDLY: Environmental conditions that do not hinder the activity in any way. The environment should not be the concern of the student either physically or psychologically. Hazards that are predictable. First Aid & Emergency Care easily available & staff adequately qualified and skill ready. Score= 1	GOOD/FAIR: Calm weather conditions, which do not impede the activity. Score= 1	CONTROLLED: Instructor is expected to be in full control of the activity. Occasionally students may need to perform tasks unaided such as belaying. Instructor must always be in a position to assist or stop activity. Score= 2
VERY EXPERIENCED: An instructor who is likely to be similarly experienced as above though may be lesser qualified albeit with extensive experience. The instructor should have a broad knowledge of associated problems and procedures. Score= 2	FAMILIAR: The instructor is familiar with the area though not extensively. Knowledge of potential hazards, appropriate to the activity is well known. Score= 2	COMPETENT: A student who is both capable and proficient enough to cope with the diversities of the activity (weather, duration etc.) Score= 2	AWKWARD: Environmental conditions that may impede activity progress in some way. Students may feel some psychological concern when learning new skills. Hazards that can change quickly. Emergency Care easily available & staff have some first aid knowledge. Score= 2	POOR: Conditions such as rain, increased winds or other changes that may minimal affect the activity safety. Score= 2	COMPLEX: The activity has areas of safety that are reliant on the student performing previously learnt safety skills which if performed incorrectly may lead to an accident. Activities that rely on a student performing safety tasks without instructor presence. Score= 5
SKILLED: An instructor who is lesser qualified to the above such as a recently qualified. May not have thorough personal practical experience. Score = 3	UNFAMILIAR: The instructor has recent transitional knowledge of similar activity areas and potential hazards but is unfamiliar with the specific site. Score= 3	INEXPERIENCED: A student who has undertaken the activity before but lacks the proficiency to work unobserved. Score= 3	UNSTABLE: Conditions that may inhibit activity performance. Students are likely to demonstrate unease which impairs instructors ability to safeguard clients. Individual anxiety may also hinder activity performance. Close proximity to cliffs, water or other dangerous features. First Aid easily available & staff have some first aid knowledge. Score= 4	INCLEMENT: Conditions that are likely to affect the activity such as constant rain, sleet, snow, sun, temp changes etc. Could have serious effects if the group have not reached a level of competency or are not adequately equipped. Score= 4	DIFFICULT: The activity requires student to perform previously learnt safety skills in conditions that are more hazardous. Risk to life and limb becomes greater and in some cases real. Changes in weather, environmental objectivity are potential client problems. Score= 10
NEWLY TRAINED: Recently qualified instructor or leader at any level within the activity. Caution required in adverse conditions or with inexperienced students or clients. Score= 4	UNKNOWN: Instructors who are unfamiliar with the activity area and without any up to date information. Score= 4	NOVICE: A complete novice to the activity or is unknown to the instructor. One day students fall into this activity. Score= 4	HOSTILE: Conditions that are likely to inhibit activity performance. Students are likely to demonstrate increased anxiety, apprehension or even fear. There may be a risk of objective dangers being uncontrollable. Travel abroad, wilderness areas. No First Aid & Emergency Care readily available. Score= 8	STORMY: Extremely poor weather conditions which will certainly affect the activity and therefore the clients performance. The overall activity risk is very likely to increase from that initially identified. Score= 8	HAZARDOUS: The activity has a real risk to life and limb which the instructor must carefully control. Students reliant on advice and support. Normally this level of activity should not be actioned. Score= 20

Instructor/ Leader Ability	Score	Assessment Score
Expert	1	
Very Experienced	2	
Skilled	3	
Newly Trained	4	

Instructor Familiarity	Score	Assessment Score
Current	1	
Familiar	2	
Unfamiliar	3	
Unknown	4	

Student Ability	Score	Assessment Score
Very Competent	1	
Competent	2	
Inexperienced	3	
Novice	4	

Environmental Conditions	Score	Assessment Score
Friendly	1	
Awkward	2	
Unstable	4	
Hostile	8	

Weather Conditions	Score	Assessment Score
Good/Fair	1	
Poor	2	
Inclement	4	
Stormy	8	

Activity Choice	Score	Assessment Score
Controlled	2	
Complex	5	
Difficult	10	
Hazardous	20	

Score	Risk Grade	Total Score	Comments
7-13	Low		Basic Safety Precautions Should Manage All Risks
14-19	Medium		Outside Group's Experience Safe Practice Can Minimise Risks
20-39	High		Notify Activity Director As Repercussions Of Incident Are Serious
40-48	Very High		Unacceptable Risk – Stop Activity

Risk Assessment Rating & Activity Comments (Sample)

Activity 1-4	Instructor Ability 1-4	Instructor Familiarity 1-4	Student Ability 1-8	Env. 1-8	Weather 1-8	Activity Choice 2-20	RAR
EXAMPLE: RockClimb & Abseil Crag X	2	2	3-4	2	2	5	17
Comments: Peer group belaying must be with back up belayers at all times Venue to be used with prudence to avoid multi pitch scenarios (bottom roping only) Rigging rope to be used if required Abseil area to be used as located in Photo Check List at Tryfan Bach Prudence in selection of boulder anchors as well as normal pro at Crag X Alternative bad weather venue Tin Can Alley or Lion Rock Staff To Read Site Specific Guidelines For Tryfan Bach and Petzl GriGri Peer Group Belaying							
EXAMPLE: Team Games At Resort Lawn	2	1	2	1	2	2	10
Comments: Warm up excercies first No lifting of pupils without supervison Boundaries to be set Sun protection to be agreed Etc etc							
Comments:							
Comments:							
Comments:							
Comments:							

Photograph Check List

The following images highlight the areas of work for the activities where clarification of a recommended site may be required or where information may be misunderstood or vague:

Enter Photo Here	Type Explanation Here

Education Outside The Classroom or Outdoor Learning

This is a generic term that is used extensively by schools to describe curriculum-based learning that extends beyond the four walls of the classroom. This ranges from a museum to a sports trip, outdoor education camp, or rocky shore field trip.

Outdoor Education

(OEd) A broad term: education in the outdoors, for the outdoors, and about the outdoors.

Adventure Education

Adventure education is based on activities that create challenge and excitement by deliberately exposing participants to elements of risk. The risks could be physical (injury), social/emotional or material (gear/equipment).

Adventure Based Learning

(ABL) A subset of adventure education, ABL activities commonly include cooperative games, trust building activities, problem solving and decision-making activities. Debriefing and reflection encourage and develop skills in communication, goal setting, leadership, and taking responsibility.

Adventure

An experience where the outcome is uncertain because key information may be missing, unknown or vague.

Risk – Also ‘Perceived Risk’

The potential to lose something of value, and peoples perception of this.

Inherent Risk

The risk that exists when no control measures have been put in place to modify the circumstances

Residual Risk

Risk remaining after control measures have been implemented.

Risk Owner

Person or entity with the accountability and authority to manage a risk

Risk Bearer

Person or entity that can affect, or be affected by, a decision or activity.

Risk Management

Collective procedures utilised to keep risks and losses within an acceptable range

Risk Tolerance

Organisations or stakeholders readiness to bear the risk after risk management in order to achieve its objectives.

Safety

Control of accidental loss

Accident

An undesired event which results in harm to persons.

Incident

Undesirable event out of control of the group and affected the well being of the client but did not result in harm to persons..

Near Miss or Safety Hazard

An undesired event which under slightly different circumstances could have resulted in harm to persons.

Emergency Action Plan

(EAP) An overall response to an emergency.

Emergency Action Plan Card

A card with clear, concise prompts for people dealing with an emergency.

Emergency Response Plan

(ERP) A response plan submitted by other agencies to support an emergency e.g. iSOS

Crisis Management Team

(CMT) Usually drawn from a Senior Management Team

Key Personnel and Key Services

Personnel and Services used by CMT to resolve an issue

SOP/NOP

(SOP) Standard / Normal Operating Procedures document. Seen as the code of practice for that company, organisation or activity provider, it lays out how they will provide their services for you.

Minimum Standards

Lowest collectively agreed criteria below or less than which could be critical to client safety and wellbeing. Often identified in Safety Laws, Regulations and Standards etc

Best Preferred Practice

Current collective of acknowledged techniques proven to deliver the best results or success, thus minimizing risk and improve provider efficiency. Often identified in practices approved by professional leading in the field.

3PP

Third-party provider – a company or agency that will provide a service for the School.

Safeguarding Checklist:

Trip:	
Dates:	
Staff:	

Name of Pupil	Safeguarding Concern

Additional relevant information	
Date of Safeguarding Meeting:	
DSL: Alison Eckersley	
EVC: Graeme Thompson	
Trip Leader:	

Individual Pupil Risk Assessment and Control Measures Form:

Pupil Name:	
Identified risk:	Control Measure:

Control Measures

The control measures highlight and check key areas from the Pre-visit and the Minimum Standards set for the STB. The Control Measures, like the Risk Assessment Rating should be evaluated on a daily basis.

Pre Visit Info Is the course set out as per the Pre Visit Check and agreed timetable?	YES/NO	Name: Date:
Activities Are the activities confirmed on the same sites, locations and description?	YES/NO	Name: Date:
Clients & Timetable Is the timetable still befitting the client profile and numbers?	YES/NO	Name: Date:
Ratios Is there at least one Provider Staff (if "Adventurous") & Teaching Staff per activity group?	YES/NO	Name: Date:
Staffing Are staff confirmed for the activities as per the timetable and Pre Visit agreement	YES/NO	Name: Date:
Safety & Accidents Is communication and first aid staffing confirmed?	YES/NO	Name: Date:
Equipment Is all PPE equipment inspected? Are children and teaching staff correctly equipped?	YES/NO	Name: Date:
Risk Assessment Do all activities programmed merit RAR <20?	YES/NO	Name: Date:
Risk Assessment Activity Comments Have all activity comments from Technical Advisors or from previous trips been communicated to the provider and staff?	YES/NO	Name: Date:
Photograph Check List Has the PCL been discussed with provider? Do the areas covered by the PCL look the same on the course?	YES/NO	Name: Date:
Are Any Answers NO? If any answers are NO then efforts must be made to allow time to correct the control measure for the given concern.	↓	Name: Date:
Do They Remain NO? Additional advice must be sought through the named Technical Advisors or your EVC	↓	Name: Date:
THE ACTIVITY IN QUESTION MUST BE STOPPED IF THE ANSWER REMAINS "NO"	STOP	Name: Date:

Accident / Incident Recording Form

Accident

An undesired event which results in harm to persons.

Incident

Undesirable event out of control of the group which affected the well-being of an individual(s).

This information will be recorded at the organisations office and will be reviewed for future safety of clients and staff. Please be as accurate as possible with the information you provide.

Detail	Information
Activity	
Time	
Date	
Date & Time of Report	
Location	
Terrain	
Weather	
Light Conditions	
Name of Person	
DOB	
Address	
Description of Incident	
Staff On Activity	
Treatment Received On Scene	
Treatment Received Later (Parents contacted?)	
Staff Recording Information	
Information Received By	
Action Taken (Med Centre and Trip Leader to follow up with parents)	

Near Miss / Safety Hazard Form

Near Miss or Safety Hazard

An undesired event which under slightly different circumstances could have resulted in harm to persons.

This information will be recorded at the organisations office and will be reviewed for future safety of clients and staff. Please be as accurate as possible with the information you provide.

Detail	Information
Activity	
Time	
Date	
Date & Time of Report	
Location	
Terrain	
Weather	
Light Conditions	
Name of Person	
D.O.B	
Address	
Description of Incident	
Staff on Activity	
Staff Recording Information	
Information Received By Technical Advisors and School?	
Information Received by client?	
Was the incident foreseeable?	
Which activities are affected?	
What actions would prevent this event?	
Action taken by Technical Advisors and School?	

Staff Feedback Form

Should there be a cause to comment on the programme in anyway please complete this form.

Detail	Information
Date of Course	
Name Of Your Group	
Issue e.g. Transport, Activity, Timetable etc	
Information (Please be as accurate as you can, this will help us in our response to yourselves and any further investigation)	
Your Name and Position Within The Programme / Activity / Group Please Print & Sign	
Which activities are affected?	

Equipment Fault / Observation Form

This information will be recorded at the company office. Please be as accurate as possible with the information you provide.

Detail	Information
Equipment Fixed or PPE or Other? Overall Description	
Describe Equipment Including Make, Markings & Colour if PPE or Location if fixed or Other.	
Known Date of Purchase or Installation or Other Relevant Information?	
Damage?	
Wear & Tear?	
Signs of Unsafe Practice?	
Corrosion?	
Staff Recording Information?	
Please Print & Sign	
Date?	
Which activities are affected?	

Timetable

A full timetable matrix showing each group, designated accompanying teaching staff, provider staff and transport along with activity and activity timings should be included in the STB:

Duty Manager Role

In all cases of emergency the following document should be used in combination with detailed incident logs.

The Duty Manager is the first point of contact in all incidents concerning Educational Trips and Visits. They facilitate support through the use of external agencies as well as internal resources.

Their role is one of decision making and resource allocation as well as managing communication and response as a whole School.

This document is in line with recommendations presented by Mark Brown of VLM Adventure consultants for an Educational Trips and Visits Duty Manager Scheme.

Duty Managers:

Graeme Thompson	07725337909	01580 720493
Alison Eckersley	07949593386	01580 892625
Daniel Rutherford	07714707855	01424 882395
Clare Mackie	07810517901	01892 331052
Emma Ansell	07712586852	01580 715553

The DM can be contacted through the DM phone (+447598326772) or through the email address – dutymanager@dulwichprepcranbrook.org

Duty Manager Protocols:

At all times, the Duty Manager will have access to:

1. Dulwich Prep Cranbrook Duty Manager phone
 2. Duty Manager Folder containing:
 - a. Duty Manager Emergency Action Plan Card (EAP)
 - b. Trip Leader Emergency Action Plan Card (EAP)
 - c. Relevant Standard Trip Booklets (STBs) for the trips going out that week
 - d. Access to School insurance details
 - e. Blank DM log book pages
- All incidents must be logged in the DM log book (spreadsheet) and handed over to the following DM during a short briefing.
 - DMs must have access to the Duty Manager EAP folder at all times – this will hold Standard Trip Booklets for the week as well as EAP Cards and empty log book pages.
 - The DM phone will hold all the contact details of resources required to respond in all incidents.

- Standard Trip Booklets will be accessible to the DM through the use of the Foldr app on the DM phone as well as via staffdata.
- The Trip Leader (TL) should ensure that the DM has all the information required to respond to any and all incidents prior to departure.
- If requested and using the DM phone, the DM will set up a WhatsApp group for the trip to allow staff participating to communicate effectively with each other.
- The DM will receive an email, SMS or WhatsApp from the trip leader daily.

Summary:

Once the DM is in role, they must be contactable 24/7 for the duration of their cover.

It is expected that the DM will refrain from alcohol consumption during the time that they are covering residential 'out of normal school hours' trips.

The DM is the first point of contact for a trip leader or any member of a team leading a trip. The DM acts to reassure and support. They must decide whether a reported incident requires further support from the Headmaster or any other member of the SMT. The DM must follow the guidance in these protocols.

DMs will be competent in using the communication technology available to them to be able to contact a trip leader, the emergency services and other relevant parties. These systems include:

- WhatsApp
- Clarion call messaging
- Operation of the DM phone to access Foldr and 3sys
- SOCS

Schedules:

- Each DM is allocated to cover the Educational Trips and Visits for the period of a week on a rotational basis.
- The DM operates one week on duty, then 3 weeks off before being the back-up DM for the 4th week.
- The rota system will be published well in advance of trips. No changes can be made without consultation with the Headmaster or the EVC.
- The DM must have access to the school calendar and be aware of the trips and visits occurring during their week on duty – including offsite sports fixtures.

Emergency Action Plan Card for Caller:

<p>1. STAY CALM – Follow this Emergency Action Plan CARD Ensure safety of remaining members of group. Assess situation and dangers to yourself.</p>			
<p>2. IDENTIFY NATURE OF PROBLEM – Select From below FROM NOW LOG ALL ACTIONS – For debrief and clarity through event</p>			
<p>MISSING PERSON (Persons Lost, Kidnap, Ransom)</p>	<p>FIRE There is a fire on Campus</p>	<p>SECURITY (Civil Unrest, Bomb Threat, Threat to Person, Violent Attack)</p>	<p>TRAVELDOC (Lost Passport, Air Travel delay, Visa problem)</p>
<p>LEGAL ("X" Has been Charged/Jailed, "X" has been accused of)</p>	<p>UTILITY (Water contamination, substantial water/gas/oil/power failure)</p>	<p>MEDICAL (Casevac, Hospitalisation, outbreak, disease)</p>	<p>TRANSPACCIDENT (Coach,/Train/Air Accident or incident)</p>
<p>NAT DISASTER (Area evacuated due to earthquake etc.)</p>	<p>OTHER</p>		
<p>3. IS THIS A MEDICAL EMERGENCY? (IF NOT GO TO 4) PROVIDE TREATMENT ("DRABC") Assess and give treatment in keeping with your level of training Keep a record of actions / times etc Does patient require attention of Doctor/Emergency Services? Is an evacuation required/ what outside assistance do you need? Do you need to send someone for help? You may need to send a minimum party (at least 4 fully equipped) if you are the primary carer</p>			
<p>4. DECISION Who do you need to call?</p>			
<p>5. If applicable, CONTACT EMERGENCY SERVICES 999 Emergency Services can advise best course of action Have details from Medical Form ready if required Transport patient to assistance if appropriate</p>			
<p>6. CONTACT DUTY MANAGER +447598326772 Discuss details of your actions and discuss your proposed plan and nature of required help if known Set up next call time to keep Dulwich Prep Cranbrook up to date</p>			
<p>7. STOP – CONSOLIDATE WHAT YOU KNOW Inform and advise accompanying staff Manage group safety if required</p>			
<p>8. KEEP IN TOUCH WITH DUTY MANAGER AT AGREED TIMES – Update your Log Follow up requests for help to services and personnel</p>			
<p>9. STAND DOWN, MONITOR or HANDOVER If problem is resolved, stand down, finish log and inform Duty Manager Monitor situation OR handover to Emergency Services</p>			

Emergency Action Plan Card for Duty Manager:

1. STAY CALM – Follow this Emergency Action Plan CARD Start call summary: Name of person, Contact Number (Read Mobile Number off Screen) OR retrieve messages on DM Phone			
2. IDENTIFY NATURE OF PROBLEM – Select From Below			
MISSING PERSON (Persons Lost, Kidnap, Ransom)	FIRE There is a fire on Campus	SECURITY (Civil Unrest, Bomb Threat, Threat to Person, Violent Attack)	TRAVELDOC (Lost Passport, Air Travel delay, Visa problem)
LEGAL (“X” Has been Charged/Jailed, “X” has been accused of)	UTILITY (Water contamination, substantial water/gas/oil/power failure)	MEDICAL (Casevac, Hospitalisation, outbreak, disease)	TRANSPACCIDENT (Coach,/Train/Air Accident or incident)
NAT DISASTER (Area evacuated due to earthquake etc.)	OTHER		
3. COMPLETE INCIDENT NOTIFICATION FORM – in detail Incident Notification Form Be clear in writing information If no information on subject write N/A with time and follow up			
4. RE_ASSURE CALLER – Agree on Action Plan - to monitor or support Status of whole group or asset - Time periods to call each other - Back up contact phone at site Extra information you need to give them - Extra information they need to get to you What you are going to do with resources to hand from Dulwich Prep Cranbrook? What are they going to do with resources at hand on site SMS this to them as a memo after the call			
5. FROM NOW ON LOG ALL ACTIONS – For debrief and clarity through event Log calls/actions on crisis management log. Also record, if required, casualties			
6. INFORM KEY PERSONNEL (PAD+FPS) AND SERVICES – Details on reverse of this card Inform by call and SMS – Missed calls/ Voicemail is virtual but SMS is text which people read If Emergency Agencies, then provide caller details to them so you are not the only hub			
7. CONSOLIDATE INFORMATION AND ADVICE – Reply to caller Make immediate action plan from advice from key personnel & Services & CMT (if required) Inform by call and SMS			
8. IF CMT ACTIVATED – Check status Monitor responses from calls and SMS to CMT			
9. KEEP IN TOUCH WITH CALLER – Update your Log Follow up requests for help to services and personnel			
10. STAND DOWN, MONITOR OR HANDOVER If problem is resolved, stand down, finish log and inform key personnel (incl. CMT) & Services If problem is resolving itself but ongoing, monitor with caller, update log and key personnel (incl. CMT) If problem is not resolved, handover to CMT – CMT to refer to Crisis Management Policies & Procedures			
IMPORTANT INFORMATION Duty Manager Mobile Number – +447598326772 Duty Manager email – dutymanager@dulwichprepcranbrook.org			

Contacts For Duty Manager Emergency Action Plan:

CONTACTS for CALLER	CONTACTS for DUTY MANAGER	
MISSING PERSON Key Services Police - 999	MISSING PERSON Key Personnel Parents/Guardians – from Medical form Headmaster – Paul David Bursar – Fin Scanlon	
FIRE Key Services Fire - 999 Ambulance - 999	FIRE Key Personnel Headmaster – Paul David Bursar – Fin Scanlon EVC – Graeme Thompson	
SECURITY Key Services Police - 999	SECURITY Key Personnel EVC – Graeme Thompson Headmaster – Paul David	
TRAVELDOC Key Services Police - 999 Embassy	TRAVELDOC Key Personnel Police Bursar – Fin Scanlon	
LEGAL Key Services Police School	LEGAL Key Personnel Police Bursar – Fin Scanlon Headmaster – Paul David	
UTILITY Key Services Electricity Sewer	UTILITY Key Personnel Bursar – Fin Scanlon Estates Manager – Ross Brown	
MEDICAL Key Services Ambulance Service - 999 Doctors – see emergency contact sheets Ambulance Hospital	MEDICAL Key Personnel School Nurse – Danielle Swift EVC – Graeme Thompson Headmaster – Paul David	
TRANSPACCIDENT Key Services Police - 999 Insurance Company Travel agents	TRANSPACCIDENT Key Personnel Bursar – Fin Scanlon Headmaster – Paul David EVC – Graeme Thompson	
NAT DISASTER Key Services Emergency Services - 999 Embassy	NAT DISASTER Key Personnel Headmaster – Paul David Crisis Management Team - SMT	
Key Staff Phone Numbers:	Mobile phone:	Home:
Paul David	07740459900	
Fin Scanlon	07950029956	01233 770503
Graeme Thompson	07725337909	01580 720493
Claire Mackie	07810517901	01892 331052
Alison Eckersley	07949593386	01580 892625
Emma Ansell	07712586852	01580 715553
Daniel Rutherford	07714707855	01424 882395
Ross Brown	07592646042	01580 710146
James Bowyer	07794750315	01580 710 139
Danielle Swift	07730466176	