

# The Wren School

## School Trips Policy

### Purpose and Background

The Wren School recognises that it is important that students are able to experience a wide range of activities outside the school, both those that directly support learning of the curriculum, and otherwise. It is important that students learn to understand and manage the risks that are a normal part of life.

It is the aim of The Wren School to ensure the health and safety of our students whilst engaged in such activities. This therefore requires the efficient organisation of school trips and visits which should have a clear purpose and precise backup procedures in case of emergency. Common sense will be used in assessing and managing the risks of any activity. Health and safety procedures will always be proportionate to the risks of an activity. Staff will be given the training they need so they can keep themselves and students safe and manage risks effectively. These arrangements take account of all relevant legislation and guidance.

### Policy objectives

This aim is to be achieved through the following objectives:

1. Practical and efficient preparation and planning for activities outside the school (including their addition to the school calendar).
2. Effective communication with parents of students taking part in the trip.
3. Implementation of the principle of duty of care throughout the trip, taking the same care that a reasonable, prudent and careful parent or carer would take in the same circumstances. This should include ensuring that staff are aware of their legal responsibilities during the trip and know how to deal with any emergencies that may arise.
4. Having all processes securely in place in the event of an accident or other emergency.

### Management of the policy

<b>School</b>	This policy is implemented and managed by the headteacher supported by the assistant headteacher (Pastoral) on behalf of the Governors' Teaching and Learning Committee
<b>Governing body</b>	The Governors' Teaching and Learning Committee will review and update this policy annually in line with all relevant legislation.
<b>Approval</b>	Updated and approved by Full Governing Body – 18 <sup>th</sup> October 2018
<b>Next review due</b>	Teaching and Learning Committee - June 2019

## Associated policies

Behaviour Policy  
Charging and Remissions Policy  
Child Protection and Safeguarding Children Policy  
Complaints Policy  
Critical Incident Policy  
Health and Safety Policy  
Minibus Policy  
Pupil Premium Policy

## Legal framework

This policy has been created with regard to the following legislation, including, but not limited to:

- The Health and Safety at Work etc. Act 1974

This policy has also been created with due regard to the following guidance.

- DfE (2018) 'Charging for school activities'
- DfE (2014) 'Health and Safety: Advice on Legal Duties and Powers'
- HSE (2011) 'School Trips and Outdoor Learning Activities'
- DfE (2013) 'Driving school minibuses'

## Definitions

**'In loco parentis'** means that the group leader of any school trip has a duty of care over the students in place of a parent/carer.

**'School Trip'** includes any educational visit, foreign exchange trip, away-day or residential holiday organised by The Wren School which takes students and staff members off-site. Trips become 'optional extras' when less than 50% of the activity takes place outside school hours. For clarity, The Wren School trips are identified as either Curriculum trips, Educational trips or Social trips, and only the latter is an optional extra.

**'Curriculum Trip'** means any visit which directly contributes to the national (and school's) curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education, and non-attendance of which would be considered to be detrimental to a student's learning. The majority of the time taken for the activity will normally take place within school hours. This kind of trip would typically only be offered to a specific year group or subject group. An example would be a trip to a careers fair.

**'Educational Trip'** means any visit which may enhance the school's curriculum, but is not part of it, so non-attendance would not be detrimental to a student's learning. The majority of the time taken for the activity will take place within school hours. This kind of trip would typically prioritise a specific subject group or groups, but also be offered to other students. An example would be a trip to Spain, including visits to art galleries.

**'Social Trip'** means any visit which gives students opportunities to develop or further certain skills, to try out new experiences, or to develop and strengthen friendships outside of school. It would not usually have any connection to the curriculum. This kind of trip would typically be offered to a range of year groups. An example would be a skiing trip.

**'Residential'** means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following.

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

## Practice and procedures

The Wren School will always take a common sense and proportionate approach to risk assessment and risk management, with a view to enabling children to undertake activities safely, rather than preventing activities from taking place. As such, the school will always prepare appropriate risk assessments in advance of any school trips. The Wren School's code of conduct for school trips will be made clear to parents and students, who will be expected to sign and return a copy for all residential trips in particular. See Appendix B for a document that can be adapted to meet the specific needs of different trips.

Some off-site activities may form part of the learning that takes place at The Wren School. Any risk associated with such activities will be considered as part of the school's health and safety policies and procedures. A regular check will be made to ensure that the precautions identified remain suitable. Written consent from parents will not be sought for these activities; however, parents will be told where their child will be at all times and of any extra safety measures required.

For each new proposed off-site activity, the Headteacher will ensure that a suitable risk assessment is undertaken by the person with responsibility for leading the activity. S/he will be mindful that the school must not be exposed to risks to their health and safety. S/he will also ensure that this person is trained to understand risks and the assessment process. A copy of all of the school's risk assessments, including those associated with off-site activities will be kept by the School Business Manager.

If staff intend on taking students in their own vehicle, they will require business insurance and will need to seek parental consent in writing and inform the Assistant Headteacher (Pastoral) of their intention.

It is obviously sensible to start to plan an off-site trip as far in advance as possible; all residential trips require at least 6 months' notice and all day trips require as much notice as possible. See Appendix C for the role of the trip leader.

Any trips longer than a day (residential) need Governors' approval before they can take place. See Appendix D for guidance on residential accommodation for school visits.

The Wren School will follow HSE guidance for school incident reporting. See Appendix E for actions in case of a critical incident off-site.

## Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.

Risk assessments are completed in advance of a trip – whenever reasonable and practical trip leaders should make a pre-visit to assess the trip location.

The process is as follows:

- identify the hazards;
- decide who might be harmed and how;
- evaluate the risks and decide on precautions;
- record findings and implement them; then
- review assessment and update if necessary.

A risk assessment form is available from the School Business Manager.

## Eligibility for participation on trips

Only students of The Wren School may participate in School Trips. If a student is booked on a trip but leaves the roll before the trip commences, their place is forfeit. In these instances, it is at the Headteacher's discretion as to whether a refund is given to parents/carers, in consultation with the governing body.

The Wren School takes its 'loco parentis' responsibility for the safety of students very seriously, and consequently requires students to meet a minimum standard of behaviour in order to participate in the trip. Students whose recent\* level of exclusions is a concern, or whose praise to sanction points ratio is unacceptably low, will not be allowed to join the trip. The school aims for School Trips to be as inclusive as possible, but safety will always take priority.

The school does not support the idea of a student with low attendance taking more time out of lessons to participate in a trip which is an 'optional extra'. Therefore, low attendance may result in a place on an Educational Trip or a Social Trip not being offered, or being withdrawn. However, cases will be considered on an individual basis, and extenuating circumstances taken into account. Curriculum Trips will be open to all, regardless of attendance levels.

Appendix A of this policy outlines the requirements which must be fulfilled to participate in a trip. This, together with the Code of Conduct in Appendix B, should be signed by students and parents/carers.

Places on Educational and Social Trips will not be offered to students whose parents/carers have outstanding debts with the school. Neither will places on these trips be offered to students whose cancellation history leads the school to reasonably expect that this may happen again.

\* Students must not have received any fixed term exclusions for either, persistent disruptive behaviour or, for certain one-off incidents, within either the current or previous large term.

## School Trip application process

Places on School Trips will be allocated on a first-come first-served basis, subject to a student's eligibility to participate in the trip, as detailed above.

A letter will be sent to parents/carers via email, with an invitation to apply for a place via Parent Pay. The letter will clearly show if the trip is residential or non-residential, if it is a Curriculum, Educational or Social Trip, and what process must be followed to book a place.

## Parental Consent

Parents/carers will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

Parental consent is not generally required for off-site activities without a charge that take place during school hours.

Parents/carers are asked to complete an annual consent form at the start of any academic year which gives permission for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays.

Separate consent will be sought for trips which require payment.

Written consent is required for:

- activities of an adventurous nature;
- residential trips;
- foreign trips; and
- trips outside of school hours.

## Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to student ratios are as follows.

- Abroad: **1:10**
- Other residential: **1:15**
- High risk: **1:8/10**
- Day trip visits: **1:15**

## Insurance and licensing

When planning activities of an adventurous nature in the UK, the trips administrator will check that the provider of the activity holds a current licence for that activity.

Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.

Parents/carers will be informed of the limits of any insurance cover.

For European trips, a valid European Health Insurance Card (EHIC) will be required for every participant (for so long as these remain valid for UK citizens).

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

## Students with SEND

Where possible, activities and visits will be adapted to enable students with SEND to take part; schools have a statutory responsibility to ensure that educational visits should be as inclusive as possible. Appropriate steps will be taken to ensure the trip is accessible to disadvantaged students and those whose circumstances may otherwise prevent their participation in the trip/activity.

## Students eligible for the Pupil Premium Grant (PPG)

The school acknowledges that Pupil Premium students are less likely to be able to access 'expensive trips', such as foreign trips or residential holidays, and has taken the decision to use the PPG to subsidise for each student, one expensive trip in KS3 (to a maximum of £300), and one expensive trip in KS4 (to a maximum of £600). For the purposes of distinction between key stages, KS4 is when GCSE course options commence.

There will be an expectation that every Pupil Premium student will avail themselves of this opportunity, and the school will endeavour to plan and publicise expensive trips as far ahead as possible, so that students, together with their parents/carers can determine in advance which trip they wish to allocate this funding against. Any unused funding for these trips will be kept in each student's allocation and spent on their education.

Once a PP student has committed to a specific expensive trip, they will be given priority allocation to that trip.

There is no automatic use of the PP to fund other trips, but requests may be made for additional contributions from each individual's fund. The Pupil Premium Leader will assess the request against other educational priorities and decide if or how much is appropriate. Due to the nature of Curriculum Trips, these would be very likely to be considered favourably.

## Finance

The financial procedures outlined in The Wren School's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided largely outside of school time which is not:

- part of the national curriculum;

- part of a syllabus for an examination that the student is being prepared for at the school; or
- part of religious education.

The school classifies these 'optional extra' trips as 'Social Trips' (see Definitions, above).

For 'Curriculum Trips' and 'Educational Trips' (for which it is not mandatory for parents to pay) the school will request parental voluntary contributions. Without these contributions, most trips will be unable to proceed.

Places on trips are only allocated when booked on Parent Pay. Within Parent Pay, parents are invited to input the deposit amount or total trip amount according to the Per Student rate shown on the trip letter. Confirmation letters are then sent out. These will contain a payment schedule for the balance, if appropriate. Parents/carers who find themselves unable to follow the standard schedule should contact the Trips Administrator to negotiate a personalised plan.

Money for School Trips will always be paid directly to the school using Parent Pay. Under no circumstances should School Trip money be processed through personal accounts.

All letters to parents/carers regarding School Trips will include a clause explaining what will happen in the event that the trip is cancelled or a student cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents/carers. The Headteacher will consult the governing body on the matter, taking into account:

- the cost to the school, including alternative provision costs;
- the student's reasons for cancelling their place;
- whether the school will be reimbursed for the student's place on the trip;
- whether the space on the trip can be offered to someone else.

In the event that a student withdraws from a trip, the school will check to see if there is a waiting list for that trip. If the place can be taken up with no financial detriment to the trip, the school will refund 95% of the total trip cost. If the place remains vacant, then the school will retain the payments made, to avoid the trip being cancelled for the other participants.

Where a student has previously cancelled a space on a school trip, and received a full refund, The Wren School has the right to refuse to admit the student to attend future trips and visits.

The Wren School will take a common-sense approach to refunds and cancellations, ensuring that all students are treated equally.

Any charge made in respect of students will not exceed the actual cost of providing the trip, divided equally by the number of students participating. Trips need to be well planned and financially viable; trip costings must be agreed with the Finance department before any letters are sent to parents/carers. Trip leaders have a responsibility not to leave support staff with unreasonable responsibilities or workloads.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be offered where the excess is greater than £5 per student.

## Foreign trips

Validity of passports and visa requirements will be dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and students will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Registers will be taken at the start and end of each day, as well as before, during, and after, events and at regular intervals whilst on days out to ensure the whereabouts of students are known at all times.

Staff will check the town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.

A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all students and staff are provided with an emergency contact sheet, this includes the school mobile phone number which the trip leader can be contacted on, as well as emergency numbers and phrases for the country they are visiting.

## Associated documents

DfE (2014) Health and Safety: Advice on Legal Duties and Powers

HSE (2011) School Trips and Outdoor Learning Activities

Health and Safety at Work etc. Act 1974

DfE (2014) Health and safety; advice on legal duties and powers.

HSE (2001) School trips and outdoor learning activities: Tackling the health and safety myths.

Incident reporting in schools. HSE education information sheet

## Appendices

- A. Eligibility to participate in School Trips
- B. Code of Conduct on School Trips
- C. The role of the trip leader
- D. Guidance on residential accommodation for school visits
- E. Actions in case of a critical incident offsite
- F. Medical Consent Form for School Trips
- G. Safe use of minibuses and seatbelts
- H. Missing Person Procedure

## Appendix A

School Trip: \_\_\_\_\_ Date: \_\_\_\_\_

### The student's agreement

- I understand that I cannot participate in this trip if, in the opinion of the school staff, I am likely to put either my own safety at risk, or that of others.
- I understand that my place on this trip will be withdrawn if I receive any fixed term exclusion for persistent disruptive behaviour.
- I understand that my place on this trip may be withdrawn if I receive any fixed term exclusion for a one-off incident.
- I understand that if, in the option of the school staff, the frequency of my sanction points, and the amount by which they outweigh my praise points, becomes unacceptable, my place on this trip will be withdrawn.

For Educational and Social trips, which are optional extras to the core education:

- I understand that if my attendance, after consideration of extenuating circumstances, falls below 85%, my place on this trip may be withdrawn.

### The parent's/carer's agreement

- I accept that the above eligibility rules will apply to my child, and that if I have paid a deposit for this trip, a portion will be withheld by the school, as per the Charging and Remissions Policy.

### The school's agreement

- We undertake to apply eligibility rules in a fair, reasonable and consistent way, and always with due regard to individual circumstances.

Student Name: \_\_\_\_\_ Tutor: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B

### Code of Conduct on the School Trip to: \_\_\_\_\_

I understand that this trip is organised by the school, and normal school rules and sanctions will apply on this trip. I will:

- cooperate fully with leaders at all times;
- fulfil any tasks or duties set prior to and during the visit;
- participate fully in all activities and sessions during the visit;
- be punctual at all times;
- not leave group sessions or accommodation without permission;
- not enter the rooms or accommodation of students of the opposite sex;
- stay in the room once settled by staff or host families at night;
- not give the address of your accommodation to anyone you meet;
- always return to the meeting point or accommodation at agreed times;
- if granted indirectly supervised time, be in groups of not less than three young people;
- avoid behaviour that might inconvenience others;
- be considerate to others at all times;
- respect all requests and requirements made by staff and accompanying adults;
- behave at all times in a manner that reflects credit on self, to the party and to the school;
- abide by the laws, rules and regulations of the countries and places visited;
- be aware of the social / religious conventions of the country and places visited and show appropriate consideration thereof;
- comply with customs and duty-free regulations;
- not possess, purchase or consume alcohol or tobacco products;
- not possess, purchase or consume illegal substances;
- wear seat belt at all times as required by law;
- only undertake activities such as swimming or skiing if accompanied by a member of staff or ski school instructor;
- if in doubt on any matter, consult with staff;
- accept that a full written report of any misconduct may be forwarded to the Headteacher and/or to my parent(s);
- accept that any infringement of the school rules may result in an early return back to UK at my parents' expense or having to be collected in person in the UK.

**I have read and accepted these conditions, and will abide by all rules set by the member of staff responsible for taking the trip.**

Student name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

## Appendix C

### The role of the trip leader.

Each school trip should have a nominated trip leader who will:

- Liaise with the Trips and Lettings Administrator along with the finance team to clarify a price of the trip.
- Make all minibus or coach bookings through the Trips and Lettings Administrator.
- Confirm the venue booking and ensure all aspects of the requirements from/for the venue are in place.
- Produce a letter to parents/carers that provides the necessary details regarding the trip, e.g. behaviour and place on trip and refund policy.
- Send out a medical form which they must check and ensure that any special needs or medical conditions are supported by a nominated member of staff.
- Complete a risk assessment of the venue and transport. This should be linked to any pre-visit they carry out.
- Lead member of staff should carry out a pre-trip visit to the venue to check H&S and the layout.
- Ensure that all residential trips have a named member of staff with an up-to-date first aid qualification.
- In the event of over-subscription, decide on which students should attend, according to a clear policy, such as aptitude, 'first come, first served' or random selection, that is known to parents/carers.
- Check the provisional list of students with the Assistant Headteacher (pastoral). Students who have poor behaviour will not be allowed to participate in an off-site visit. If this is the case, parents or carers should be aware of the situation.
- Consider, in consultation with the pastoral leader, whether other students, such as those who are eligible for pupil premium support, may be offered financial assistance.
- On the day of the trip, ensure the exact list of names of students and staff attending are given to the trips and lettings administrator.
- Carry the school mobile phone (as well as their own) throughout the trip and ensure that it is monitored at all times on the trip in case the school need to contact someone urgently.
- Carry the consent and medical forms in a secure bag which must not be left unattended at any time. Forms must be shredded upon return.
- On return, ensure that serious first aid incidents are reported to the trips and lettings administrator.

- Ensure that there is at least one member of staff at the back and others scattered throughout a coach. Also, they must consider the location of students to prevent issues from occurring during travel.
- Take water (small bottles), sick bags, litter bags, first aid kits and travel sweets for sickness.
- Enforce the seatbelt laws. Staff should not walk up and down the gangway unless there is an emergency.

## Appendix D

### Guidance on Residential Accommodation for School Visits

It should be considered that intruders gaining access to young people when on residential visits is a realistic possibility and therefore the possibility of any incident of this type occurring should feature in any risk assessment and planning process.

- Where possible, it is strongly recommended that staff should visit the planned accommodation prior to any visit.
- Where this is not possible, assurances should be obtained from the suppliers with regard to the suitability of the security of the accommodation together with floor plans showing the rooms allocated and details of the fire precautions and fire exits that are in place.
- When at the venue, any circumstances giving cause for concern should be raised with the accommodation management or the company providing the facility.
- If the concerns cannot be satisfied, alternative accommodation should be sought or if necessary, the visit should be cancelled.
- There are many differing types of accommodation used by groups and each one will have different factors affecting the situation.

As far as possible, the following factors should be taken into account when considering accommodation:

#### Hotels and Hostels

- Do the public have access to the site/building particularly at night or do you have sole occupancy?
- Are the access points lockable from the inside but still allow free exit in emergencies?
- Does the building have any form of night security?
- Is it feasible to leave bedrooms unlocked at night or will they require locking?
- If doors are locked, can the door be opened easily from the inside without having to use any form of key or code?
- If bedrooms are locked, can staff have ease of access to student rooms if it is required by use of a pass key or code?
- On what floor or floors is the proposed accommodation?
- Are the corridors well lit?
- Can intruders gain access through windows?
- Can intruders gain access via balconies?
- Can balcony doors and windows be secured and still allow ventilation if necessary?
- Is it possible to avoid using ground floor accommodation?

- Are the fire exits well-lit and do they function efficiently?
- Are there washing facilities in the rooms or are they communal and shared with others?
- Are there centre or hotel staffs residential on the site and are they easily identified?
- If wet activities are envisaged, are there adequate drying facilities provided?
- Is there space for the group to congregate in the facility if this is desired?

**The following should be implemented if possible:**

- Students should be located in rooms close together and staff should be in close proximity to student`s rooms with at least one member of staff on each floor where more than one floor is being used.
- Students should not be accommodated on their own in single rooms.
- The accommodation should only be capable of being accessed via one main entrance, which should be secured at night.
- All access doors should be capable of being locked so that they prohibit access but allow residents to exit easily in emergencies.
- Students should know where staff rooms are located
- All staff should know where students' rooms are located and have a list of room numbers and the names of the occupants.
- Where possible, students should not be accommodated in ground floor rooms.
- At night, students should be checked into rooms and staff should patrol the area at regular intervals until they are asleep. Anything unusual should be reported to the accommodation management.
- Any strangers should be challenged and reported to the management.
- Students should know the fire alarm signal, how to evacuate the building and where the assembly points are. If possible, a fire drill should be practised.

**Tented or chalet style accommodation**

Security is more difficult to assess in these circumstances and no campsite or tent will ever be totally secure. However, staff should have demonstrated that they have exercised due care in the selection of site and arrangements made.

The following should be considered:

- How accessible is the site to the general public?
- Does the site have security fencing, which can prohibit access?
- Is the site remote, which can prohibit ease of access?
- Is there a security presence at night, which patrols the grounds?
- Is staff accommodation adjacent to the students'?

On occasions, for example with Duke of Edinburgh Award Scheme expeditions, students will be required to be without staff supervision when wild camping sometimes in remote locations. The following points should be considered:

- Participants should be well prepared for this type of camping.
- Participants should never be left on their own sleeping in a tent.
- If possible, participants should have some form of emergency communication system. It should be considered that mobile phones will not operate in some wild locations.
- Groups should be monitored by staff even when unsupervised.

## Appendix E

### Actions in case of a critical incident offsite

In the event of a major incident the trip leader should follow the instructions below.

Ensure the safety of the group.

Call the emergency services if appropriate.



Collect in all mobile phones.



Inform a senior member of staff at school using the numbers below.

**DO NOT** talk to the media.

**DO NOT** admit any liability.

All residential trips should have two emergency contact numbers. Alternatively, the number to use is:

Main School Number – 0118 959 1868

The following procedures are guidance for the Senior Leadership Team after the death of a student or member of staff, through natural causes or accidents.

1. Identify appropriate support, contact them and request immediate attendance to offer counselling support.
2. Convene a short staff meeting at break, lunchtime or end of lesson to inform staff of what has happened and establish arrangements for informing students. Make arrangements to support anyone who may be particularly distressed.
3. If necessary, identify someone to deal with press enquiries and someone to deal with parental enquiries. Prepare written press statement/briefing notes to be used. Ensure this information is kept up to date.
4. Evaluate the degree of trauma likely. In difficult circumstances e.g. death of a member of staff or a sudden, violent death, it is best to inform all students through assemblies. Where circumstances are less difficult, it is better to allow form leaders to inform their tutees.

5. Agree a brief statement to be shared with students. This should include brief, sensitive details of what has happened, reassurance that some people will be very upset by what has happened or because it reminds them of another situation, and details of how to seek support.
6. Deal first with those likely to be affected most e.g. students in the same form group.
7. Delegate a senior colleague to share responsibility for any assemblies.
8. Arrange for students to return to form leaders to discuss the news and to identify anyone who requires further support.
9. Identify a group of students and colleagues who were closest to the deceased to decide how to mark their death. A book of condolence is a helpful way to allow many people to express their feelings.

**The following procedures are guidance for the Leadership team after a transport-related accident involving students and/or members of staff or death or injuries on a school trip.**

1. Make contact with a colleague at the scene, or with emergency services, to determine the facts of what has happened. If necessary, seek confirmation from emergency services.
2. If the accident occurs on a school trip, identify the school emergency contact person for the trip. Refer to off-site activity forms to identify those involved and their emergency contacts.
3. Inform the local emergency support team.
4. If it is known that there has been a death or serious injury, contact the local police for their assistance in informing the next of kin and making arrangements for them.
5. Delegate and brief members of the administrative staff to contact parents to inform them of the accident. Invite them to meet at school to await further news. Explain that they should not attempt to attend the scene of the accident.
6. If the accident occurs on a school transport route, delegate and brief members of the administrative staff to receive calls from parents and inform them of the accident. Invite them to meet at school to await further news. Explain that they should not attempt to attend the scene of the accident.
7. Delegate a senior colleague to attend the scene, if possible, and relay information back to school.

## Appendix F – Medical Consent Form for School Trips

### Personal Details of Participant

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Mobile Number (if applicable) \_\_\_\_\_  
Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Age: \_\_\_\_\_ Male / Female (delete as appropriate)  
Address: \_\_\_\_\_  
Post Code: \_\_\_\_\_

Next of Kin – name and address during the activity (if different from above)  
\_\_\_\_\_  
\_\_\_\_\_

Contact Numbers – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Any special dietary requirements: \_\_\_\_\_

### Medical Information

Name and address of participant's Doctor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
NHS Number (if known): \_\_\_\_\_

### Has the participant had or have any of the following?

*Where 'YES', please give specific details overleaf.*

Asthma or bronchitis	Yes	No	Allergies to any know medication	Yes	No
Heart condition	Yes	No	Other allergies (material, food, animal, plasters)	Yes	No
Fits, fainting or blackouts	Yes	No	Other illness, disability or special needs	Yes	No
Severe headaches	Yes	No	Travel sickness or sleepwalking	Yes	No
Diabetes	Yes	No	Regular medication	Yes	No

### Is the participant receiving -

Support and/or treatment for mental health from their counsellor or Doctor?	Yes	No
Medical or surgical treatment of any kind from their Doctor or hospital?	Yes	No
Has the participant been given specific medical advice to follow in emergencies?	Yes	No

*If the answer to any of these questions is Yes, please give details overleaf (including name and dosage of any medicines/tablets)*

If it is considered necessary, do you consent to mild painkillers (Paracetamol) being administered?	Yes	No
If it is considered necessary, do you consent to hypo-allergenic sun screen being provided?	Yes	No
Has the participant received vaccination against Tetanus in the last 10 years?	Yes	No

### Consent for the Visit

I confirm that I have parental responsibility for \_\_\_\_\_

He/she is in good health and I consent to him/her taking part in **ALL** activities set out in the visit information.  
*(Any variation to this should be noted overleaf).*

I am aware that the travel insurance synopsis is available for viewing in school / the Establishment.  
In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of anaesthetics. In the event of any change to these details, illness or medical treatment occurring after the return of this form and prior to the activity, I will undertake to inform the group leader.

Print name here: \_\_\_\_\_

Signed by person with parental responsibility for participants under 18 years of age.

\_\_\_\_\_ Print name here: \_\_\_\_\_

Signed by participant if aged 18yrs and over.

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

**Consent for programmed water sports and water related activities**

*(eg: kayak, canoe, sail, windsurf, rafting, etc.; or activities involving water eg: caving, gorge walking)*

Please tick **ONE** of the boxes below as appropriate to confirm the water capability of your child.

Ticking A, B, C or D below **confirms your consent** to your child undertaking water activities within the trip.

**If, for any reason, you wish to withhold consent for any activity, this should be detailed in the space below.**

A) I confirm my child can swim 50m and is water confident

C) I confirm my child is water confident and can swim, but I'm not sure how far. They have been in a pool or other water and can submerge their head without becoming distressed

B) I confirm my child can swim 25m and is water confident

D) I confirm my child is a non-swimmer, and/or may not be confident in the water.

**Additional Consent, Medical or Special Needs Information**

(Add additional sheets if required)

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

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

**GDPR Statement**

By signing this form, I confirm my agreement to The Wren School processing my / my child's personal data for the purpose of supervising and supporting my child on an educational visit. We do this to meet our professional responsibilities to look after you / your child.

This data may be shared with outdoor providers, doctors and other professionals to help us keep you / your child safe. This data will be retained for one year, other than in the event of an accident/ incident, in line with HCC / School Retention Policy.

You have some legal rights in respect of the personal information we collect from you.

## Appendix G

### Safe use of minibuses and seatbelts

- The site manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- The use of minibuses will be in accordance with the Minibus Policy.
- The driver will have a current driving licence, be aged 21 years or over, and hold a full licence – the PA to the Headteacher will assess whether they have the correct category of licence to drive the minibus, according to current government guidelines.
- Group B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy.
- Before driving abroad, the trips administrator will consult government guidance on whether more than a Group D license is required.
- Drivers will complete the relevant form from The Wren Hub and supply a photocopy of their driving licence.
- If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.
- Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- The minibus will carry strictly one person per seat and seatbelts must be worn at all times.
- Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.
- The PA to the Headteacher keeps a list of staff members who hold the required licence and have completed specific training which allows them to drive the school minibus.

## Appendix H

### Missing person procedure

The Wren School places student and staff safety as its top priority when participating in school trips, either domestically or abroad.

The trips administrator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a student with Special Educational Needs and/or Disability (SEND), the trips administrator will ensure that appropriate strategies are in place to support these students according to their need and that the visit is adequately modified to suit the student's needs.

When travelling with a student who is a current safeguarding concern, the Assistant Headteacher (pastoral) will inform the trips leader of information that they need to know.

All people on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group.

All staff members on a trip should ensure they have a mobile phone on them at all times – in the first instance this should be the school trip mobile phone.

Upon arriving at every venue, the trip leader will identify a rendezvous point, where students and adults should go if they become separated from the rest of the group.

When appropriate, students and staff will wear The Wren School branded clothing, in order to make them easily identifiable. The trip leader will decide whether this is appropriate for a particular trip.

Regular head counts of all students and staff will take place sporadically throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The trip leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing;
- The trip leader will immediately identify at least one adult to start looking for the person - this person will look for the missing person until, where necessary, the police arrive;
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly;
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. British Embassy, should be contacted;
- If the police are called, the trip leader should contact the Headteacher, or other available person, back at the school and inform them of what has happened.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group;
- Review whether more registers should be conducted throughout the day;
- Assess which venues they attend to ensure they are suitable for the group;
- Make recommendations to the trips administrator to ensure similar incidents can be avoided in the future.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school; if this is not possible, e.g. when a trip is taking place abroad, the trips administrator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.