

14D



EDGEBOROUGH SCHOOL

Educational Trips, School Journeys and Visits Policy

(including EYFS and Boarding)

UPDATE LOG

DATE	CHANGE	By Whom
27.01.18	Full review and update during ELT policy day	RS
21.05.18	Formatting check and read through	DJT
23.09.18	Read through	DJT

Contents

Introduction	4
Educational visits for EYFS children.....	4
Introduction	4
Educational Trips, School Journeys and Visits Policy.....	5
Pre-visit documentation.....	5
Risk Assessment	5
Travel Hazards.....	5
Planning	7
General Points.....	7
Boarders’ Trips.....	7
First aid.....	8
Preparing pupils, including those with special educational and medical needs	8
Communicating with parents	9
Transport.....	9
Insurance.....	10
Types of visit.....	10
Coastal visits.....	10
Farm visits	11
Visits abroad	11
Emergency procedures.....	12
School Details Address and Contacts	13
Appendix A.....	14
Appendix B	16
Appendix C	18
Appendix E	22

Introduction

Edgeborough School places great value on educational visits for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class based work. They provide opportunities which cannot be provided on site and can extend the knowledge and understanding of all our pupils from the EYFS years to year 8.

Educational visits for EYFS children

Introduction

These policies for educational visits stand for all children and pupils their pupils. It is made clear where there are additional requirements for EYFS children.

Reception and Nursery children may be ready for excursions off-site and for a wide range of new experiences. We arrange for regular short walks around the school and in the neighbourhood for them to learn about the built environment and different places of work. All of our visits for EYFS pupils are local – most last only half a day. We do not take EYFS Reception children on overnight or foreign visits.

EYFS visits for Reception pupils are staffed on a minimum of 1:8.

EYFS visits for Nursery children will be 1:4 in N1

More staff may be required depending upon the activity proposed.

When taking EYFS children off site the Group leader will follow the procedures listed below for Pupils in Years 1 - 8

Educational Trips, School Journeys and Visits Policy

The School is committed to establish a framework within which students can profit from a wide range of such opportunities organised for their benefit in a safe, healthy and secure environment. Current information concerning tours and trips will be kept up-to-date on the staff intranet and can be found by accessing the tours and trips page. This includes procedures that must be followed, the tours and trips handbook containing detailed information, which also amplifies much of the information given below, and all of the forms needed for organising the trip. Staff must follow the procedures outlined in the handbook.

The school offers a minibus service to school when necessary and the Trips guidelines are followed accordingly.

Pre-visit documentation

Fill in Forms

- School Visit Proposal – Appendix A
- Procedure Form – Appendix B .

Risk Assessment

All these documents can be found in the R drive under Risk Assessments – including model examples and standard information that must be included for travel.

All trips need approval from the Educational Visits co-ordinator (The Headmaster) before the trip can proceed.

Assessments of risk will start with a Risk Level (Low, Medium or High) and then a requirement to state what are you doing to control or avoid the risk?

Areas of planning that will require risk assessment will include:

Travel Hazards

Minibus / Taxi / Coach etc – Road Accident

- Vehicles from school or borrowed from Edgeborough have been safety checked.
- Ensure all drivers are approved by school.
- Check vehicles are roadworthy and safe.
- Ensure all passengers are on booster seats (if necessary) and wearing seat belts
- Ensure pupils do not move around or kneel on seats
- Ensure bags and kit are stowed safely
- First Aid Kit

Accident in car park or at drop off

- Staff to get out first
- Pupils to get out whenever possible on pavement side – not into open car park
- Pupils briefed about standards of behaviour around traffic.
- Ensure pupils are supervised and head counts carried out.

Absconding / getting lost, late for transport

Pupils & Staff

- Ensure pupils know which areas are out of bounds.
- Pupils to stay with their group at all times.
- Leader does a regular head count, ensure all present.
- Know where all groups are going, and make sure they know directions.
- Ensure all pupils & leaders know when and where to meet again.
- Ensure all pupils stay together in small groups, and each group leader to have (when possible) a mobile phone that works in the area).
- Establish a meeting point for anyone who gets lost

Activities & Terrain Hazards (See also *Types of trip* later in policy)

e.g. Steep, wet, slippery ground

- Keep an eye out for slippery surfaces.
- Encourage pupils to wear suitable clothing, if possible.

Other Issues: Attach, where possible, Risk Assessment produced by place visited

Weather

Heavy rain, lightning, strong sun

- Note local weather forecasts and warnings.
- Ensure all are wearing appropriate clothing and footwear.
- Implement Plan B if ongoing risk assessment indicates that original activity no longer safe.
Find shelter!
- Pupils should bring hats and suitable clothing.
- Sun cream can be brought and applied according to policy.

Medical Emergency

- Have all relevant information on all pupils on trip. This needs to be included as part of the RA when sent to the educational visits co-ordinator.
- Check local 1st Aid Provision and / or location of nearest hospital.
- Staff 1st Aider, 1st Aid kit, transport and phone

Planning

In planning the trip, have regard to:

- All School's Child Protection and Welfare policies including the checking of all personnel involved in supervision if they are not already verified members of staff
- General points below
- Handbook for Group leaders (HASPEV).
- Sun Protection Policy

General Points

A plan to take a group of children abroad must be pre-agreed in principle by the Headmaster before any contact is made with parents.

Boarders' Trips.

Boarders rarely go on trips not available to other pupils – but it can be a feature of the 'Friday Night Specials' that they might be taken out to the Cinema or to a Restaurant. On these occasions the same levels of preparation and risk assessment are required as for other trips involving pupils (see below)

Responsibilities for visits, including pupils' behaviour.

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, the group leader is expected to implement or ensure the following:

- Supervisory responsibility is allocated to each adult for named pupils
- Each adult knows which pupils they are responsible for
- Each pupil knows which adult(s) is (are) responsible for them
- All adults and pupils aware of the expected standards of behaviour
- Each member of staff continually assesses risk, remaining vigilant, and acting promptly where necessary to minimise any risk to pupils' health and safety
- Each member of staff continually monitors the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions
- Each member of staff is competent to exercise appropriate control of the group, and to ensure that pupils abide by the agreed standards of behaviour
- Each pupil and their parents / guardians understands, accepts the expected standards of behaviour.

In normal circumstances, it is expected that colleagues will have undertaken school trips assisting other members of staff, before they volunteer to be in charge of one themselves.

Group leaders must familiarise themselves with the tours and trips handbook early on in the planning process. It is expected that the Lead member of staff will, where reasonably practicable, have undertaken a reconnaissance of the proposed venue.

Each member of staff on the trip must:

- Have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities
- On arrival at an alternative site or activity that has not been previously been risk assessed, the Lead member of staff must risk assess the situation and brief pupils as soon as is practically and possible.
- Any contingency plans involving alternative activities involving significant risk must be included in the itinerary as part of the parental letter, thus ensuring that any alternative activities are carried out in the full knowledge and consent of parents.

First aid

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would.

All staff must:

- hold, or ensure that the activity provider or at least one other adult in the group hold up-to-date competence in first aid and other life saving competence as necessary for the activities;
- ensure that a first aid kit is properly stocked and accessible
- ensure that all pupils' medical needs (e.g. asthma, diabetes, anaphylaxis) are known and that staff are competent to handle them
- be aware that some diseases are more common in some countries and know what preventative action to take and what to do if a group member becomes infected.

Supervision, including ratios and vetting checks. The school's is a maximum of one member of staff per ten pupils but this can vary according to the nature of the visit.

The exceptions to this level of supervision are:

- For single sex sports fixtures
- When permission is given by the Headmaster

Each member of staff / supervisor must:

- Follow the procedure and guidance set out in the school's Child Protection policy
- Be fully DBS checked (conducted by the school) – (Volunteers without DBS checking must be aware that they must not be left alone with pupils)
- Be DBS checked if the visit includes overnight accommodation.

Where possible, there should be male and female members of staff accompanying pupils.

Preparing pupils, including those with special educational and medical needs

Staff must ensure that:

- All pupils' special and medical needs (e.g. asthma, diabetes, anaphylaxis) are known to all staff and volunteers and that staff are competent to handle them.
- Pupils know who their supervisor is at any given time and how to contact him or her
- Pupils have been given clear, understandable and appropriate instructions
- Pupils rarely, if ever be on their own
- Pupils know to alert the supervisor if someone is missing or in difficulties
- Pupils have a meeting place to return to, or an instruction to remain where they are, if separated
- Pupils understand and accept the expected standards of behaviour

Communicating with parents

No child may go on a trip unless consent from parents has been given.

Consent for pupils from years 1 – 8 may be generic but for EYFS pupils, permission needs to be gained for every proposed trip off site.

All letters to parents / pupils must include full details of activities offered and any significant contingency plans as part of the package and must be approved before distribution. A Parental Consent Form / Contact Address Form needs to accompany the parental letter. If payments for the trip are going to be charged against the parents' school account then written permission needs to be sought from parents. This should include clear dates after which withdrawal from the trip would result in the school's inability to repay any money provided for the trip.

For trips over 24 hours duration, parents / guardians must be made aware that any instance of severely unacceptable behaviour will result in the lead member of staff informing them that the pupil concerned will be sent home and that responsibility for costs and accompaniment lies with the parents / guardians.

As with all times when pupils are at school, teachers act 'in loco parentis' and thus in the event of severe accident parents should be aware that teachers may be required to give permission for emergency medical treatment.

Transport

Planning transport should be a key part of the risk assessing process.

Teachers should review not only the safety of the transport but the safety of the pupils on the transport – e.g. London Underground.

Ensure that levels of supervisions are adequate

Teachers should not expect to have to drive a long distance, supervise during the day and then drive home. As a rough guide, if your drive is likely to exceed about 50 minutes in length alternative methods of transport or additional staffing should be sought. Please consult the EVC if in any doubt.

Insurance

Most trips are covered by the school insurance but not all. Group leaders should seek advice about insurance from The Business Manager. Some trips are able to use the school insurance with an extra supplement

The group leader must ensure that the trip is adequately insured for all of the activities (including transport) both on the main itinerary and also for any contingency plans.

Occasionally staff members may need to transport children in their own cars. All staff members who transport children need to ensure that they have added business Insurance provision on their personal motor vehicle policy.

Types of visit

a) Where the tour is organised by a travel company

The lead member of staff will establish:

- That the company has a relevant license to operate (e.g. AALA License).
- Details of the company's emergency response procedure, including an insurer that is properly contactable round the clock.
- Clear fire drill procedures, and information and instructions concerning hazardous locations such as swimming pools or balconies to be provided in advance or on arrival for every overnight location.

Coastal visits

Any beach activity should be pre-arranged and supervised by professional local lifeguards on duty at the designated beach. There should never be a sudden decision 'to go for a swim.'

The group leader should:

Inform the lifeguards of the school's presence and numbers – including starting and leaving times
Be aware of any weak swimmers and limit their activity in and around the coast – including taking the decision not to allow them into the water at all. This should be pre-decided with parents to avoid disappointment on the day.

If walking on a beach:

- tides, rip tides and sandbanks are potential hazards; timings and exit routes should be checked;
- group members should be aware of warning signs and flags;
- establish a base on the beach to which members of the group may return if separated;
- look out for hazards such as glass, barbed wire and sewage outflows etc;
- the lead member of staff must communicate which areas of the terrain are out of bounds, and whether the risk assessment allows swimming in the sea;

- the group must be kept a safe distance from the cliff edge at all times - a "buffer zone" between the pupils and the hazard.
- group leaders should not allow pupils to ride mountain bikes on any route that is near a sheer drop e.g. coastal path or canal towpath.

With regards to river visits, the group leader should pay due regard to 'Group safety at Water Margins' which can be found at:

<http://www.teachernet.gov.uk/doc/3820/Group%20Safety%20at%20Water%20Margins.pdf>

Farm visits

The lead member of staff should check the provision at the farm to ensure that:

- eating areas (if required) are separate from those where there is any contact with animals;
- there are adequate clean and well-maintained washing facilities;
- there is clear information for visitors on the risks and precautions to take;
- there is adequate trained adult supervision wherever children can come into contact with animals and need to wash their hands;
- all children wash their hands thoroughly immediately after touching animals and before any eating or drinking;
- shoes are cleaned and then hands are washed on leaving the farm.

Pupils should be instructed not to:

- place their faces against the animals; put their hands in their own mouths after touching or feeding the animals;
- eat or drink while going round the farm;
- eat or drink until they have washed their hands;
- sample any animal foodstuffs;
- drink from farm taps (other than in designed public facilities);
- touch animal droppings - if they do then wash and dry hands;
- ride on tractors or other machines;
- play in the farm area, or in other areas that are out of bounds such as grain storage tanks, slurry pits etc.

Visits abroad

Visits abroad are major operations and should be planned in great detail and without rush. No element of planning can be compromised. In general the same rules and procedures for trips in England should be followed – with a number of key additions.

If abroad, tour leaders must know where the nearest British Embassy or Consulate is located and the telephone number.

In general members of staff would not be expected to drive pupils abroad. If they do have to then they must ensure that they are conforming to all of the relevant regulations and have the appropriate documentation with them at all times.

It is essential that staff prepare pupils for their experience abroad taking into account aspects such as different cultures, different laws, health issues (such as suitability of tap water). This should be planned as part of the risk assessing process.

Group leaders must ensure that they leave the relevant documentation (Itinerary, contact details, copies of consent forms, travel documents, insurance documents and medical details) with The Business Manager prior to departure.

Emergency procedures

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

In case of a death or accident to persons on a trip, Staff must follow the school's emergency plan:

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and are safe.
- If there are injuries establish their extent and administer appropriate first aid if you have been trained and feel capable.
- Be aware of the consequences that might follow were you to give incorrect treatment.
- Have regard to your own safety vis-a-vis blood contact.
- Call the appropriate emergency services.
- Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
- Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.
- Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
- Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
- Contact the senior member of staff available. Brief the senior member of staff on the full details of the incident including: a. Nature, date, location and time of the incident. b. Details of injuries etc. c. Names and home telephone numbers of those involved. d. Action taken so far. e. Telephone numbers for future communication
- Do not discuss events with the media.
- Do not discuss legal liability.
- The party leader should, at the first opportunity, make notes on the incident, as should the other people involved. A record should be kept of the names and addresses of any witnesses or people involved.

School Details Address and Contacts

Edgeborough School, Frensham Surrey GU10 3AH

The school telephone number is 01252 792495.

Additional contact numbers

Dan Thornburn, Headmaster: (home) 01252 790229 (mobile) 07870 532925

Cheryl Connelly, Business Manager 07748 840212

Charlotte Jones, Head of Boarding: (mobile) 07717 088306

Clive Holder, Senior Deputy Head: (mobile) 07947 052058

Appendix A



Edgeborough

UK Non-Residential Day Trip

Risk Assessment

Organiser / Activity Leader	
Form(s)/ Department	
Event / Activity / Location	
Date & Time of Trip including Return Time	
Transport Arrangements	
Approximate Length of Journey	
Length of Visit	
Purpose of Visit/Educational Objectives	
Has Group Leader been to the place before on a School Trip	

Number of Pupils (list yrs separately)	
Names of Pupils with Special Educational/ Medical Needs. State Individual needs (use separate sheet if necessary).	
Names/Number of Staff (+ additional helpers)	
Staff : Pupil Ratio	
Cost per Pupil and proposed method of funding.	
Dress Code	

Completed by	
Date	
Copies to	
Checked by	

I have read the school policy on travel – both by school minibus and other means - and acknowledge that these guidelines will be in place on this school trip.

A risk assessment is attached.

Signed and dated by Group Leader: _____

I am satisfied with this application and approve the visit. Please ensure that the office has all relevant information on the trip including a final list of party members including adults before you set off.

A written report of any incidents or injuries sustained on the visit should be with me as soon as possible but at least 14 days after the visit.

Signed and dated by the Headmaster: _____

Appendix B

Procedure for Organising School Trips Action to be taken by Completed (Initial) Before Booking the Trip



Edgeborough

Procedure for Organising School Trips

	Action	Action to be taken by	Completed (Initial)
Before Booking the Trip			
1.	Apply for trip approval in Budget	Trip Organiser	
2.	Check diary (Clive) for clashes	Trip Organiser/CH	
3.	Complete School Visit Proposal form (Annex A) and Initial Risk Assessment for Pupil Trips Out form and hand into office for Chris	Trip Organiser	
4.	Completed forms signed by EVC (Chris) and returned to the office	EVC (Chris)	
5.	Copy of forms sent back to trip organiser to book the trip.	Gill	
6.	Book / Confirm Trip	Trip Organiser	
7.	Prepare folder: <ul style="list-style-type: none"> • List of pupils • List of Adults • Pupils with additional requirements • Plan B • Risk assessment • Contact details of school • Contact details of parents • Insurance details 	Trip Organiser	
8.	Book minibuses, arrangements made for additional drivers and buses if necessary.	Trip Organiser	
9.	Letter to parents and special consent form (if required) sent out	Trip Organiser	

10.	Consent forms returned and handed in to the office	Trip Organiser	
11.	5 days before trip – risk assessment approved by Headmaster	Chris	
12.	5 days before trip – notify Sue (Kitchen) about numbers for packed lunches	Trip Organiser	
13.	Check that booster seats are available (if required)	Trip Organiser	
14.	Check all special consent forms are in 5 days before trip. Any missing ones to be followed up. Pupils cannot go without consent forms.	Trip Organiser	
15.	Details of which children are travelling on which bus given to the office	Trip Organiser	
16.	Appropriate First Aid kits to be collected		
17.	Report on any incidents taking place during the trip to be sent to Chris immediately	Trip Organiser	
18.	Trip folder returned to office for filing	Trip Organiser	
19.	Nominated student to write report for website within 1 week	Trip Organiser	

Appendix C

A HANDBOOK FOR GROUP LEADERS

This is Part 3 of a 3-part supplement to Health and Safety of Pupils on Educational Visits: A Good Practice Guide (HASPEV). See also HASPEV; Health and Safety: Responsibilities and Powers; and the other parts of this supplement: Standards for LEAs in Overseeing Educational Visits and Standards for Adventure

INTRODUCTION

The purpose of this handbook is to provide practical information that might be helpful to group leaders and others, day to day, whilst taking part in an educational visit. It adds to and brings together in one place, the advice for group leaders that is spread throughout the Good Practice Guide “Health & Safety of Pupils on Educational Visits” (HASPEV). It does not cover planning arrangements before the visit, which can be found in HASPEV.

The handbook is not a substitute for training. We recommend that all group leaders have access to training before taking pupils on educational visits.

The handbook does not seek to replace local or other professional guidance or regulations. Community and voluntary controlled schools should follow LEA guidance as a first recourse. No guidance should be taken as an authoritative interpretation of the law. That is for the courts.

The handbook includes advice on supervision, ongoing risk assessment, emergency procedures, and some specific types of visit. The printed version of the handbook will be in loose-leaf style, which will allow for easy amendment when new information comes to light and for additional pages to be added on new topics. Amendments and any new topics will be posted on the web at <http://www.teachernet.gov.uk/visits>, from where they can be downloaded and printed for inclusion in the handbook.

Like HASPEV, the supplement can be adopted or adapted by LEAs or others for their own purposes. Please acknowledge the Department as the source for any such use and declare any local variation of the text.

Enquiries about the contents of this Supplement should be addressed to the Department’s Pupil Health and Safety Team on 020 7925 5536.

HASPEV Chapter 3 and Standards for Adventure give advice on supervision ratios, vetting suitability of supervisors and brief advice on responsibilities, competence, head counts and remote supervision. This section aims to give more practical advice on supervision “in the field”.

Appendix D

FURTHER INFORMATION

Department for Education and Skills

Health & Safety of Pupils on Educational Visits (HASPEV), and supplement
<http://www.teachernet.gov.uk/visits>

Health & Safety: Responsibilities & Powers <http://www.teachernet.gov.uk/responsibilities>

Guidance on First Aid for Schools <http://www.teachernet.gov.uk/firstaid>

Supporting Pupils with Medical Needs: A Good Practice Guide
<http://www.teachernet.gov.uk/medical>

Work experience: A guide for secondary schools 2002

Work Experience: A guide for employers 2002

Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service. DfES May 2002.

Safety Education Guidance Leaflet <http://www.teachernet.gov.uk/safetyeducationguidance>

Chief Medical Officer Advice on Farm Visits: A Department of Health Press Notice 12 April 2000.

HSE

Guidance to the Licensing Authority on the Adventure Activities Licensing Regulations 1996 (HSC £9)

A Guide to Risk Assessment Requirements - <http://www.hse.gov.uk/pubns/indg218.pdf>

Avoiding ill health at open farms: Advice to teachers AIS23 new edition 28 June 2000 of advice mentioned in HASPEV).

Five Steps to Risk Assessment . (<http://www.hse.gov.uk/pubns/indg163.pdf>) Adventure activities centres; five steps to risk assessment (£4.50)

The New General Teaching Requirement for Health and Safety, QCA/HSE, 1999

Managing Health and Safety in Swimming Pools revised edition 1999. HSG 179 £10.50

Reducing Risk Protecting People 2001

Preparing Young People for a Safer Life (issued with Cheshire County Council and The Institute of Occupational Safety and Health – tel 0116 257 3100). This has a model risk assessment for a sponsored walk.

Adventure activities centres: five steps to risk assessment (£4.50)

Adventure Activities Industry Advisory Committee (AAIAC): Statement of Risk Perception in Adventure and Outdoor Activities

Others

Information about adventure activity providers covered by the Adventure Activities Licensing Scheme <http://www.aala.org.uk>

The Wales Tourist Board, the Scottish Tourist Board and the British Activity Holiday Association (see next) provide voluntary inspection schemes to complement licensing for providers of activities that are out of scope of licensing

The British Activity Holiday Association, 22 Green Lane, Hersham, Surrey, KT12 5HD. Tel/Fax: 01932 252994. www.baha.org.uk

Get Safe for Summer - Amateur Swimming Association. www.asa.-awards.co.uk

Safe Supervision for Teaching and Coaching Swimming. Amateur Swimming Association and others. 2nd edition 2001 Tel: 01509 618700. Advice on ratios in HASPEV paragraph 187, which are pupil year- based, should be read in conjunction with the competence-based ratios in Safe Supervision

The Royal Lifesaving Society UK, River House, High St, Broom, Warwickshire B50 4HN (Tel: 01789 773994) <http://www.lifesavers.org.uk/>

Minibus Safety: A Code of Practice - RoSPA and others 2002 www.rospa.com/pdfs/road/minibus.pdf

Safety on School Trips A Teachers and the Law Booklet - The Professional Association of Teachers. Revised edition 2002

Educational Visits - NASUWT 2001

Guidance published by the National Governing Bodies (NGBs) for various adventure activities as in HASPEV. NGBs also maintain leader training and assessment programmes.

Safe and Responsible Expeditions and Guidelines for Youth Expeditions - Young Explorers' Trust, c/o RGS-IBG Expedition Advisory Centre. £5 inc. p & p or free from website: <http://www.rgs.org/eacpubs>

The Royal Geographical Society (with IBG)'s Expedition Advisory Centre, 1 Kensington Gore, London SW7 2AR provides advice, information and training to anyone planning an overseas expedition. Tel 020 7591 3030 <http://www.rgs.org/eac>

The Independent Schools' Adventure Activities Association (ISAAA) offers help, support and technical advice to any Independent School www.malcol.org/isaaa/

The Duke of Edinburgh's Award has its own clear structure, procedures and guidelines <http://www.theaward.org/>.

Guidance is produced by many of the voluntary youth organisations

Guidelines for Off-Site Educational Visits and Activities in the United Kingdom Nottinghamshire CC September 2001 has a section on camping pages 75-79.

Safe Kids Campaign Report 2000, Child Accident Prevention Trust

Transport for London provides free transport for school groups on the underground, buses, Thameslink and the Docklands Light Railway. The advice line for the scheme is 0207 918 3954 and the website is at www.tfl.gov.uk/schoolparty. The general travel advice line can offer information on route planning and station layouts. Apart from its commitment to the safety of its passengers Transport for London does not offer specific advice on health and safety for school groups but refers them to HASPEV and HSE risk assessment guidance.

The Waterways Code (leaflet) and The Waterways Code for Boaters (video) are available from British Waterways - hq@britishwaterways.co.uk - tel: 01923 201120

The Suzy Lamplugh Trust has produced a range of guidance on personal safety, including booklets, videos and training courses <http://www.suzylamplugh.org>

The OCR (Oxford Cambridge RSA) 'Off-Site Safety Management Scheme' provides a training course aimed at those who organise off-site visits. It is exam-based and teachers can combine it with practical experience: <http://www.ocr.org.uk/schemes/ownbrand/examined/offsite/Offindex.htm>

Appendix E

Sun Protection Policy Edgeborough School

Aims are to:

1. Safeguard all children against too much exposure to ultraviolet (UV) radiation from the sun. 2. Increase pupil and community awareness about the dangers of over exposure to the sun and of the requirements for sun protection. 3. Work towards a safe school environment that provides shade for pupils, staff and the school community. 4. Assist pupils to be responsible for their own sun protection.

Strategies:

Parents to be asked to apply sun cream to children before they come to school during the summer term and early part of the autumn term.

2. Supplies of sun cream (Factor 20 minimum allergy free) to be held in classrooms for children to put on at lunch time or before an extended games period. a) In Nursery sun cream should be applied by teachers. b) In Pre-prep and years 3, 4 and 5, form teachers to supervise children applying their own sun cream before they go into lunch and assist where necessary; c) In years 6, 7 and 8 pupils to be asked to apply sun cream before they go out to lunch. 3. Sports teachers to take supplies of sun cream especially for extended cricket matches and apply in accordance with 2 a and b above. 4. Teachers taking children on school trips to take sun cream to apply in accordance with 2a) and b) above. 5. Parents who do not wish for their children to wear sun cream in accordance with 2a) and b) above should notify the school in writing that they are opting out. 6. Parents to be advised that hats are available in the school shop as follows: a. For pre-prep – legionnaire style hats; b. For years 3, 4 and 5 – floppy hats in navy or white; c. For years 6, 7 and 8 – wide brimmed cricket hats. 7. Sunglasses – pupils are welcome to bring in their own sunglasses and we strongly recommend those with UV protection. Please ensure that sunglasses are named. The school is unable to supply sunglasses. 8. Where the sun is very hot we will ensure that pupils are able to be in the shade at play times as necessary. 9. Reference to the dangers of UV rays and sun burn, and how to avoid it, to be made in science and/or PSE lessons / Form Lessons