

# **Educational Visits Policy**

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**Brooke House College**

2024/25 Version

## 1 Introduction

- 1.1 Brooke House College recognises the benefits which properly managed educational visits can bring to its pupils. Through the operation of this policy and associated policies, procedures and guidance, the College is committed to ensuring that its pupils are able to experience the world outside the classroom safely.
- 1.2 This policy has been drawn up in accordance with the Education (Independent School Standards) Regulations 2014, the National Minimum Standards for Boarding Schools (Department for Education (DfE), April 2015) and with regard given to the guidance issued by the DfE, *Health and Safety: advice on duties and powers* (February 2014) and *School trips and outdoor learning activities* (HSE, 2011). The policy will be reviewed against any new regulations and guidance both statutory and voluntary that may be issued, from time to time, by the DfE and the Health and Safety Executive and, in any case at least annually by the Principal.
- 1.3 This policy should be read alongside the following College documents:
- 1.3.1 Health and Safety Policy.
  - 1.3.2 Risk Assessment Policy.
  - 1.3.3 First Aid Policy.
  - 1.3.4 Foreseeable Crisis Policy & Critical Incident Plan.
  - 1.3.5 Policy on the Administration of Medicines and for Supporting Pupils with Medical Conditions; and
  - 1.3.6 Procedures and Guidance for Staff for the Conduct of Educational Visits.
  - 1.3.7 Educational visits coordinator – Roles and responsibilities

## 2 Scope of the Policy

- 2.1 For the purposes of this policy, educational visits include all trips and excursions which take place off the College site. In this policy, the terms “educational visit”, “visit”, “trip”, “off-site activity” and “activity” are used concurrently and interchangeably to describe all trips, visits and activities which take place off the college site.

## 3 Responsibilities for Health and Safety

- 3.1 **Employers** – Under the Health and Safety at Work etc. Act 1974, employers are responsible for the health and safety and welfare at work of their employees. Employers are also responsible for ensuring, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. This includes everyone involved in the provision of off-site activities and educational visits (teachers, volunteers, helpers and pupils).

The College directors are the employers of College staff.

The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require employers to:

- 3.1.1 assess the risks of activities.

3.1.2 introduce measures to control those risks; and

3.1.3 tell their employees about those measures.

3.2 **Employees** – Under the same Health and Safety legislation, employees must:

3.2.1 take reasonable care of their own and others' health and safety.

3.2.2 co-operate with their employers over health and safety matters.

3.2.3 carry out activities in accordance with training and instructions.

3.2.4 inform the employer of any serious risks.

These duties apply to all College visits. In addition to these statutory duties, teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would act in the same circumstances.

## 4 **Responsibilities for Educational Visits**

4.1 **The Directors** will:

4.1.1 satisfy themselves that appropriate procedures and guidance for the conduct of educational visits are in place to ensure that approval is sought, all necessary risk assessments are carried out, that all staff, volunteers and pupils are aware of their responsibilities, that appropriate safety procedures are in place and that training is delivered.

4.1.2 satisfy themselves that the procedures and guidance for the conduct of educational visits is consistent with all statutory requirements, codes of practice and best practice guidance.

4.1.3 periodically review all visit records, risk assessments and training records to satisfy themselves that the procedures and guidance for the conduct of educational visits are being followed and that all educational visits are being carried out with valid educational objectives; and

4.1.4 assess proposals for certain types of visit, including all visits involving an overnight stay, all trips outside of the UK, all trips involving activities of an adventurous nature (see 10.1 and Appendix 1 of this policy), and all trips and activities which, in the opinion of the Principal, are "high risk".

4.2 **The Principal** will ensure that:

4.2.1 appropriate procedures and guidance for College staff for the conduct of educational visits are drawn-up, maintained and implemented.

4.2.2 all procedures and guidance for the conduct of educational visits are consistent with this policy and all other College policies, all relevant statutory requirements, codes of practice and best practice guidance.

4.2.3 all educational visits comply with the procedures and guidelines for the conduct of educational visits.

4.2.4 all necessary risk assessments for educational visits are carried out in accordance with the terms of the College's policy on risk assessment.

- 4.2.5 all appropriate measures are in place ensure the health and safety of staff, volunteers and pupils for all educational visits.
  - 4.2.6 all members of staff and volunteers responsible for supervising educational visits are appropriately vetted.
  - 4.2.7 all necessary training, support and guidance is given to staff so that they feel able to conduct educational visits safely.
  - 4.2.8 procedures are in place to vet all contractors connected with educational visits, typically tour operators, transport companies and activity centres.
  - 4.2.9 a group leader is appointed for all educational visits.
  - 4.2.10 there is adequate insurance cover in place for all educational visits.
  - 4.2.11 upon completion of the educational visit, the appropriate report and evaluation is written and that all incidents are reported.
- 4.3 **Group Leaders** – the Principal will appoint a group leader for all educational visits and the group leader will be given overall responsibility for the preparation, supervision and conduct of the visit. Each Group Leader will prepare the educational visit by directly reporting to the appropriate Educational Visit Coordinator (EVC). For Brooke House College, the EVC for different educational visits is as follows: -
- Football Academy - The Academy Manager
  - Pastoral – Head of Boarding or Director of Pastoral Care
  - Academic – Director of Studies
  - Sporting and co-curricular – Director of Pastoral Care
- Group leaders should possess the necessary competence to lead the visit. When assessing the competence of a member of staff to act as a group leader, the Principal will have regard, among other matters, to the nature and complexity of the proposed educational visit, and to the experience, capabilities, skills, maturity, seniority, qualifications and physical fitness of the member of staff concerned.
- Group leaders must be employees of the College. The general responsibilities of Group Leaders are to:
- 4.3.1 do all they can to ensure the health and safety of everyone on the visit.
  - 4.3.2 make themselves familiar with the requirements of health and safety legislation, codes of practice applicable to educational visits.
  - 4.3.3 ensure that they have read and understood the College’s Health and Safety Policy, Risk Assessment Policy, the First Aid Policy and the Procedures and Guidance for staff for the Conduct of Educational Visits and this policy.
  - 4.3.4 follow all applicable College policies and the Procedures and Guidance for Staff for the Conduct of Educational Visits.
  - 4.3.5 prepare all written plans, risk assessments, and staff, pupil and parent briefing documents connected with the visit.

- 4.3.6 organise and deliver all staff, pupil and parent briefing meetings connected with the visit.
  - 4.3.7 manage all staff and volunteers connected with the visit.
  - 4.3.8 conduct all necessary communications with parents, the Principal, other staff and pupils in advance of and during the visit.
  - 4.3.9 deal with the College Chief Operating Officer in relation to all financial matters connected with the visit.
  - 4.3.10 ensure, as far as is possible, the good behaviour and discipline of the pupils during the visit.
  - 4.3.11 stop any activity if they feel that the risk to health and safety is unacceptable; and
  - 4.3.12 act at all times during the visit as a responsible parent would in the same circumstances.
- 4.4 **Supervising Staff** will be employees of the College and they will act as such whether the visit takes place within or outside normal working hours.

The general responsibilities of Supervising Staff are to:

- 4.4.1 do all they can to ensure the health and safety of everyone on the visit.
  - 4.4.2 ensure that they have read and understood the College's Health and Safety Policy, Risk Assessment Policy, the First Aid Policy, Procedures and Guidance for Staff for the Conduct of Educational Visits, this policy and all written information produced in connection with the visit.
  - 4.4.3 read, understand and help implement all plans, risk assessments, and staff, pupil and parent briefing documents connected with the visit.
  - 4.4.4 attend all briefing meetings connected with the visit.
  - 4.4.5 follow the instruction of the Group Leader at all times during the visit.
  - 4.4.6 raise with the Group Leader any matters relating to health and safety or any unforeseen risks.
  - 4.4.7 stop any activity if they feel that the risk to health and safety is unacceptable.
  - 4.4.8 assist in managing the behaviour and discipline of pupils during the visit; and
  - 4.4.9 act at all times during the visit as a responsible person would in the same circumstances.
- 4.5 **Adult volunteers** will have responsibilities commensurate with those for Supervising Staff and these will be explained to all volunteers by the Group Leader.

All Adult Volunteers will be properly vetted by the Group Leader and/or Principal prior to the visit taking place, and all volunteers will be expected to read and understand the College's Child Protection and Safeguarding Policy and all associated procedures.

Adult Volunteers will never be left in sole charge of a pupil or group of pupils except where this has been previously agreed in a risk assessment.

## **5 The expectations on pupils and parents**

- 5.1 The Group Leader will make it clear to all pupils taking part in College visits that they must:
- 5.1.1 avoid taking any unnecessary risks.
  - 5.1.2 follow the instructions of the Group Leader, Staff Supervisors, Volunteers and staff at the venue of the visit.
  - 5.1.3 be alert as to dangers and risks to themselves and others during the visit.
  - 5.1.4 tell the Group Leader or a supervisor about anything they see which might place their safety or that of others at risk.
  - 5.1.5 follow the College Behaviour and Discipline Policy, including the Standing Rules and Regulations, at all times during the visit.
- 5.2 Any pupil whose behaviour places their own safety or that of others at risk may be withdrawn from the visit, or from any of the activities taking place on the visit. Reasonable adjustments will be made both prior to the trip and during the trip to cater for the behaviour of pupils with disabilities and special needs.
- 5.3 The College expects parents to provide:
- 5.3.1 clear information and updates on their child's health and/or any special needs, including the need for medical attention or medication.
  - 5.3.2 ensure that they provide up-to-date contact details or other appropriate contact details in the event that they will be unavailable.
  - 5.3.3 reinforce the standard of behaviour and conduct expected of their child on the educational visit; and
  - 5.3.4 understand the clothing and footwear kit that will be required and ensure that these will be provided where appropriate.

## **6 Risk Assessment**

- 6.1 The terms risk assessment and risk management are used to describe the process of thinking about the risks associated with any activity or set of circumstances and the steps taken to counter those risks. Written risk assessment describes the written record of the risks that have been assessed and how those risks have been or will be managed.
- 6.2 Written risk assessment occurs before the visit takes place and it forms a central part of the planning and preparation for visits. The College takes a common sense and proportionate approach, and it recognises that risk assessment and risk management are tools to enable pupils to undertake activities safely, and not to prevent activities from taking place. Written risk assessment should focus on the real and foreseeable risks associated with the visit and activity: needless and unhelpful paperwork should be avoided.
- 6.3 All new activities and visits should be fully risk assessed. For activities and visits that occur annually or termly or otherwise infrequently, a review and update of an existing risk assessment may be all that is needed. Separate written risk assessment is not required every time the College undertakes a visit which forms part of the normal College week, such as trips to sports centres, parks and swimming pools. Here, regular review of the risk assessment by the Principal / respective EVCs may be all that is needed. The Directors

delegate authority to the Principal to determine the need for and type of risk assessment required for each educational visit.

- 6.4 Risk assessment must be ongoing and dynamic; it does not end when the visit begins. With consideration given to the circumstances – weather, illness, unanticipated hazards, incidents – group leaders and other supervisors should continually risk assess situations, modify plans and act as necessary.
- 6.5 Staff should always modify or stop the visit or activity if the risk to anyone affected by the visit is unacceptable. There should be a “Plan B” in place, and which should be covered by the risk assessment.
- 6.6 The written risk assessment should be recorded on the health and safety risk assessment form, which appears at Appendix 1 of the College’s Health and Safety Policy. This form will form part, but not all, of the evidence of the risk assessment having taken place. Other evidence of risk assessment having taken place may be found in procedural documents and plans and in the conduct and actions of staff during the visit.

## 7 **Reconnaissance Visits**

- 7.1 The Group Leader should normally be familiar with the location to be visited. In these circumstances, the Group Leader will base his/her plans and risk assessment on his /her prior knowledge and experience of the location to be visited and a reconnaissance visit would not normally be necessary.
- 7.2 Where the Group Leader is not familiar with the location to be visited, a reconnaissance or exploratory visit should be carried out by the Group Leader to enable the risk assessment to be carried out.
- 7.3 It may not be possible in the circumstances for a reconnaissance visit to be carried out. Where the Group Leader is not familiar with the location and where it is not possible to carry out a reconnaissance visit, the Group Leader should make every effort to collect all available information about the location to be visited. The Group Leader may be able to seek advice from, and draw on the experience of, other members of staff who are familiar with the location to be visited. Advice may also be sought from external providers, officials at the site to be visited and the local tourist office. Where a reconnaissance visit has not taken place, the Principal must satisfy himself that the Group Leader has been able to collect information of sufficient quantity, reliability and detail to enable the risk assessment and subsequent visit to be carried out safely.

## 8 **Staff Supervision and Ratios**

- 8.1 **Staffing Ratios** – When deciding on the appropriate staff ratio for the visit, Group Leaders will have regard to the following:
  - 8.1.1 the nature and complexity of the visit and any associated activities.
  - 8.1.2 the ages of the pupils taking part.
  - 8.1.3 the sexes of the pupils taking part.
  - 8.1.4 the special needs and disabilities of any of the pupils taking part in the visit.
  - 8.1.5 the layout and nature of any overnight accommodation; and

- 8.1.6 the competence, experience and qualifications of the supervisors.
- 8.2 The minimum ratio is one adult for every 20 pupils, with a minimum of two adults accompanying the trip. This would be an appropriate staff ratio for a trip of a routine nature and consisting of principally Year 11 – 13 pupils. For trips of a more adventurous nature, for trips overseas and those for younger pupils, a ratio of one adult for every 15 pupils would be appropriate.
- 8.3 Where the visit is attended by male and female pupils, ideally, there should be at least one male and one female among the supervising adults.
- 8.4 Where additional members of staff are required to support an individual pupil or pupils, those staff members should not be included in the calculation of the overall ratio. Ratios should not be finalised until the risk assessment is complete.
- 8.5 Further advice and guidance on supervision, including remote supervision, is contained in Procedures and Guidance for Staff on the Conduct of Educational Visits.

## 9 External providers

- 9.1 For the purposes of educational visits, an external provider is one that provides an element of instruction, staffing or guiding. The following are examples of educational visits external providers:
- Activity centre
  - Ski Company
  - Tour Company
  - Tour operator
  - Overseas Expedition Provider
  - Climbing wall instructors
  - Youth hostel
- 9.2 The College will always use a reputable external contractor to provide service to the College on visits. Such a contractor should have all appropriate operating licences such as ATOL, ABTA etc.
- 9.3 The College is aware of the Learning Outside the Classroom Council's accreditation scheme for providers. Wherever possible, the College will use external contractors who possess the LOtCC's Quality Badge. When contracting the services of a provider accredited by the LOtCC, there will be no need to carry out vetting procedures.
- 9.4 The LOtCC accreditation scheme is not compulsory and, therefore, the College may use the services of unaccredited providers. When contracting the services of unaccredited providers, the Principal and the Group Leader will satisfy themselves, through vetting procedures appropriate in the circumstances, that the external provider is reputable and that it offers services which are safe. Before contracting the services of the provider, the Principal and Group Leader might typically ask to see and assess any of the following documents held by the provider: policies, risk assessments, staff qualification certificates, licences, insurance policies.

- 10 Adventure activities and the Adventure Activities Licensing Regulations 2004**
- 10.1 The College has designated certain activities as adventurous in nature. Those activities are set out in Appendix 1 of this policy.
- 10.2 Wherever possible, the College will contract the services of a suitably qualified specialist external provider to provide the activities set out in Appendix 1. That provider will normally hold LOtCC accreditation. Where it is not possible to contract the services of a specialist external provider, the Principal must satisfy himself that the activity can be carried out safely using internal resources (College staff and College equipment) before he gives his approval for pupils to take part in the activity. The Principal will make his decision with reference to the following:
- 10.2.1 the risk level of the activity (camping would normally be lower risk than high level rope activities).
  - 10.2.2 the advice provided by the Health and Safety Executive and other recognised bodies on the safe conduct of the activity.
  - 10.2.3 the advice of external health and safety consultants on the safe conduct of the activity.
  - 10.2.4 the qualifications and relevant experience of the member of staff proposing to plan, organise and manage the activity.
  - 10.2.5 The characteristics of the pupils who will be doing the activity.
- 10.3 **Adventure Activities Licensing Regulations 2004** – Under these regulations, organisations which provide caving, climbing, trekking or water sports activities to people under the age of 18 must hold a licence to operate. The regulations apply to adventure activities which take place in England, Scotland and Wales.
- 10.4 College will always ensure that any organisations it contracts to provide adventure activities (as defined in the Regulations) hold the appropriate licence.
- 11 Water Based Activities**
- 11.1 **Swimming** – Swimming of all forms except in lifeguarded pools is included in the list of Adventurous Activities in Appendix 1 of this policy. Swimming activities and venues must always be included in the trip plan, and lifeguarding arrangements must be checked in advance: swimming and paddling and otherwise entering the waters of rivers, canals, seas and lakes should never be allowed as an impromptu activity. Equally, pupils should never be allowed to swim in swimming pools that are not under the constant supervision of a qualified lifeguard. This is particularly important in respect of visits abroad, where, for example, a hotel pool may be available. Where a swimming pool is accessed, the EVC must be satisfied that those responsible for the swimming pool adhere to the latest HSE swimming pool guidance. HSG179 (Fourth edition) Published 2018
- 11.2 **Water margin activities** – Water margin activities are those that take place near or just in water- such as a walk along a riverbank or seashore, collecting samples from ponds or streams, or paddling or walking in gentle, shallow water (slow moving and not above the knees). Water margin activities do not include swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft. Water margin activities are **not** considered an adventurous activity. It is essential however, that staff take extra precautions when students are involved in activities just in or around water.

- 11.3 All staff involved in water margin activities should be familiar with the guidance contained in *Group Safety at Water Margins* ([www.rospa.com/leisure-safety/water/advice/](http://www.rospa.com/leisure-safety/water/advice/)). This document must be read by all supervising adults in advance of the visit.

## 12 Transport

- 12.1 **Transport provided by private transport companies** – The College will ensure that it only uses the services of reputable transport companies for the provision of coaches, minibuses and taxis. In order to satisfy themselves of the good reputation of private transport companies, Group Leaders should request copies of and review insurance certificates and they should seek assurances from company managers as to the qualifications, licences and competency of their drivers. All vehicles should be provided with seatbelts on all seats – with all seats forward facing. Brooke House College regularly uses the services of the following transport companies whose insurance certificates are reviewed on an annual basis:

**Ausden Clark**

**A2B taxis**

**Carters Travel**

**Executive Cars**

**Gary's Taxi**

**Grab a Cab**

**Jewels**

**M&E Taxi**

**Point to Point**

**Ridgeway**

- 12.2 **Minibus transport** – A minibus is defined as a motor vehicle with between 9 and 16 passenger seats. The driver's seat does not count for these purposes. The College owns two minibuses. Only College staff who hold a full D1 (or D) PCV entitlement can drive minibuses belonging to the College. A list of those members of staff with the necessary PCV entitlement is available from the College Chief Operating Officer.
- 12.3 **Use of private vehicles to transport pupils** – Private vehicles that are used by staff to transport pupils must be roadworthy and adequately insured. Group Leaders are responsible for checking all relevant documentation and providing relevant details to the EVC and Principal prior to the use of the vehicles on an educational visit. Express parental consent is required for children to be transported in private vehicles.
- 12.4 **Public and commercial transport** – The use of public transport and any associated hazards must always be included in the risk assessment.

## 13 Parental Consent

- 13.1 The College does not seek written parental consent for educational visits and activities which take place during the normal College working week, and which are a normal part of the pupil's education. Such visits and activities for which parental consent is not required

typically include trips to the Market Harborough and Desborough leisure centres and local visits conducted under the social budget for boarding houses.

13.2 Written parental consent will always be sought for educational visits which fall into any of the following categories:

13.2.1 educational visits which include any of the activities listed in Appendix 1 (Adventurous Activities);

13.2.2 educational visits which take place at half-term or in College holidays.

13.2.3 educational visits involving an overnight stay.

13.2.4 educational visits outside UK.

13.2.5 educational visits for which extra charges will be made.

13.3 The form used for obtaining the written consent of parents varies and will be determined by the Principal and Group Leader responsible for the visit. Generic consent may be sought. At the same time as collecting parental consent for the child to register on the trip, the Principal/Group Leader may take the opportunity to collect any information about the child additional to that normally held by the College and necessary to ensure the safety of pupils. This might include further medical information and emergency contact details. The Principal may also feel it necessary to seek express parental permission for the child to take part in certain activities and the form may contain a section seeking such consent. A draft Off-site Visit Consent and Medical Information form appears at Appendix 2 of this policy.

13.4 Whether or not parental consent for a visit is sought, parents will always be informed when their child will be on a trip away from the immediate vicinity of Market Harborough and any communication should contain the details of any additional safety measures in place for the trip.

## 14 Financial Arrangements

14.1 Where additional charges are made for a visit, parents must be provided with all the anticipated costs and the arrangements for their collection in advance of the visit. Parents must always be given the opportunity to give or withhold their consent for their child to attend any visit for which extra charges will be made.

14.2 Group leaders must consider financial arrangements in the planning of all visits and liaise as appropriate with the College Chief Operating Officer before the visit takes place.

## 15 Visit Insurance

15.1 The College is covered by school journey insurance though additional insurance may be required for those activities that are higher risk. As part of the educational visits planning procedures, the Principal / Group Leader / Chief Operating Officer will ensure that the College's insurance policies cover the visit and purchase additional insurance as necessary.

## 16 The Nominated School Contact and Emergency Procedures

16.1 The Principal will establish procedures for a member of the Senior Management Team to act as the Nominated School Contact for each visit. Alongside offering any necessary remote support to the group and Group Leader, the Nominated School Contact will act as the contact in the event of all major incidents and emergencies arising during the visit.

- 16.2 The Principal will further establish procedures to be followed in the event of major incidents and emergencies arising during the course of the visit.

## 17 **Safeguarding**

- 17.1 The College Child Protection and Safeguarding Policy and Procedures will apply during all trips and visits. Allegations or concerns about the welfare of a child arising during a trip should be reported in the usual way and through the channels set out in the procedures as soon possible after the return of the trip. Where, in the circumstances, to wait to report a concern until after the return of the trip would place a child at risk of harm, then the report should be made immediately. In all cases where a child is in immediate danger of risk of harm during the trip then a referral should be made to the appropriate external agency (children's social care or the police). Group leaders and Supervising Staff should always be aware of the telephone number for emergency services when abroad.

## 18 **First Aid and Medical Needs**

- 18.1 The requirement for the presence of qualified first aiders to be among those supervising the educational visit and the provision of first aid equipment to be available on the visit will be determined by the findings of the risk assessment. The School nurse will be consulted to determine if there are any underlying issues with a pupil before departure. A plan will be made on how to control and treat any medical incident that may occur. In determining the need for and level of first aid required, the Principal and/or Group Leader will have regard to the following:

- 18.1.1 the nature of the trip, including the remoteness of the location and the access to emergency services.
- 18.1.2 the activities to be conducted and the likelihood for any member of the group requiring first aid treatment.
- 18.1.3 the size of the group.
- 18.1.4 the length of the trip.
- 18.1.5 the pre-existing medical conditions of pupils and staff present on the trip, with particular regard to the needs of those with asthma, anaphylaxis, epilepsy and diabetes.

## 19 **Disability and Special Educational Needs**

- 19.1 The College is committed to making all reasonable adjustments to allow pupils with special educational needs and disabilities to access all areas of the curriculum, and the curriculum includes the provision of educational visits. When planning educational visits, the Principal and/or Group Leader will take account of any pupils with special educational needs and disabilities and make any reasonable adjustments necessary to ensure that those students are able to take part fully and safely in the visit and any associated activities.

<b>Authorised by</b>	resolution of the Board of Directors
<b>Signed</b> .....	
On behalf of the Board of Directors	
<b>Date</b>	August 2024

### Schedule of Updates

<b>Date document updated</b>	<b>Document updated by</b>	<b>Summary update/comments</b>	<b>Location of saved file</b>
November 2016	MCO / RP	Drawn up as part of the College review of policy – Summer 2016.	Dropbox – SMT – Policies Final
May 2017	MCO	Reviewed in response to ISA compliance visit	Dropbox – SMT – Policies Final
July 2018	MCO	Updated in response to latest HSE guidelines for swimming pools	Dropbox – SMT – Policies Final
July 2020	MCO	Updated in response to ISA compliance check	Dropbox – SMT – Policies Final
July 2021	MCO	Updated to reflect change from Director of Sport -> Head of Enrichment	Dropbox – SMT – Policies 2021-2022
Aug 2022	IS /GC	ISI inspection review	MS Teams SLT Policies 2022-23
Aug 2023	IMS	Updated roles / responsibilities	MS Teams SLT Policies 2023-24
Aug 2024	IMS	Update to Nurse responsibility and compliance.	MS Teams SLT Policies 2024-25

### Schedule of Review

<b>Date of document review</b>	<b>Reviewed by</b>	<b>Scheduled date of next review</b>
July 2017	MCO	July 2018
July 2018	MCO	July 2019
July 2019	MCO	July 2020
July 2020	MCO	July 2021
July 2021	MCO	July 2022
Aug 2022	IMS	Aug 2023
Aug 2023	IMS	July 2024
Aug 2024	IMS	July 2025

## Appendix 1

### **List of “Adventurous Activities” for which the College will always use the services of a specialist provider**

- All activities in open country (normally defined as land above 300m or land more than 1km from vehicular access)
- Swimming (all forms, except publicly lifeguarded pools)
- Camping
- Canoeing / Kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety / rescue craft
- All other forms of boating (except commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting / Archery / Paintballing
- Snow sports (skiing, snowboarding and related activities), including dry slope
- Air activities
- Horse riding
- Motor sports, including go-karting
- High level Rope courses
- Off road cycling
- “Extreme” sports
- Other activities (e.g. Initiative exercise) involving skills inherent in any of the above.

**Appendix 2**

**Offsite Visit Consent & Medical Information Form**

**THIS FORM IS TO BE SENT TO THE BROOKE HOUSE COLLEGE OFFSITE VISIT GROUP LEADER BEFORE DEPARTING FOR THE VISIT**

<b>Surname:</b>	<b>Forenames</b>
<b>Date of Birth:</b>	

**CONSENT BY PARENT/GUARDIAN TO ATTEND OFFSITE VISIT**

<b>Parent / Guardian Address during offsite visit</b>	<b>Alternative Contact Name and Address</b>
	<b>Name:</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>E-mail:</b>	<b>E-Mail:</b>

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I wish my child to be considered for acceptance on the <insert details of visit> being held at <insert location>, over the period <insert dates>. I acknowledge that the cost is < insert cost £> which will be payable in full by <insert date>.

I understand that:

Acceptance for the offsite visit will be subject to the complete discretion of the Brooke House College staff, medical staff, and coaches/instructors, before and during the visit. **Furthermore, all school rules and policies will apply including, but not exclusively, the rules on smoking, alcohol, and substance abuse.**

Brooke House College accept no liability for loss/damage/theft of property belonging to my child\* during the visit. I also acknowledge advice regarding expensive and important items in that they should not be brought on the visit. I further acknowledge your advice on providing insurance to cover my child's\* personal possessions whilst on the visit.

I certify that my child\* is fully fit to attend the offsite visit, is not suffering from an infectious disease and has not been in contact with any case of infectious disease during the previous 3 weeks. I also undertake to notify you in writing or e-mail if my child\* comes into contact with or contracts an infectious disease between now and the visit.

I acknowledge that if my child\* suffers any injury such as a broken bone or an injury that will impair movement or judgement between now and the visit then I will advise Brooke House College immediately and I accept it is possible that he/she may be excluded from the visit.

\* Delete as appropriate above and below

<b>Name: (Please Print)</b>	<b>Signature</b>
<b>Date</b>	<b>Relationship</b> <b>With pupil</b>

### ADDITIONAL INFORMATION

**SWIMMING ABILITY.** I certify that my child\* is:

- A strong swimmer [ ]
- Is able to swim a short distance only [ ]
- Is unable to swim [ ]

Please ✓ appropriate response

**ACTIVITIES.** I agree to my child\* taking part in the following supervised activities:

Activity	YES	NO
<b>Team sports</b>		
<b>Shooting</b>		
<b>Climbing / Abseiling</b>		
<b>Kayaking (Inland waterways)</b>		
<b>Kayaking (Sea)</b>		
<b>Swimming</b>		

Please ✓ appropriate response

**PHOTOGRAPHY.** I agree to my child\* being photographed / videoed / filmed for Brooke House advertising literature, including the official website, Facebook account and Twitter account. In addition where the filming/photography may be used as a coaching aid or training resource:      YES  
 NO

Please ✓ appropriate response

**MEDICAL CONSENT**

This section contains confidential medical and personal information and remains the property of the above-named individual.

<b>NEXT OF KIN DETAILS</b>	
<b>NAME OF PARENT/GUARDIAN</b>	

<b>HOME ADDRESS</b>	
<b>CONTACT TELEPHONE NUMBERS</b>	
<b>TELEPHONE</b> <b>(in order of preference)</b>	

To the Pupil’s parent/guardian:

- If you are not going to be staying at your home address during the visit, but will be available, please provide details below.
- If you are not going to be available during the visit please provide details of a responsible adult who can be contacted in case of emergency (and enter their contact details below).
- Responsible adults (if not one of your child’s parents) will need to have a signed written authority from you giving permission for them to act on your behalf if needed. Please attach a copy.

<b>GPs DETAILS</b>	
<b>NHS NUMBER (if known)</b>	
<b>NAME OF GP</b>	

<b>SURGERY ADDRESS</b>	
<b>TELEPHONE</b>	

**MEDICATION** Please list any prescribed medication taken by your child [include Adrenaline (Epipen/Anapen/Jext), Insulin, Asthma Inhalers, Tablets, Liquids & Creams (e.g. for eczema or acne)]

<b>MEDICATION NAME</b>	<b>DOSE / TIMINGS</b>

**ALLERGIES**

Does your child have any significant allergies? YES [ ] NO [ ]

Please ✓ appropriate response

<p><b>If YES, please indicate cause (eg nuts), reaction and management.</b></p>	
<p><b>Does your son/daughter carry an Adrenaline auto-injector?</b></p>	<p><b>YES [ ]      NO [ ]</b></p>

Please ✓ appropriate response

Does your child have any of the following? (Must be completed for all pupils)

	Yes	No
<b>Epilepsy*</b>		
<b>Diabetes*</b>		
<b>Migraines</b>		
<b>Depression (at any time)</b>		
<b>Blackouts or Faints*</b>		
<b>Any Heart Conditions</b>		
<b>Severe Period Pains</b>		
<b>Panic Attacks (at any time)</b>		
<b>Asthma*</b>		
<b>Any Joint Pain or Injuries</b>		
<b>ADHD</b>		
<b>Self-Harm (at any time)</b>		

<b>Any other disability or complaint</b>		
<b>Special dietary requirements (e.g. vegetarian or food intolerance)</b>		

Please ✓ appropriate response

- If you have answered NO to all questions, please complete Parental Declaration & Consent at the bottom of this page.
- If you have answered YES to any of the starred \* conditions, please answer the relevant section(s) below before completing Parental Declaration & Consent.
- If you have answered YES to any of the other conditions above, please provide more details in the box immediately below and then complete Parental Declaration & Consent.

<b>Extra information</b>

<b>PUPILS WITH EPILEPSY, SEIZURES, BLACKOUTS OR OTHER LOSS OF CONSCIOUSNESS</b>		
	<b>YES</b>	<b>NO</b>
<b>Has your child had any seizures, blackouts or losses of consciousness in the last 12 months?</b>		
<b>If your child is taking medication for Epilepsy, have they had any seizures since starting their current treatment plan?</b>		
<b>Is your child still waiting for the results of tests and/or for a formal diagnosis to be made?</b>		

Please ✓ appropriate response

<b>PUPILS WITH ASTHMA</b>		
	<b>YES</b>	<b>NO</b>
<b>Has your child ever needed hospital or emergency treatment for their asthma?</b>		
<b>Has your child ever needed oral steroids (tablets) or treatment with a nebuliser?</b>		
<b>Has your child needed preventative treatment with inhaled steroids or cromoglycate within the last 2 years?</b>		
<b>Other than before sport, has your child needed more than 8 doses of a bronchodilator (reliever inhaler) in any one month within the last 2 years?</b>		
<b>Is your child unable to run 1 mile without stopping or pre-dosing with a bronchodilator?</b>		
<b>Is your child's pre-bronchodilator Peak Expiratory Flow Rate less than 85% of the predicted rate for their age?</b>		

<b>PUPILS WITH DIABETES (TYPE 1 and TYPE 2)</b>		
	<b>YES</b>	<b>NO</b>
<b>Does your child use insulin?</b>		
<b>Has your child had a change to their diabetic medication within the last 3 months?</b>		
<b>Has your child had any significant hypoglycaemic (very low blood sugar level) episodes in the last 12 months?</b>		
<b>Has your child had any significant hyperglycaemic (very high blood sugar level) episodes in the last 12 months?</b>		
<b>Has your child ever had an episode of DKA (diabetic ketoacidosis) or needed emergency hospital treatment for their diabetes?</b>		
<b>Have your child's HbA1c levels been unstable and/or outside acceptable limits during the last year?</b>		

<b>Does your child use a carbohydrate counting method for calculating the amount of insulin they need (rather than using their blood sugar levels)?</b>		
<b>Has your child ever experienced problems with monitoring &amp; controlling their blood sugar levels?</b>		

Please ✓ appropriate response

**PARENTAL DECLARATION & CONSENT (must be completed for all pupils)**

I give my consent for medical staff and first aiders to administer appropriate treatment to my child, if required, for minor illnesses and injuries (e.g. headaches, stomach upset, coughs & colds, cuts & grazes, sprains & strains).

Please tick box if you would like to be informed if appropriate medical staff issues an urgent prescription (e.g. for antibiotics or other necessary medication) [  ]

If it becomes necessary for my child to receive emergency medical care and I cannot be contacted by telephone or any other means to authorise this, I hereby give my consent to any immediately necessary medical treatment and authorise Brooke House College staff to sign any document required by the hospital authorities.

<b>SIGNATURE</b>	
<b>NAME (please print)</b>	
<b>RELATIONSHIP TO PUPIL</b>	
<b>DATE</b>	

Check list.

Responsible adults will need to have a signed written authority from you giving permission for them to act on your behalf if needed. Please attach a copy. [  ]

Please ✓ appropriate response

**Appendix 3**

<u><b>Outline Application/Proposal for an Educational Visit</b></u>	
<b>Group leader name</b>	
<b>Nominated contact</b>	
<b>Purpose of proposed visit and specific educational objectives</b>	
<b>Activities proposed</b>	
<b>Proposed places to be visited, specifying whether the trip is in UK or abroad</b>	
<b>Proposed dates and times</b>	
<b>Depart date:</b>	<b>Depart time:</b>
<b>Return date:</b>	<b>Return time:</b>
<b>Pupil details including proposed Year group, course cohort, house, team etc</b>	
<b>Anticipated pupil numbers:</b>	
<b>Staff details (names of proposed supervisors and any volunteers)</b>	
<b>Anticipated staff numbers:</b>	
<b>Details of proposed transport:</b>	

<b>Anticipated costs – please detail costs for transport, accommodation, additional staff payments, entrance fees, external provider fees etc. Attach any quotes already obtained.</b>	
<b>Anticipated total cost</b>	
<b>For visits proposing the use of external providers</b>	
<b>Does the provider hold the LOtCC accreditation?</b>	<b>Yes / No</b>
<b>Are there activity specific risk assessments available?</b>	<b>Yes / No</b>
<b>Is there a child protection policy in place and available?</b>	<b>Yes / No</b>

<b>Additional Comments / information</b>

<b>Signed (group leader):</b>	<b>Date:</b>
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<b>For completion by the Principal:</b>	
<b>Outline permission</b>	<b>Granted / Refused / Granted with modifications</b>
<b>Signed:</b>	
<b>Date:</b>	
<b>Principal comments/required modifications:</b>	

Appendix 4

<b><u>VISIT PLAN AND INFORMATION FORM</u></b>	
<b>GENERAL</b>	
<b>Title of Visit</b>	
<b>Group leader name</b>	
<b>Group leader mobile number</b>	
<b>Purpose of proposed visit and specific educational objectives</b>	
<b>Places to be visited, specifying whether the trip is in UK or abroad</b>	
<b>Detail of all activities – attach an itinerary to this form</b>	
<b>Does the visit involve any adventurous activities as set out in Appendix 1 of the Educational Visits Policy or any other hazardous activities?</b>	<b>Yes / No</b>
<b>Details of any adventurous or hazardous activities and the associated planning, organisation and staffing of the activities:</b>	
<b>Existing knowledge of place to be visited and assessment of whether a reconnaissance visit required before completion of the risk assessment:</b>	

<b>DATES AND TIMES</b>	
<b>Depart date:</b>	<b>Depart time:</b>
<b>Return date:</b>	<b>Return time:</b>
<b>GROUP</b>	
<b>Age range:</b>	
<b>Number of boys:</b>	
<b>Number of girls:</b>	
<b>Total numbers:</b>	
<b>Specify pupils with special needs and disabilities and provide particulars of special needs:</b>	
<b>Specify pupils with medical conditions and provide particulars of medical condition:</b>	

<b>STAFF</b>	
<b>Total staff supervisor including group leader:</b>	
<b>Total adult volunteers:</b>	
<b>Total adult numbers:</b>	
<b>Adult / pupil ratio:</b>	
<b>Staff with First Aid qualification required?</b>	<b>Yes / No</b>
<b>Detail staff with First Aid Qualifications (if applicable)</b>	
<b>Have any volunteers been suitably vetted?</b>	<b>Yes / No / N.A</b>
<b>Provide details of vetting procedures carried out on volunteers below:</b>	
<b>TRANSPORT AND EXTERNAL PROVIDERS</b>	
<b>Arranged transport, including name and contact details of transport company (if applicable) and vehicle registration numbers</b>	
<b>Details of any external provider (agency, activity centre, tour operator), including contact details</b>	

Does the provider hold the LOtCC accreditation?	Yes / No / N.A
Notes:	
Are there activity specific risk assessments available and have these been seen / copies sent?	Yes / No / N.A
Notes:	
Is there a child protection policy in place and available and has this been seen / copy sent?	Yes / No / N.A
Notes:	
Are there relevant staff qualification certificates available and have these been seen / copies sent?	
Notes:	
Is the provider required to hold a licence under the Adventure Activities Licensing Regulations 2004 (see Educational Visits Policy)?	Yes / No
Does the provider hold a licence under the Adventure Activities Licensing Regulations 2004 and has this been seen / copy sent?	Yes / No / N.A
Notes:	
<b>ACCOMMODATION</b>	
Is overnight accommodation required for the visit?	Yes / No
Overnight accommodation address:	
Overnight accommodation telephone number:	

<b>Overnight accommodation email address:</b>	
<b>PARENTAL CONSENT</b>	
<b>Is parental consent for the visit required?</b>	<b>Yes / No</b>
<b>Please submit draft form for parental consent and details of consent provided.</b>	
<b>COSTS</b>	
<b>Detail costs for transport, accommodation, additional staff payments, entrance fees, external provider fees etc.</b>	
<b>Total cost</b>	
<b>Financial arrangements and arrangement for charging (as agreed with the Chief Operating Officer)</b>	
<b>INSURANCE</b>	
<b>Is the trip covered and are all members of the party covered under existing College insurance policies?</b>	<b>Yes / No</b>
<b>Do the external providers carry insurance? Attach a copy of the schedule.</b>	<b>Yes / No</b>
<b>Is insurance required in addition to the College's existing policies?</b>	<b>Yes / No</b>
<b>Details of additional insurance company</b>	
<b>Additional insurance Policy number</b>	

<b>Notes on Insurance:</b>	
<b>NOMINATED SCHOOL CONTACT</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone number(s)</b>	
<b>Email address</b>	

<b>Group Leader Signature:</b>	
<b>Date:</b>	

<b>TO BE COMPLETED BY THE PRINCIPAL</b>
<p>To the Group Leader:</p> <p>I have studied this visit plan and information form and I am satisfied with all aspects, including the planning, organisation and staffing for this visit. I give you my approval for the visit to go ahead.</p> <p>Please ensure that I have all of the following additional information at least seven days before the party is due to leave:</p> <ul style="list-style-type: none"> <li>- final list of group members (pupils, staff, volunteers), including full names, dates of birth, ages, sexes, houses, course cohort, details of special educational needs and any medical conditions;</li> <li>- details of parental consent obtained;</li> <li>- detailed itinerary; and</li> <li>- any other information required by this form but not yet submitted.</li> </ul> <p>Your report and evaluation of the visit, including details of any incidents, should be with me as soon as possible, but no later than 14 days after the party returns from the visit.</p>

I wish you a safe and enjoyable trip.

**Signed:**

**Dated:**