

ST. BENEDICT'S COLLEGE



SCHOOL TRIPS POLICY

SCHOOL TRIPS

Basic Principles:

Out of school visits are to be seen as an extension of the classroom and as such they must be:-

- **of educational value reinforcing or exemplifying particular aspects of teaching programmes and/ or**
- **an opportunity to promote the social or personal development of those involved**

All visits must have clearly defined aims and learning outcomes which relate to teaching programmes. Prior to any off-site visits there must be thorough planning by the staff concerned. A particular nominated experienced teacher must assume overall responsibility for such planning. Participating pupils and their parents must be thoroughly prepared for the visit and be made aware of what is expected of them before, during and after the visit.

Responsibilities:

1. Overall

Within the school the person with the ultimate responsibility for any out of school visit is the Principal. As a consequence certain expectations are placed upon the teacher in charge and other participating teachers. These appear within the parameters of this policy document.

2. Staffing

One member of staff should be given the responsibility of being in charge and should adhere to the checklist for staff organising school trips (**See Appendix A**)

Supporting staff should be selected to ensure:

- a. that all planned activities can be safely supervised;
- b. that in the case of mixed groups of pupils participating in visits involving an overnight stay and/ or when considered necessary that there are male and female teachers/ supervisors in the party.

Supporting staff must understand and accept:

- a. the aim(s) and stated learning outcomes of the visit;
- b. their duties and areas of responsibilities before, during and after the visit;
- c. that they are seen to be acting **“in loco parentis”** throughout the trip.

3. Pupils

Any pupils whose behaviour within school may be deemed inappropriate or who may be considered to be a danger to themselves or to the group may be refused permission to participate on the visit.

INFORMATION FOR PARENTS

- 1 Parents should be informed of all out of school visits and their consent sought for specific occasions or through a generic approach such as in the case of a series of swimming lessons at the local Leisure Centre. **(See Appendix D)**

- 2 Where visits involve the whole school day, overnight stays and/ or hazardous activities, parents must be given full details including:
 - *aims and learning outcomes*
 - *travel arrangements – dates, times, names of the travel provider*
 - *programme of the visit*
 - *details of clothing needed*
 - *staff arrangements*
 - *insurance cover*
 - *cost*
 - *contact teacher at school for link between parents and party (See Appendix F)*

Parents should be asked to supply appropriate information to the teachers in charge regarding:

- *health considerations*
- *medications (including written consent to oversee their administration)*
- *special needs*
- *parental consent (See Appendix E)*

3 PUPIL CONDUCT

Parents must be clear about what constitutes acceptable and unacceptable behaviour. They should be advised that where behaviour is causing disruption or danger to the pupil or the group, parents will be contacted to bring the pupil home. They should also be advised that any additional expense incurred in having pupils sent home because of inappropriate behaviour must be borne by themselves. **(See Appendix H)**

4 PUPIL BELONGINGS

Parents should be informed that it is inadvisable for pupils to bring valuable items on a school trip. If they do, they must accept full responsibility for their care and safekeeping. The school cannot accept responsibility for loss or damage to such items.

5 POCKET MONEY

This is at the discretion of parents. The school recommends, however, that for all visits only a limited amount should be taken. The actual amount will be advised by the teacher in charge. Food, travel and accommodation are generally included in the overall cost of the trip. The teacher leader/ teacher in charge of a sub-group, will, if pupils so require and parents agree, hold their pocket money. If a pupil loses money he/ she should report it immediately to the teacher in charge of the group.

6 PARENTAL INFORMATION MEETING

In addition to parents receiving the above information, particularly for extended stay visits, a meeting with them **must** be arranged to explain the purpose and programme for the visit and answer any questions which they may reasonably be expected to raise.

7 SAFETY HINTS

The teacher in charge must ensure that the party is split into groups each with a teacher supervisor. The leader should know the pupils in the group and have a list of names. They should ensure that children with medical or other problems are known to the group leader.

Groups of reasonable size, this determined by the nature of the activities in which the pupils engage – should be identified.

The party leader should check with all group leaders before departure. There must be a head count on the coach before leaving, after each stop and before leaving any destination.

When children are in groups – These should be vetted for suitability by the teacher responsible and/ or the teacher in charge.

Preparation Guidelines - A Useful Checklist

- (i) - **Justify** the need and identify the aim(s) and learning outcomes of the visit.
 - Complete (**Appendix A**).
 - **Carry out** a risk assessment and submit outcomes to the Principal. (**See Appendix C**)
 - **Seek the approval** of the Principal. (**Appendix B**)
- (ii) - **Inform** the pupils and parents of the project – details of venues, dates, costs etc.
 - **Assess numbers** taking note of pupils with special needs, e.g. those requiring special medication.
- (iii) - **Book facilities** – accommodation, transport etc.
 - Make arrangements regarding insurance if necessary.
- (iv) - **Send consent form (See Appendix E)** for completion and full details of trip to parents.
 - **Prepare:** information for programmes of work, pre-visit meetings with parents, supervising staff and pupils.
 - **Make arrangements** for emergency contact with school and with group (**See Appendix F**).
 - **Make list** of all participants available to participating staff, school office and staffroom notice board (**See Appendix G**).

First Aid/ Medical (Appendix I)

- 1 Ensure all members are physically fit enough to participate fully in the trip.
- 2 A specific teacher should be given responsibility for ensuring appropriate first aid supplies are brought in the visit.
- 3 The duties of that teacher should include:
 - having available a well stocked first aid box (**See Appendix J**)
 - holding for those pupils requiring specific medication their prescribed drugs and dispensing these to them as and when required according to parental wishes and written consent.
 - maintaining a written record for every incident requiring action including the administration of any medication (**See Appendix K**)

Pupil Safety/ Supervision

- Insist that children stay within any building being visited and/ or have a pre-arranged system for what children must do if they become separated from the party. Make sure the children and the leaders know about this system.
- When walking keep the party together with leaders at the front and the rear.
- Reform the party after obstacles (cross roads, etc). Check numbers constantly.

Emergency Contact

- Have an emergency procedure in place should the need arise. Participating pupils, parents and the school authorities must be aware of this procedure before departure (**See Appendix F**).
- Where an emergency occurs details should immediately, or as soon as is practical, be reported back to the school through the contact teacher.
- If at all practical the teacher in charge must bring a mobile phone on such visits. This is essential on full day or longer educational trips/ visits and in particular if the journey involves overseas travel.
- The school will take immediate steps to inform the parents of the facts of any emergency. There may be circumstances when this would necessitate a house visit. Such steps will be known by parents prior to the commencement of the visit through advice provided by the organising teacher leader.

Check List for Staff Organising School Trips

1 Preliminary approval sought well in advance.

2 Text of letters to parents approved.

- Details of trip – date, aims and learning outcomes, times, programme, destination and location (including telephone numbers and addresses), Code of Conduct expected of pupils, names of supervisory staff.
- Special clothing or equipment required.
- Details of insurance and emergency telephone numbers both at school and at venue.
- Seriously unacceptable behaviour – pupil sent home – responsibility lies with parent.

3 School Detail Form (See Appendix F)

- Local – 7 days prior to trip
- Abroad – 14 days prior to trip
- Details of trip to include: date, outcomes, times, names of pupils and accompanying staff
- Transport arrangements
- Medical details
- Phone numbers for hostels, hotels etc

4 List of pupils involved posted on notice board in staffroom.

5 Standard of Behaviour

As a general guide the rules encompassed within the school's Pastoral Care and Discipline Policy apply to all off site visits and include the need to obey the instructions of the teacher leader and all supervising adults with regard to the:

- **necessity for good manners**
- **dress code for the trip**
- **need to sit at all times on coaches with seat belts secured if fitted**
- **inappropriateness of chewing gum**
- **having bottles at any time on coaches**
- **pupils' behaviour in hotel rooms/ dormitories**
- **pupils being responsible for their own property**

6 Post Visit Review

Complete Post Visit Review Form (**Appendix L**).

Appendix A

APPLICATION FOR THE APPROVAL OF EDUCATION VISITS BY PRINCIPAL/ BOARD OF GOVERNORS

Not all sections will be relevant to every proposed visit:

School/ Group: _____

Group Leader: _____

The group leader should complete this form as soon as possible once the preparations are complete. The group leader should have already received approval of the proposed visit in principle and should have regularly updated the Principal on the progress of the preparations. The group leader should obtain parental consent (**Appendix E**).

Whether approval is given, one copy will be retained by the Principal and another group leader. The Principal should be informed of any subsequent changes in planning, organisation, staffing. If required, the Principal should seek approval from the school governors.

1. Purpose of visit and specific educational objectives/ aims/ learning outcomes:

2. Places to be visited:

3. Dates and times:

Date of Departure: _____ Date of Return: _____

Time: _____ Time: _____

4. Transport arrangements: Include the name of the transport company and vehicle registration number(s) – if readily available.

5. Organising company/ agency (if any): Include licence reference number if the body is registered with the Adventure Activities Licensing Authority.

Name: _____ Address: _____

Tel: _____ Licence No. if registered: _____

6. Proposed cost and financial arrangements:

7. Insurance arrangements for all members of the proposed party, including voluntary helpers: Include the name of the insurance company.

Insurance Cover: _____ Policy No: _____

Address: _____

8. Accommodation to be used:

Name: _____ Address: _____

Tel. Number: _____

Name of head of centre (if available): _____

9. Details of the programme of activities:

10. Details of any hazardous activity and the associated planning, organisation and staffing:

11. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

12. Names, relevant qualifications and specific responsibilities of other adults accompanying the party:

13. Name, address and telephone number of the school based contact person who holds all information about the visit or journey in case of an emergency:

14. Existing knowledge of places to be visited and whether an exploratory visit is intended:

15. Size and composition of the group:

Age range: _____

Number of boys: _____

Number of girls: _____

Adult to pupil ratio: _____

Leader/ participant ratio: _____
(for sub groups)

16. Information on parental consent:

Information on whether the group leader has received all consent forms duly completed and signed (parental consent may precede or follow approval):

Please attach information sheet to parents, the parental consent form, and risk assessment form.

17. Names of pupils with special educational or medical needs:

Signed: _____

Date: _____

Group leader full name: _____

STEPS TO FOLLOW WHEN ASSESSING RISKS

1. Place to be visited e.g. Paris:

Potential hazards:

- e.g. * walking in city streets * travelling by ferry
* loss of passport * unsuitable hotel

2. List groups of people who are especially at risk from the significant hazards you have identified:

- e.g. * pupils * non-teaching staff
* students * teachers
* group leader

3. List existing controls or note where the information may be found:

- e.g. * ensure sufficient supervision * know details of consulate
* clear guidance to pupils

4. How will you cope with the hazards which are not currently or fully controlled under (3)?

List the hazards and the measures taken to control them.

5. Continual monitoring of hazards throughout visit:

Adapt plans and then assess risks as necessary.

RISK ASSESSMENT

Risk assessment can be undertaken by identifying the hazards and then assessing the risk. Note that a hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realised.

Probability of occurrence	Score	Consequence of outcome
Highly unlikely to ever occur	1	Slight inconvenience
May occur but very rarely	2	Minor injury requiring First-Aid
Does occur but only rarely	3	Medical attention required
Occurs from time to time	4	Major injury leading to hospitalisation
Likely to occur often	5	Fatality or serious injury leading to disability

Risk = Probability of occurrence x Consequence of outcome

The level of risk can be calculated by multiplying probability by consequence, so providing a theoretical maximum score of 25. If the resulting score totals 10 or more then active management of the risk is required.

The vital issue is whether the risk can be managed. If there are doubts that the risk is manageable, then it is advisable to change the activity and/ or the location. Where there is considerable concern as to the outcome, it is better to abandon and redesign the educational visit than to expose young people to an unacceptable level of risk.

Group Leaders must fully record their risk management decisions on paper.

‘As with much health and safety legislation and regulations the paper at the end of the process is of minor significance compared to the professional judgement of the group. As risk management is becoming recognized in all walks of life it is important that young people become involved in the process at the earliest possible stage.’ (Teaching Geography, Vol.25, No.2, April 2000, p.74) Schools and youth clubs need to develop young people’s understanding of risk. This will then equip and prepare them to undertake risk assessment and help them to determine how risk can or cannot be managed.

Appendix C

Educational Visits – Guidance on completing Risk Assessment Form (iii)

The process should be completed by the school Principal/ trip co-ordinator/ Governors. It may be the case that for some trips, particularly those abroad, that a completed risk assessment is available from the agencies organising the trip. Some local venues may also have a completed risk assessment available on request e.g. outdoor pursuit centres. In such cases schools would need to consider if any additional risks existed which were not considered. This may be the case where an individual pupils with specific needs was to attend.

Section A: Details of trip covered by the assessment (date, venue, pupils attending).

Section B: Include details of whom/ what is at risk (pupils, staff, and property).

Section C: Details of who is involved in completing the assessment and their role (Principal, co-ordinator etc).

Section D: This section should provide some information about the reasons for the trip and information regarding past experiences of similar trips to this or other venues. Where a trip has previously been undertaken to a location by this or other similar group and no incidents arose then the initial risk assessment should suffice. Consideration should be given to any changes which may have occurred at the location, to the specific needs of this group or to changes in the activities which will be undertaken during the visit.

Section E, F and G: divide the risks into separate sections relating to specific groups and property. It will not always be necessary to complete all sections depending on who/ what is at risk. Section E will only be relevant where there are specific needs of an individual which need to be considered. (e.g. behavioural issues/ medical needs etc.).

Completion of each sub-section

Part 1: Detail each of the relevant hazards which will vary depending on the type of trip. Only significant hazards need to be noted.

Part 2 – 4: For each of the identified hazards determine the severity and likelihood of each and the associated risk factor. For each potential hazard a score from 1 – 25 will be agreed (e.g. risk of fall and injury during a rock climbing activity where on the last similar trip it happened but not on two previous similar trips. The risk factor may be Severity: 4; Likelihood: 3; Risk Factor: 12).

Part 5: Where the risk factor is below 12 no further action will be necessary. For a score of 12 or higher further measures should be considered.

Part 6: List the risks which have scored 12 or higher.

Part 7: Identify existing precautions which reduce the risk (e.g. good supervision, clear instruction, and appropriate safety equipment).

Part 8: List additional actions which need to be taken (e.g. increased supervision, procedures for dealing with pupil who has fallen, first aid support etc.).

Part 9: Identify who is responsible for each of the changes and when they will be implemented (e.g. Principal, leader in charge, staff at venue). All identified measures must be agreed for implementation prior to the approval of the trip. The completed risk assessment form should accompany the planning checklist which is presented to the Board of Governors for the approval of the visit. The Board of Governors may have decided to delegate this responsibility to the Principal or to the Chair of Governors.

Form (iii) Risk Assessment of Educational Visits

(A) Trip covered by this assessment:

(B) Persons/ property exposed to risk:

(C) Those involved in the assessment/ role:

(D) Background context/ reason for trip/ previous history of trips/ incidents:

Section E – Risk to Individual Pupil

(1) Identified Hazards	(2) Severity 1 - 5	(3) Likelihood 1 - 5	(4) Risk Factor (Severity x likelihood)	(5) Further measures required (Yes/ No)

(6) Hazards scoring 12 or more	(7) Existing Precautions	(8) Additional Actions	(9) Action By/ When

Section F – Risk to the Group

(1) Identified Hazards	(2) Severity 1 - 5	(3) Likelihood 1 - 5	(4) Risk Factor (Severity x likelihood)	(5) Further measures required (Yes/ No)

(6) Hazards scoring 12 or more	(7) Existing Precautions	(8) Additional Actions	(9) Action By/ When

Section G – Risk to Property

(1) Identified Hazards	(2) Severity 1 - 5	(3) Likelihood 1 - 5	(4) Risk Factor (Severity x likelihood)	(5) Further measures required (Yes/ No)

(6) Hazards scoring 12 or more	(7) Existing Precautions	(8) Additional Actions	(9) Action By/ When

Appendix B

CONFIRMATION FROM PRINCIPAL FOR VISIT TO PROCEED

To be completed by the Principal

To the group leader:

1. I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.
 - a. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.
 - b. 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.

Signed: _____ Date: _____

Head teacher full name: _____

A copy of the completed form and details of any subsequent charges should be retained by the Principal. A copy should also be available for the Board of Governors.

Appendix E

PARENTAL CONSENT FOR A SCHOOL VISIT

(to be distributed with an information sheet giving full details of the visit)

School/ Group: _____

1. Details of visit to: _____

From: _____ Date/ Time: _____ To: _____ Date/ Time: _____

I agree to _____ (name)

taking part in this visit and have read the information sheet. I agree

to _____ 's participation in the activities described. I acknowledge the need

for _____ to behave responsibly.

2. Medical information about your child

a. Any conditions requiring medical treatment, including medication? YES/ NO

If YES, give brief details:

b. Please outline any special dietary requirements of your child and the type of medication your child may be given if necessary:

For residential visits and exchanges only

c. To the best of your knowledge, has your son/ daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/ NO

If YES, please give brief details:

d. Is your son/ daughter allergic to any medication? YES/ NO

If YES, please specify:

e. When did your son/ daughter last have a tetanus injection?

I will inform the Group Leader/ Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

3. Declaration

I agree to my son/ daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work: _____ Home: _____

Home address: _____

Alternative emergency contact:

Name: _____ Tel number: _____

Address: _____

Name of doctor: _____ Tel number: _____

Address: _____

Signed: _____ Date: _____

Full name (capitals): _____

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUPLADER ON THE VISIT.
A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT PERSON.**

Appendix F

EMERGENCY CONTACT INFORMATION

To be completed before the visit. Copies to be held by the group leader and school contact person.

1. **School/ group:** _____

2. **Name of group leader:** _____

3. **Visit departure date:** _____

4. **Return information: Date:** _____ **Time:** _____ **Location:** _____

5. **Group: Total Number:** _____ **Adults:** _____ **Grp Members:** _____

6. **Do you have an emergency contact list for everyone in the Group?** YES/ NO
(If no, obtain one. If yes, attach it to this sheet.)

7. **Emergency contact information:**

a. During school hours:

Principal: _____ Tel: _____

Vice-Principal/ other: _____ Tel: _____

b. Out of school hours:

Principal: _____ Tel: _____

Vice-Principal/ other: _____ Tel: _____

c. Travel Company:

Name/ Address: _____ Tel: _____ Fax: _____

Company Travel Rep: Name: _____ Tel: _____ Fax: _____

Insurance/ Emergency Assistance: _____ Tel: _____ Fax: _____

Hotel: _____

Address: _____

Hotel contact (e.g. Rep/ Manager): _____

d. Other emergency numbers: _____

Appendix G

SUMMARY OF INFORMATION ABOUT PUPILS AND ADULTS PARTICIPATING IN A VISIT

SURNAME	FORENAME	DATE OF BIRTH	ADDRESS	NEXT OF KIN	CONTACT PHONE NUMBER	RELEVANT MEDICAL INFORMATION

Appendix D

GENERAL CONSENT FORM

Please delete and sign as appropriate.

Pupil's Name: _____

Form: _____

I give/ do not give permission for my son/ daughter to go shopping in a group of 4 – 8 persons with supervising staff in the immediate vicinity:

Signed: _____ Parent/ Guardian

I give/ do not give permission for my son/ daughter to swim under supervision:

Signed: _____ Parent/ Guardian

Appendix H

PUPIL CODE OF CONDUCT

1. Rules for Pupil Behaviour

- 1.1 The Principal wishes to make it clear that on educational visits pupils are under the school's jurisdiction at all times.
- 1.2 Breaches of the school's Discipline Policy or this Code of Conduct will not be tolerated; those who behave in unacceptable ways will be liable to disciplining as if they were on school premises.
- 1.3 The forms of discipline available are outlined in the school Discipline Policy but additionally include:
 - Confinement to accommodation area
 - Withdrawal from scheduled activities
 - Restrictions on movement together with increased supervision levels
 - Being sent home prematurely at the parent's expense
 - In extreme cases of behaviour the ultimate sanctions of suspension or expulsion on the return to school may be applied.
 - Not allowed to participate in future school trips.
- 1.4 In any case of illegal drug abuse among pupils the Principal and PSNI Drug Squad must be informed. A copy of any report made to the Principal should also be forwarded to the NEELB.

2. General:

- Always think about your own and others' safety.
- If you have a problem or are worried about something, always tell someone whom you trust. This may be your teacher or host parents – don't suffer in silence!
- If you have particular health or dietary needs, tell the supervising adults and/ or the host organisation.
- Always follow the instructions of your Group Leader(s), including those at the venue of the visit.
- If you do get lost or separated, follow the procedures agreed for such an occurrence. If totally disorientated and confused, go to a public place where you will be seen by lots of people and where you can ask for directions.
- If approached by someone you don't know in a threatening or concerning manner, just walk away.
- If travelling on a bus or train and someone makes you feel unsafe, move to a different seat, preferably closer to the driver or other passengers.
- Personal travel arrangements should be carefully planned. Ensure you are familiar with whoever is transporting you and never travel alone in vehicles with strangers.
- Be aware of situations which may cause you harm or injury and where necessary inform a responsible adult (e.g. leader) about your concern.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Think things through carefully before you act and do not take unnecessary risks.
- Never smoke, take cigarettes on a trip or offer cigarettes to others.
- Never consume alcohol, take alcohol on a trip or offer alcohol to others.
- Never use illegal drugs or mind altering substances or offer those to others.
- Never break the agreed rules with regard to bedrooms.

3. When Participating in Visits Abroad:

- Always pack your own suitcase and never carry items for anyone else.
- Learn the telephone numbers of the emergency services in the country you are visiting before you leave and make sure that you keep them handy.
- When out and about always carry details of where you are staying e.g. address, telephone number and contact details.
- Always keep enough money to make a telephone call.
- If personally carrying essential documentation, money or valuables, keep them secure in either an inside pocket, bum-bag, money belt or something similar – choose whichever is comfortable for you.
- NEVER travel on a moped, motor scooter or motorbike during your visit.

4. Ski Trips:

- Be punctual for all lessons.
- Listen to ski instructors, follow the rules of the slopes.
- Take care of all equipment, ski poles, boots etc.
- Do not ski alone (if this is disobeyed ski pass will be confiscated).
- Do not lose ski pass for the lifts – a new one will cost £80 at least!
- Do not free ski (this is when accidents happen).
- Attend all lessons (unless genuinely sick).
- Return boots, skis and poles to the boot room at the end of each day.
- Be responsible and act sensibly!

I agree to abide by these rules:

Signed: _____

Please Print: _____

Date: _____

AT THE HOTEL - INFORMATION FOR PUPILS

1. On arrival check the room and report any existing damage to a member of staff.
2. Report any damage which occurs during your stay as soon as it occurs.
3. Keep your room tidy (periodic checks will be conducted by staff).
4. Follow all hotel rules.
5. Be courteous to hotel staff and guests at all times.
6. Be punctual for all meals.
7. Adhere to the '**No Noise After 11.00p.m.**' rule which will be strictly enforced by staff.
8. Do not leave valuables, passport or money in your room at any time. These should be kept in the hotel safety deposit box which the school will rent.
9. **Do not use the balconies** (if there are any) in the hotel.
10. Do not use any of the hotel facilities without seeking the permission of a member of staff first.
11. Do not leave the hotel at any time without permission.
12. Make sure that you familiarise yourself with the fire exits.
13. Do not smoke, drink alcohol or take illegal drugs.
14. Do not play loud music.
15. No slamming doors or running around corridors.
16. Once pupils are checked into the bedrooms at night no-one is allowed to leave the hotel.

Appendix K

EDUCATIONAL VISIT INCIDENT RECORD FORM

1 Name of School/ Youth Group _____

2 Name of Group Leader _____

3 Date, Time and Location of Incident _____

4 Name and address(es) of witness(es)

(a) _____

(b) _____

(c) _____

5 Please state in your own words what happened including details of names and status of those involved

6 Describe what action was taken (e.g. details of First-Aid, police or medical involvement)

Signed: _____

Date: _____

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school or youth group to process and retain the information for the purpose(s) stated.

Appendix L

POST VISIT REVIEW

Group Leader: _____

Visit to: _____

Dates: _____ To: _____

Please comment on the following:-

ISSUE	RESPONSE
Was the venue suitable?	
Was the accommodation/ food/ equipment of a suitable standard?	
Were the venue staff competent?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of programme relevant to the group?	
Were the young people effectively briefed prior to the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit.	

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school or youth group to process and retain the information for the purpose(s) stated.

Appendix I

EMERGENCY PROCEDURES

- Emergency procedures must be established by the Group Leader and must be communicated to and understood by all members of the party.
- The Group Leader should ensure that adequate First Aid provision is available. A list of contents for a First Aid Kit is suggested in Appendix 8.
- In the event of a young person being injured, specialist help must be sought as appropriate and parents informed as soon as possible. Where the accident/ injury is serious the Head of the establishment should be contacted. Responsibility for informing the employing authority rests with the Head of the establishment.
- If it is necessary, due to the seriousness of the circumstances, for the parents to visit the young person(s), the establishment Head in conjunction with the governing body should make arrangements for them to do so.
- A 'lost' procedure should be known in advance by every member of the group including:
 - action to be taken if separated from the group or lost
 - advice on where assistance may be sought
 - notifiable personnel and contact details
 - notification of safe return
- If any leader has cause to believe that a young person has been abducted or has absconded the Police must be notified.

Appendix J

FIRST-AID KITS

First-Aid kits should contain sufficient quantities of suitable First-Aid material appropriate to the visit environment. For most First-Aid kits, sufficient quantities could be considered as:

- A general guide card on First-Aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the environment
- 2 sterile eye pads, with attachments
- 6 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile, unmedicated wound dressings (approximately 10cm x 8cm)
- 2 large sterile individually wrapped, unmedicated wound dressings (approximately 13cm x 9cm)
- 3 extra large sterile individually wrapped, unmedicated wound dressings (approximately 28cm x 17.5cm)
- Sterile water or sterile normal solution in sealed disposable containers for use in situations where mains tap water is not available. (Each container should hold 300ml and at least 3 containers should be provided. Once opened, the containers must not be re-used.)