

Visits and Journeys Policy

Updated September 2013



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The following policy should be read in conjunction with the DfE (Department for Education) booklet "Health and Safety of Pupils on Educational Visits", a copy of which may be obtained from the Educational Visits Coordinator (EVC). Reference to appropriate sections of the booklet are given where necessary.

1 Definition

Off-site activities are those activities arranged by, or under the auspices of, the academy, which take place outside the boundaries of the academy. The Trustees and Executive Board believe that off-site activities can complement and enhance the curriculum of the academy by providing experiences which would be impossible within the academy boundaries.

Staff arranging or otherwise involved in off-site activities must make themselves familiar with the regulations, advice and procedures published in the DfE document Health and Safety of Pupils on Educational Visits and the additional guidance published in September 2002 (Standards for Adventure, Standards for LEAs in Overseeing Educational Visits and A Handbook for Group Leaders). (All these publications are available from the EVC).

All off-site activities must take place under the terms of these regulations, advice and procedures.

All off-site activities taking place during the academy day must serve an educational purpose which is clearly related to the curriculum. The Executive Board will be informed of all one-day visits and will have their approval sought for visits and journeys which involve an overnight stay or involve taking students abroad.

- a. A journey is any Academy activity outside the Academy's premises involving a student's absence from home overnight or going abroad for the day.
- b. A visit is any activity outside the Academy's premises lasting less than a day.

2 Responsibilities for visits (DCSF document: paras 19-34)

Executive Board

The Executive Board will satisfy themselves that the risk assessment has been carried out, that appropriate safety measures are in place and that training needs have been addressed. They should:

- ensure that the journey has a specific and stated educational objective;
- ensure that the group leader shows how their plans comply with regulations and guidelines, including the Academy's Health and Safety Policy document and that the group leader reports back after the visit;
- ensure that they are informed about less routine visits well in advance;
- assess proposals for certain types of journey, which should include journeys involving an overnight stay or travel outside the UK, or journeys involving hazardous activities.

Principal

The Principal will ensure that visits and journeys comply with regulations and guidelines provided by the Executive Board and the Academy's own Health and Safety Policy. The Principal will ensure that the group leader is competent to monitor the risks throughout the visit or journey.

Group Leader

One teacher, the group leader, will have overall responsibility for the supervision and conduct of the visit or journey and should have regard to the health and safety of the group. The group leader will be appointed or approved by the Principal. Where more than one member of staff is taking part in the activity there must be a designated member of staff who is second in charge.

Normally the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age of the students, the size of the group, the time of year (and probable weather conditions) and the suitability of the facilities. The costs of such a visit may be reclaimed and should be included in the overall cost of the activity.

Note: all visits and journeys abroad must include a member of the Leadership Group in accompanying staff.

Teachers

Teachers will do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.

Supervision

Supervision is where an adult is given responsibility to look after the welfare of a child. Where adults other than teachers attend a visit, caution should be exercised to avoid having a supervisor who is a parent of one of the party, as a conflict of interest would then occur in an emergency situation. The children of adults may not accompany them as part of the academy trip. All adults accompanying the trip must have been CRB cleared at Enhanced Level if they are ever going to supervise one or more children by themselves.

Students

The group leader will make it clear to students that they must:

- not take risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly;
- if abroad, be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Any students whose behaviour may be considered to be a danger to themselves or to the group may be stopped from participating in the visit (prior to the visit), have specific restrictions imposed on them during the visit, or sent home during the visit (if safe and appropriate to do so). The curricular aims of the visit for these students will be fulfilled in other ways whenever possible. (also see 'Banned Students' in (13) below).

Parents

Parents should be able to make an informed decision on whether their child should go on the visit. The group leader will ensure that parents are given sufficient information in writing and are invited to any briefing sessions.

3 Procedure for approval of visits and journeys

- a. Obtain Principal's approval in principle.
- b. Check dates with EVC and Cover Director. If there are problems over cover etc, the Cover Director will inform Principal.
- c. Notify staff by email of proposed dates of journey. The email should request immediate notification of any problems arising from the dates (eg clash with coursework deadlines) in which case the dates may have to be rearranged.
- d. Submit necessary documentation to EVC Documentation should include:
 - Completed Visits and Journeys form
 - Letter to parents
 - Risk assessment
 - Emergency procedures checklist

This should be done **no later** than two weeks prior to the visit.

All the above documentation is available from Reprographics and/or on the Network in the Staff Shared Folder (Sub folder is "Visits and Journeys").

Note: It is essential that the group leader checks the 'Banned students' list. These students cannot take part in the activity. (see 13 below)

Note: in the case of all journeys (residential trips), visits/journeys abroad and trips involving hazardous activities formal approval needs to be sought from the Executive Board. The following documentation should be submitted to the Principal in advance of the Executive Board meeting (held termly):

- Completed Visits and Journeys form
- Letter to parents (if possible)

- Details of itinerary and activities
 - Risk assessment
- e. EVC submits completed forms to Principal for approval.
- f. Once the trip has been approved, write to parents providing information about the proposed trip. (Adapt the standard letter available later in this document which includes a paragraph relating to parental agreement to the risk assessment, consent for medical treatment and a paragraph relating to financial arrangements. Include a copy of the risk assessment that must be completed using the standard format available later in this document if this is a journey – there is no need to if this is a visit.)
- g. Before a party leaves the academy the reception staff and attendance secretary must be provided with a list of everyone, students and adults, travelling with the party, together with a copy of visit/journey form/programme/timetable for the activity and an expected time of return. This should have been entered, in advance, in to the Academy Trips Database, either by the Party Leader or by academy office staff. The Party Leader must check that this has happened before the trip departs. See also (10) Emergency Contact/Information.
- h. In the case of journeys the group leader must take a mobile phone and the EVC's mobile phone number in case of emergency. An academy mobile phone is available.
- i. Check that approval has been granted with the EVC

4 General Points

- a. Academy journeys and visits are encouraged – particularly when they are curriculum related but are subject to the Academy's overall staffing needs.
- b. In the case of visits and journeys which are a compulsory part of the curriculum, no student should be debarred by reason of inability to pay.
- c. Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits) with a limited subsidy available from Academy Fund. Normally trips are expected to be self-financing. However, no child may be excluded from an activity which is part of the academy curriculum because of the unwillingness or inability of the parent to make a contribution. (See guidance on charging for academy trips for detailed explanation of when payment may be insisted upon.)
- d. Where possible (and where appropriate according to their degree of supervision / instruction), the group leader will check that instructors, guides and other staff have CRB clearance (or equivalent abroad) and will check (as far as is reasonably possible) that they are properly qualified to instruct an activity.
- e. Good practice recommends that at the end of each visit/journey the group leader evaluates the trip from both staff and student viewpoints for purposes of future planning. (see Evaluation form for Visits and Journeys)

5 Finance (DfES document : paras 54-63)

Trips are expected to be self-financing and the costing of off-site activities should include any costs associated with the visit which would normally fall on the academy e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity. This should include the costs related to adult helpers

The timetable for the payment of contributions should allow for the organiser and/or Principal to make a decision about the financial viability of the activity in reasonable time.

- a. All monies and transactions are to be handled in co-operation with the Director of Resources. No colleague must open an account in his/her own name.

- b. Limited financial assistance for individual students may be available from Academy travel funds controlled by the Principal.
- c. Neither the employers nor their Trustees can make good any losses that occur. All journeys/visits must be soundly planned. A margin for emergencies is advisable even if this means a subsequent refund to students.
- d. Only agencies registered with ABTA or SAGTA (Academy and Group Travel Association) and covered by their bonding arrangements may be used.

See also Academy Travel accounts (p9)

6 Information to Parents (DfES document : paras 110-112)

- a. The information given to parents should be accurate and include the fullest possible statement of any unusual or hazardous activity to be undertaken by students and include a proposed itinerary. Parents should be given copies of the risk assessment form for all journeys, but this need not be done for visits.
- b. A meeting for parents must be arranged for journeys.
- c. Full details of all necessary information (itinerary, risk assessment, emergency contact numbers (eg. Academy emergency mobile and hotel number) must be provided to parents for journeys.
- d. Training and advice on the leaving of this detail will be provided to each trip organiser by the EVC who must be notified at least 7 days in advance.
- e. Where the activity such as a sports trip is taking place entirely within a normal academy day (including arriving back at academy in the early evening) it is sufficient to inform parents through a standard letter to each team member about the nature of such trips and in advance of each actual trip through a verbal message from their son so that they are made aware of the arrangements. Information regarding the actual team participants must still be entered in to the database, but other measures required in this policy regarding time periods for planning and formal notices to the Principal and parents are relaxed on pragmatic grounds.
- f. Where the activity is a less usual one such as a field trip, a letter should be sent to parents and their agreement received in writing.
- g. The minimum period of one week (5 academy term time days) must be observed for parent-reply slips to be submitted to the academy. Where these are not returned in advance of one-week before the trip, students may not be taken on the trip. This rule is established to help trip leaders and students.

7 Staffing (DfES document : paras 69-84)

- a. For journeys abroad the minimum recommended ratio of staff to students is 1:10 and there must be a minimum of two staff.
- b. For journeys in this country the ratio is 1:15/20 depending on the nature of the activity, with minimum of two staff attending.
- c. For visits in this country the ratio is 1:20. Post 16 students may undertake unescorted visits at the discretion of the Principal.
- d. Group Leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge. In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to journeys (residential) whether in the UK or abroad.
- e. Mixed gender parties, at home and abroad, must have at least one male and one female member of staff among the accompanying staff.

- f. The party leader will be experienced (ie not a NQT or a teacher without previous experience of accompanying trips) and a party of more than 20 must include two experienced teachers.
- g. In special circumstances and in consultation with the EVC adults who are not members of Ashcroft staff (eg parents) may be counted among the staff for visits, but not counted among the staff for journeys. (See 'Supervision' above regarding CRB clearance).

They must:

- i) constitute no more than 50% of the staffing, providing there are 2 or more members of academy staff involved in the visit.
- ii) given clear instructions about their duty of supervision.

Couriers, coach drivers and others who exercise part control only are not counted in the staffing ratio.

- h. Prior to a residential trip taking place, there will be a meeting between all staff on the trip and the Principal and/or EVC.

8 Travel (DfES document: paras 123-142)

Transport arrangements should provide a seat for each member of the party. It is the policy of the academy to use coaches with seat/lap belts where available. Where private cars are used for transport, the party leader is responsible for ensuring that the insurance of each driver covers such journeys.

- a. It is the responsibility of the Party Leader to ensure that satisfactory arrangements exist for the group's travel. If in doubt, consult the member of staff responsible for Visits and Journeys.
- b. The level of supervision necessary should be considered as part of the risk assessment for the visit/journey. The Party Leader is responsible for the maintenance of good discipline at all times.
- c. The Party Leader is responsible for the safety of the group at all times eg, when crossing roads; ensuring that seat belts are worn at all times on coaches; whilst waiting at pick-up and drop-off points. It is imperative that head counts are always carried out when the group is getting off or on transport.
- d. The Party Leader is responsible for ensuring that coaches and buses are hired from a licensed and reputable company.
- e. If students are driven in vehicles belonging to staff, parents or any other person then those car drivers must have appropriate insurance cover for carrying students. The party leader will ensure that teachers (and others) who drive students in their own car have a valid driving licence and insurance cover for carrying the students.
- f. If travelling by minibus, please refer to the Academy Bus and Minibus Policy.

9 Insurance (DFEE document : paras 143-156 and 211)

- a. It is the responsibility of the Group Leader to ensure that satisfactory arrangements exist for the group's insurance. If in doubt, consult the Director of Resources.

10 Emergency Contact/Information

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which apply. Each adult should be provided with an emergency telephone number. This will normally be the academy number, but where an activity extends beyond the normal academy day the telephone number of a designated emergency contact must be provided. This procedure must also include trips by sports teams.

A copy of the students' emergency details should be left with reception staff and attendance secretary prior to the journey. A passenger list should also be posted on the Trips Notice board in the team room. The group leader must also have the details of at least one emergency contact person from Academy (preferably a member of LG). This is particularly important for journeys during Academy term breaks. The Academy emergency contact person should also be given copies of students' emergency details.

11 Model Letters and Forms (DFEE document : pages 44-59)

The following are included in the policy documentation held by Curriculum Managers:

- a Visit request form
- b Example of initial letters to parents/carers.
- c Risk Assessment form
- d Emergency details form + checklist
- e. Evaluation forms for students and teachers
- f Passport form
- g Visa exemption form and guidance notes for visits to Europe
- h Paying in slip
- i Academy Journey/Field Study form

12 Special Cases

In June 1997 the DfEE produced special guidelines to cover Health & Safety governing the visits of schools to farms. This followed the E-coli 0157 food poisoning outbreak in Scotland.

If a visit/journey is arranged for our students please ensure you read the guidelines on the main precautions for visits to farms on the next page.

13 Safety

The safety of the party, and especially the students, is of paramount importance. During the activity the party leader must take *whatever steps are necessary* to ensure that safety.

Banned Students

It is essential that the party leader checks the 'Banned Students' list. These students cannot take part in an off-site visit or journey.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the academy, the party leader should discuss with the Principal the possibility of excluding the child from the activity. It is the party leader's decision as to whether students who have not been officially banned by the academy may form part of his/her group.

It is not permitted for supervising Staff to participate in any contact or striking sports with students during the trip (such as football, basketball, volleyball, cricket or softball). This is because the academy is cognisant of the potential for injury to students through 'mis-matching' of adults and students in terms of physical development. Group Leaders should ensure that any centre staff also adhere to this rule. Caution should be exercised if students from different year groups engage in sport during the trip to ensure that the game is not seen as seriously competitive by students and that there is not a consequent danger from Relative Age Effects or from the different physical maturity of participants. (Further details about this rule are available from the EVC.)

Where an activity takes place with Staff and students of another school, it is essential that the Party Leader from Ashcroft confirms with the Headteacher of partner schools that Ashcroft Technology Academy's 'Off-Site Visits Policy' will be adhered to by students and Staff (+ helpers) from the partner school. If the Headteacher cannot give this verification, then a joint activity cannot take place.

14. Consumption of alcohol

Staff should never drink alcohol in the cases of one-day activities such as visits and educational trips.

Whenever staff are responsible for students on residential trips, it is recommended that they should not drink alcohol. However, it is permissible for alcohol to be drunk by adults in the party according to the following rules. These rules apply to all accompanying adults:

where there are several members of staff responsible for a group of students, it must always be the case that at least two Staff abstain totally from drinking alcohol in any one 24 hour period. This can be done on a rota basis over the course of a week. In every case, either the designated Leader of the party or the designated Deputy Leader must refrain from drinking during any 24 hour period. The other staff may drink 'in moderation'. To help guide Staff in defining the word 'moderation', the maximum that should be drunk in any one day should be 3 units of alcohol (equivalent to 3 half pints of beer or 3 small glasses (125ml) of wine).

Whilst the Policy recognises that Staff will take a professional approach to this issue, it is paramount that the safety of students is actively considered. Therefore, this guidance should assist Staff in their decision making.

Students may never drink alcohol on school visits or journeys, regardless of whether they are members of the sixth form. Students in Years 7 through 11 may never smoke on trips or journeys. It is recognised that a few students in the sixth form smoke, and so whilst not encouraging this act, it is acceptable for those students to smoke where it is legal and in a discreet manner, away from any younger students and separate from staff.

15 Checklist of the Main Precautions for School Visits to Farms

Preparation for the visit:

- a) Ensure that those leading the trip are familiar with their own school/LA guidelines on school trips.
- b) Check that the farm is well managed, eg has a good reputation for high standards and stock welfare, that the grounds and public areas are as clean as possible and that suitable First Aid arrangements are made. The school may wish to consider taking a travelling first aid kit on the visit. Animals should not have access to any outdoor picnic areas. A prior visit to the farm by a member of staff may be useful, if possible.
- c) Check that the farm has suitable washing facilities, appropriately signposted, with running water (preferably hot and cold), soap and disposable towels or hot air hand dryer(s). Any drinking water taps should be clearly labelled in a suitable area.
- d) Ensure suitable precautions are in place where appropriate eg clear signs or restricted access in areas such as near slurry pits or where sick animals are isolated.
- e) Ensure that there are an adequate number of adults to supervise the children; taking into accounts the age and stage of development of the students. Ensure that adults are suitably briefed regarding this checklist.
- f) Female visitors to farms should be warned that there is a possible risk of diseases being transmitted to pregnant women during lambing time.
- g) Prepare students for the trip by explaining the expected standards of behaviour and the importance of following any rules eg shutting gates.
- h) Inform parents/students of the advantages of wearing footwear that can be easily cleaned. Wellington boots are ideal footwear, but any closed shoe is preferable to open footwear.
- i) Explain that visitors should not eat or drink anything, including chewing gum etc, while touring the farm, because of the risk of infection and the risk of contact with toxic pesticides and other chemicals.
- j) Visitors should be aware of the dangers posed by farm machinery and chemicals used on farms.

During the visit:

- k)** If visitors are in contact with, or feeding, farm animals, they should not place their faces against the animals or put their hands in their own mouths afterwards.
- l)** Before contact with animals, ensure cuts and grazes (especially on hands) are covered with waterproof plasters. After contact with animals and particularly before eating and drinking, ensure all visitors wash and dry their hands thoroughly. If young children are in the group, hand washing will need to be supervised.
- m)** Meal breaks or snacks should be taken well away from areas where animals are kept, and visitors should not eat anything that may have fallen on the ground. Any crops produced on the farm should be thoroughly washed in drinking water before consumption. Water for drinking and food washing should be taken only from taps clearly labelled as drinking water.
- n)** Ensure visitors do not consume unpasteurised produce, eg milk or cheese, or taste animal foodstuff, such as silage and concentrates.
- o)** Manure or slurry presents a particular risk of infection. Visitors should not touch it, and any cuts or grazes should be covered with waterproof plasters. If visitors do touch manure or slurry, they should thoroughly wash and dry their hands immediately.

At the end of the visit:

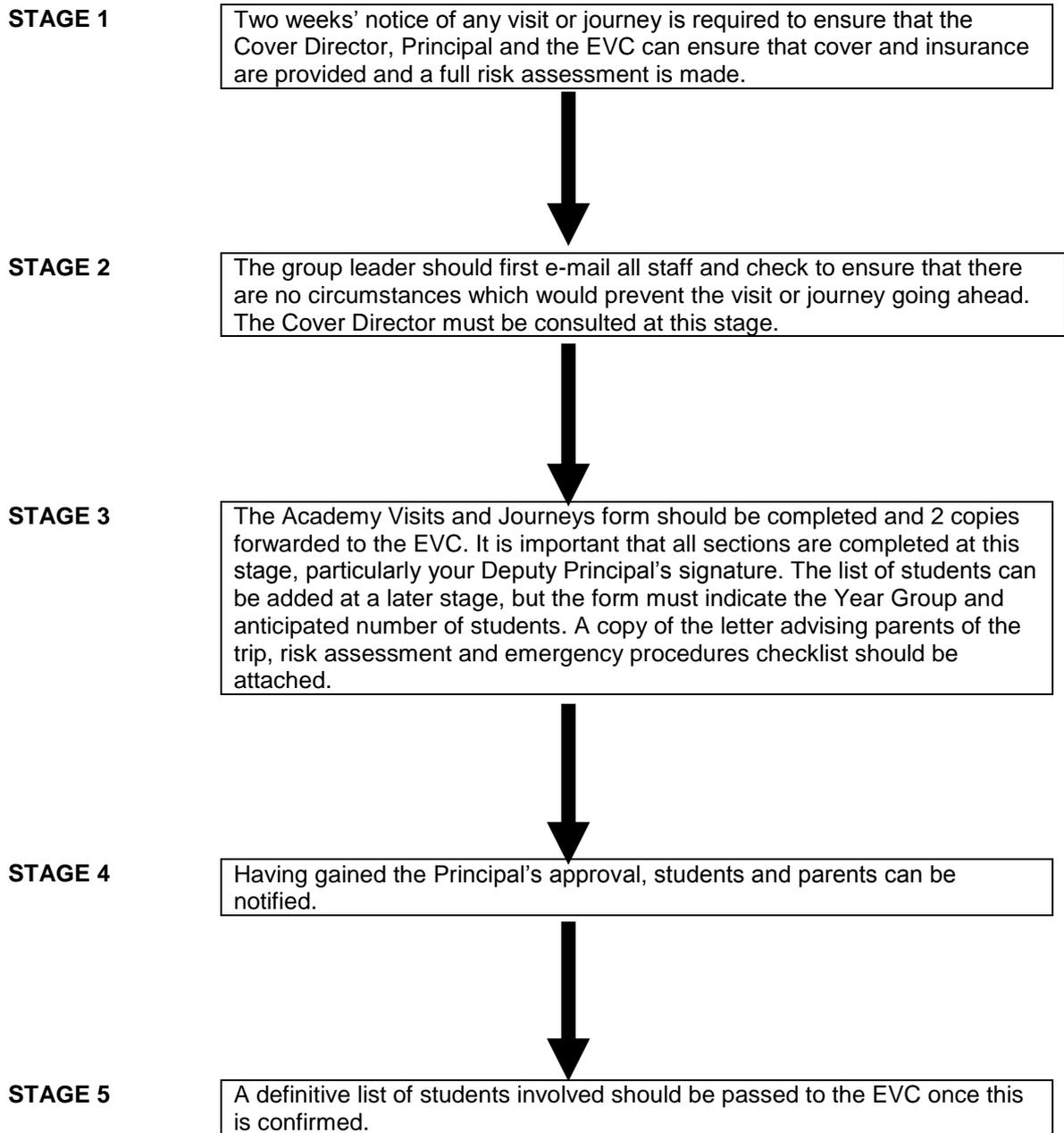
- p)** Ensure all visitors wash their hands thoroughly before departure.
- q)** Ensure footwear is as free as possible from faecal material.

16 Academy Travel Accounts

- a) All transactions relating to Academy Journeys/visits must be handled via the Academy's accounts:**
 - a. Separate accounts will be maintained for each activity.
 - b. Each account will relate specifically to one journey/visit. Where necessary eg ski trips, separate accounts will be set up to cope with concurrent payments/receipts.
- b) The Academy travel funds, like other Academy funds, operate on an Academic Year basis.**
 - a. At the end of the academic year a balance sheet for each account will be produced by the Director of Resources. This balance sheet must be signed by the member of staff responsible for the account and acknowledged as a true and accurate record of the transactions into and out of the account.
 - b. The signed balance sheet will form part of the audited accounts of the Academy.
 - c. It is recommended that responsibility for payments and withdrawals on any one account be assigned to a single member of staff.
- c) Each journey/visit must be entirely self-financing.**
 - a. No contribution of interest will be made from the overall account.
 - b. The Principal has access to some limited funding to make up shortfalls in voluntary contributions. Application for such a subsidy must be made by the member of staff organising the journey/visit well in advance of a commitment of any funds to any external organisation/individual/company.
 - c. Budgets must include a contingency fund which, if unused, will be returned to the participants.
- d) Members of staff responsible for journeys/visits must retain all financial records for a minimum of two years beyond the end of the academic year during which the journey/visit occurred.**

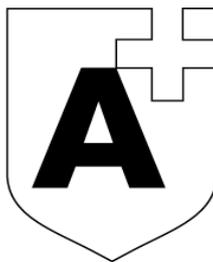
- d.1 Audited accounts are not finalised until well into the new academic year. Academy auditors have the right to inspect Audited Accounts.
- e) Payments to the Director of Resources must be made on an Academy PAYING IN SLIP** (copy attached – Appendix 1).
 - e.1 The Finance Office will acknowledge payment and an official receipt issued. These receipts must be retained.
 - e.2 The official account is maintained by the Director of Resources. Any disputed transactions will be considered only on production of the official receipt referred to in 5.1 above.
- f) Payments from the account must be requested on a Purchase Order Form and authorised by the person responsible for the Academy travel budget.**
 - f.1 Cash payments will be made in exceptional circumstances only on the personal authorisation of the Principal.
- g) Under no circumstances must an account be overdrawn.**
 - g.1 It is the responsibility of the member of staff organising the journey/visit to ensure that the account holds sufficient funds to meet any request for payment to a third party. Cheques will not normally be issued for deposits in advance of payments received from students.

PROCESS FOR ACADEMY APPROVAL OF VISITS



Please refer to Academy documentation when completing this form.

Return completed form to your Deputy Principal for approval.



Approval form for Visits and Journeys

Date of visit				
Time	Departure Academy:		Return Departure:	
	Destination Arrival:		Arrival Academy:	
Destination				
Number of students	(Detailed list to be attached)			
Year group	Male <input type="checkbox"/> / Female <input type="checkbox"/> / Mixed <input type="checkbox"/> (please check one)			
Group Leader and emergency contact no :				
Staff accompanying				
Cost of visit	Total charges: (inc cover cost if needed)		Cost per student:	
Transport				
Minibus booked:				
Deputy Principal signature				

Venue Address and telephone no													
Purpose of visit Please list specific educational benefits													
Cover requirements (only staff initials required)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> </tr> <tr> <td style="width: 16.6%; height: 20px;"></td> </tr> </table>												
Date of risk assessment meeting with students													
Date of meeting with parents (residential trips only)													
Emergency Contact Person at Academy and telephone no (only for out of academy hours trips)													

EXECUTIVE BOARD APPROVAL (if appropriate)	Initials: _____	Date: _____
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Organisation (for administration purposes only)

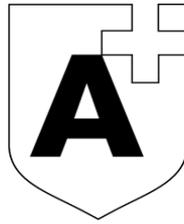
Risk Assessment		Emergency Procedures		Transport	
Inc preliminary visit if applicable					
Finances		Letter		Restaurant manager notified of student absence – DATE?	

Communications Manager	Initials:		Date:	
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Cover Director	Initials:		Date:	
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Educational Visits Co-ordinator	Initials:		Date:	
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APPROVAL BY PRINCIPAL	
	Date: _____



Emergency Procedure Checklist

Visit/journey to:

Date of visit/journey:

This section to be completed by group leader:

Name of group leader:

Name/telephone number of Academy contact:

Emergency contact number of all students to be held by group leader: Yes No

Emergency contact number of all supervisors to be held by group leader: Yes No

	Name	Number
<p>List of names of other emergency contacts. (Numbers should be added before departure date eg British Embassy) IMPORTANT : direct contact numbers for Building Services when the Academy is open as well as closed must be taken.</p>	1	
	2	
	3	

Please list any emergency procedures which may be necessary in addition to those above (eg Will you need a gate key in case of late or emergency arrival back at the Academy?).

All supervisors to be briefed re Emergency procedures and receive copy of emergency procedures. Yes No

Please read the following statement and sign:

I confirm that I have read through the emergency procedures and will provide the office reception staff with a copy of the approval form together with a list of students involved.

Signed : **Date:**

EMERGENCY PROCEDURES FOR VISITS AND JOURNEYS

General

Teachers in charge of students during a visit have a duty of care to make sure that the students 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 life-saving action in an extreme situation.

If an accident happens, the priorities are to:

- Assess the situation;
- Safeguard the uninjured members of the group;
- Attend to the casualty;
- Inform the emergency services and everyone who needs to know of the incident.

Who will take charge in an emergency?

The group leader should normally take charge in an emergency and needs to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator if one is being used.

Pre-arranged academy home contact. The academy contact's main responsibility is to link the group with the academy and the parents and to provide assistance as necessary. The named person should have all the necessary information about the visit.

Emergency procedures framework

All those involved in the academy trip, including supervisors, students and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency. If an emergency occurs on an academy visit or journey the group leader should maintain or resume control of the group overall. The main factors are outlined below, although this is not meant to be an exhaustive list. The group leader is required to take into account any extra procedures, which may be specifically associated with their trip and incorporate them into the list below. The main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible;
- Ensure that all the group are safe and looked after;
- Establish the names of any casualties and get immediate medical attention;
- Ensure that an adult supervisor accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together;
- Notify the police if necessary;
- Notify the British Embassy/Consulate if an emergency occurs abroad;
- Ensure that all group members who need to know are aware of the incident;
- Ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and re-allocate roles as necessary;
- Inform the academy contact. The academy contact number should be accessible at all times during the visit;
- Details of the incident to pass onto the academy should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- Notify insurers, especially if medical assistance is required (this may be done by the academy contact);
- Ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties and should not replace usual communication procedures;
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;
- Keep a written account of all events, times and contacts after the incident;
- Contact Educational Visits Co-ordinator;
- No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact (Principal unless otherwise stated) in the home area.
- No-one in the group should discuss legal liability with other parties.

Emergency procedures framework for school base

Prior to the visit, the name and academy/home contact telephone numbers of an academy contact should be identified. It is advisable to arrange a second academy contact as a reserve. The main factors for the academy contact to consider include:

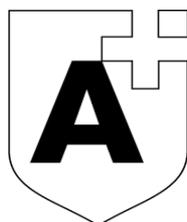
- Ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the academy base;
- Contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The academy contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
- Liaison with Principal, who in turn will act as link with the Executive Board (where required);
- Liaison with media contact. If a serious accident occurs, the academy contact should liaise with the designated media contact as soon as possible;
- The formal reporting and recording of the incident.

Media contact

The media contact should liaise with the academy contact, the group leader and, where appropriate, the emergency services. In the event of an emergency all media enquiries should be referred to the media contact. The name of any casualty should not be given to the media.

After a serious incident

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other students or staff in the academy have been affected. In some cases reactions do not surface immediately. Schools in this situation have sometimes found it helpful to contact local community support services and to seek professional advice on how to help individuals and the academy as a whole cope with the effects of a tragedy.

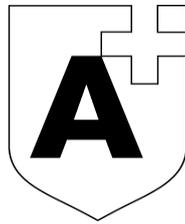


Evaluation Form for Visits and Journeys

Academy Group:						
Group Leader:						
Number in Group:	Boys:		Girls:		Supervisors	
Date(s) of Visit:						
Purpose of Visit:						
Venue:						
Commercial Organisation:						

Please comment on the following features:

	Rating out of 10	Comment
1. The Centre's pre-visit organisation		
2. Travel arrangements		
3. Content of education programme provided (noting that the programme may have altered due to weather or other events)		
4. Instruction		
5. Equipment – for example if specialist equipment has been provided for outdoor pursuits		
6. Suitability of environment		



Student Evaluation Form

In order to maintain and improve the quality of our trips and visits at Ashcroft Technology Academy please would you complete the questionnaire below as fully as possible? *(tick most appropriate answer)*

Thank you for your assistance.

1. How would you rate the activities you undertook during the visit?

Excellent Good Satisfactory Poor

What was your favourite activity/event and why?

2. Do you feel that the trip offered good value for money?

Excellent Good Satisfactory Poor

Do you have any additional comments

3. Where food was provided how would you rate it?

Excellent Good Satisfactory Poor

Do you have any additional comments

4. How would you rate the trip overall?

Excellent Good Satisfactory Poor

Do you have any comments about other aspects of the trip/visit

RISKS ASSOCIATED WITH LOCAL VISITS

The list below is a guide to the main risks associated with local visits but is not meant to be exhaustive. The group leader is required to complete a Risk Assessment Form that will take into account any specific risk assessments with their visit and incorporate these into their Risk Assessment

<p>1. Potential hazards: Travel and transport Becoming separated from the group Injury or illness Inappropriate behaviour of students Weather Location specific hazards (eg swimming pool, zoo, theme park)</p>	
<p>2. Persons at risk from identified hazards: All students and staff.</p>	
<p>3. Existing controls/sources of information:</p>	Preliminary briefings
<p>Briefing re: behaviour and safety procedures prior to trip. Students reminded of importance of following instructions first time. Staff have been briefed as to the procedures and requirements for the trip in a staff meeting and by provision of documentation. Group leader will ensure all staff are aware of their responsibilities as outlined in this form. A letter has been given to each student outlining the above requirements amongst others.</p>	Travel and transport
<p>Allocation of small (manageable) groups of students to each member of staff. Staff take frequent head counts of students at all stages of the journey. Students required to wear seatbelts on bus/coach at all times. Students must not stand or kneel on seats, or walk about on moving bus/coach. Bags must not block aisles or cause obstructions. Students not allowed to tamper with any of the vehicle's equipment or driving controls. When travelling by train/tube group leader must ensure that all students have boarded before last member of staff. When walking to and from destination staff are placed at front, middle and back of group. If students need to cross roads they should always use Green Cross code. All party should travel in same carriage on train/tube. If group is divided between carriages each cohort will be accompanied by a member of staff.</p>	Supervision
<p>Close supervision of students at all times with very frequent head counts. During time spent at destination students must remain within a confined and safe area where members of staff will be on hand at all times should the need arise. Staff need to regularly remind students of the dangers of talking to strangers, whether adults or other schoolchildren and to ignore any unwanted comments by strangers. Students may not wander off alone but must always have at least one other person with them. During any time of remote supervision the group leader must ensure that students are aware of the ground rules and are adequately equipped eg telephone numbers and emergency contacts if lost; money; maps and plans and any other information for them to act effectively; a knowledge of how to summon help; a knowledge of out of bounds areas or activities; identity cards and a rendezvous point. Students required to wear a watch at all times. The group leader must ensure that all staff are aware of their supervisory responsibilities during down-time (eg between and after activities) and that students understand the standards of behaviour that apply at all times, not just during activities).</p>	Weather
<p>Students required to bring appropriate clothing for warm and cold weather. Contingency measures are drawn up by group leader for enforced change of plan due to unforeseen changes in weather (eg in case of heavy rain during planned outdoor activities).</p>	Injury or illness
<p>The group leader will ensure a suitably stocked first-aid box and a person appointed to be in charge of first-aid arrangements. The group leader will be aware of the likely injuries and how effective first aid would be; the distance of the nearest hospital.</p>	Location specific hazards
<p>(Please give details)</p>	
<p>4 Procedures for dealing with hazards not fully controlled under (3): Implementation of emergency procedures (please give details on separate sheet). Staffing numbers allow for a member of staff to leave the group in order to deal with an emergency while the group remains adequately supervised by other members of staff. Emergency fund available for use as necessary, eg. Food in the event of transport delays etc. Emergency details forms for students are held by group leader.</p>	
<p>5. Continual monitoring of hazards throughout visit. The group will be together for the most part and therefore there will be close contact between members of staff and in particular the coach leaders who will consult and decide on modification of plans to deal with risks as and when they arise.</p>	

Academy Trips – Guidance

At Ashcroft Technology Academy, the Executive Board and Principal are responsible for the safety of students engaging in academy visits. The Principal is unlikely to accompany most visits off academy premises. The guidance below is intended to provide a clear framework for trip leaders to conduct safe and educational visits for students. Ashcroft Academy has an Educational Visits Co-ordinator (EVC) (Cheryl John). All visits must be agreed well in advance of any initial planning with **both the Principal and the EVC**.

The **EVC** will ensure that:

	Task	Done
1	Appropriate approval is gained for the academy visit	
2	Competent people are assigned to lead and supervise students	
3	Criminal Records Bureau checks are in place	
4	Appropriate consent is granted from parents (this is delegated to the visit leader but is checked through the Academy Visits Database)	
5	Emergency contact arrangements are in place	

Prior to departure of a trip **The Group Leader** must:

	Task	Done
1	Obtain approval for trip from both the Principal and the EVC	
2	Check with the academy Finance Office to ensure that appropriate insurance is obtained	
3	Exploratory visit made and risk assessments completed as appropriate (see next page)	
4	Decide staffing, supervision and training needs and ensure there is a qualified first aider where required. 2 adults should accompany up to 20 students except for local trips such as sports where 1 adult would suffice	
5	Plan the dates and times and arrange transport	
6.	Approval form for Visits & Journeys to be completed and Academy Visits Database to be used – allow time for office to input details in to School Visits Database of the trip	
7.	<u>Letters to Parents – ALL THREE of the following should be sent out together</u> a. Letter about trip with permission slip b. 'Expectations regarding behaviour' sheet – APPENDIX 1 c. 'Emergency Procedure Check List' – see APPENDIX 2 for content of letter and APPENDIX 3 FOR A TEMPLATE LETTER (Risk Assessments sent to parents only for Journeys)	
8.	Check list of banned students (use Academy Visits Database to check latest list)	
9.	Plan contingencies and emergency arrangements	
10.	Prepare students for trip through a meeting to cover behaviour and emergencies	
11.	For residential journeys and foreign journeys hold a parents' guidance meeting to cover arrangements, behaviour and emergencies	
12.	Ensure that emergency staff contact numbers have been entered in to the Academy Trips Database	
13.	Input details on to Academy trip electronic database (or ask office to do so) and deposit printed emergency contact and trip details from database in Main Academy Office	
14.	Ensure that all students have brought in their reply slips at least FIVE days before the trip	
15.	Give Office the amendments to personal data that have been returned so that <i>they can update the core database</i> BEFORE you print your emergency contact and medical details lists.	
16.	Ensure that any <i>reserve</i> list has been closed at least THREE days before the trip , after which no-one can be added – at day three at the latest before the trip, ensure that the electronic database is up-to-date. No students can be changed after day three.	
17.	Ensure that a 'Register' list ('register' can be printed from database) is circulated on e-mail and information about the trip is put in to the bulletin (bulletin info. NOT needed for Sport trips)	
18.	Ensure that payment cheque is ready to take on trip if appropriate	
19.	Have emergency contact list and medical details ready to take on trip from Academy visits database.	
20.	Where a journey is a Residential Experience, a form should have been signed by parents giving teachers permission to administer any necessary medication, including pain relief.	
21.	<u>Immediately before departure</u> go through the 'Conduct Expectations' with students see Appendix 1	
22.	<u>Immediately before departure</u> – check that students/you have any special medications. Check that students who need them have their inhalers with them. Any that do not <u>MUST NOT</u> be permitted to participate in the trip. (There can be no refund of fixed costs for forgotten medication.)	

During a trip/journey **The Group Leader** must ensure that:

	Task	Done
1.	The Academy Visits Policy is adhered to throughout the trip	
2.	Adults and students fully understand their supervision duties	
3.	There are regular head counts – critical when there is movement from one location to another	
4.	Supervision is continuous through student 'downtime' and between and after activities	
5.	Accommodation (where used) is safe and secure	
6.	There is proper supervision and basic safety during travel (this will necessitate at least one adult occupying a rear seat in any coaches that are used).	
7.	Risk is continually assessed throughout the trip	
8.	Everyone understands and agrees to the emergency procedures	

Further notes:

- a. where a member of the LG accompanies a trip, he or she will do so as an additional supervisor who may be allocated duties of supervision of students – the trip leader will retain overall responsibility for the group and for all decision making. The member of LG would only take over responsibility for the trip in a very serious situation.
- b. 'loco parentis' – parents delegate their responsibility for the safety of their sons or daughters to the academy. On an academy trip, the leader takes this responsibility and **must** apply the same standard of care, as would a 'reasonable parent' acting within a range of reasonable responses. This responsibility cannot be delegated to anyone else (for example an activity leader at a centre). Thus it is always up to a trip leader to give or deny permission for an activity to take place. A teacher *could* be liable for negligence where their failure to act within a range of reasonable responses results in injury or damage. (Guidance in this paragraph taken from ATL's booklet on 'Taking students off-site') The guidance goes on to say that it is usual that school journey insurance would cover any claims made and that it is usual for an employer to bear a claim of negligence rather than an individual teacher.
- c. Risk assessments are now a legal requirement. There is a five-step process to follow:
 - i. Identify risks and hazards
 - ii. Decide who might be harmed and how
 - iii. Evaluate the risks and decide whether existing precautions are sufficient or whether more should be done
 - iv. Record findings
 - v. Review the assessments and revise as necessary

There are two types of risk assessment: visit specific and on-going

Visit specific – usually prepared by trip leader in advance of the trip and in consultation with the EVC – cover issues such as travel, medical needs of students, behaviour of students, weather conditions

Ongoing – take place during a visit – cover issues such as changing weather, tiredness, illness, behavioural problems and emergencies.

Where a trip leader thinks that an activity would compromise the health and/or the safety of the group, they have the **authority** and the **responsibility to cancel it** and to take any further action they deem necessary to safeguard members of the group – this is regardless of financial consideration.

- d. In an emergency, the emergency procedure framework on page 16 should be followed.
- e. Adventurous activities: The DfES has defined these in 3 categories:
 - i. Category A – activities that present no significant risk – eg. Walking in parks and field studies in environments presenting no technical hazards
 - ii. Category B – activities that have some higher risk or higher profile – eg. Walking in remote country, camping, cycling on roads or non-remote off-road terrain, low level initiative challenges
 - iii. Category C – activities that are the most demanding and for which a licence may be required – eg. Caving, trekking, waterborne activities – advice must be sought from EVC and LEA
- f. Appendix 4 lists equipment it is advisable to take on trips
- g. Staff participating in contact or striking sports with students during the trip. It is not permitted for supervising Staff to participate in any contact or striking sports with students during the trip (such as football, basketball, volleyball, cricket or softball). This is because the academy is cognisant of the potential for injury to students through 'mis-matching' of adults and students in terms of physical development. Group Leaders should ensure that any centre staff also adhere to this rule. Caution should be exercised if students from different year groups engage in sport during the trip to ensure that the game is not seen as seriously competitive by students and that there is not a consequent danger from Relative Age Effects or from the different physical maturity of participants. (Further details about this rule are available from the EVC.)
- h. Staff (and any adult supervisors) should dress appropriately for the trip/journey, considering how their clothing would help/hinder in an emergency. This particularly relates to footwear. Staff must always wear footwear that would be beneficial in an emergency – low heeled, closed-in and fitted all round – for example trainers, boots, shoes etc.

**Expectations regarding behaviour and conduct during off-site visits
by students of Ashcroft Technology Academy**

At all times, students must be aware that they are representing the standards of Ashcroft Technology Academy. They are doing so in a public environment, and so each student has a responsibility for upholding the highest level of conduct. By signing this form, students agree to conform to all of the usual rules associated with the academy and to some specific rules for the trip, *some* of which are detailed below. Students **must** sign this sheet. Parents **must** also sign to agree that they will require their daughter/son to conform to these behavioural expectations. Where both student and parent do not sign a sheet, the student will not be permitted to attend the activity.

Where a student behaves in an unacceptable manner or in a way which may affect the reputation of the academy, the group leader will report this to the Principal with a recommendation that the student is banned from academy trips for a twelve month period. In cases of minor misbehaviour (where there is no chance of the reputation of the academy being undermined), a student may find that she/he is denied participation in certain activities, that she/he is given sanctions to complete or that she/he has to remain closely with a teacher at all times.

General Conduct

- Normal academy rules apply (where sensibly relevant to the situation)
- Smoking and alcohol are never permitted
- Sensible interaction with peers is expected at all times
- The academy is not responsible for loss or damage to personal property
- Students must show absolute respect for Staff and must completely follow all of their instructions
- Students are not permitted to take **any** photographs of Staff without their express permission

Coach and minibus travel

- Personal devices must be switched off whilst an adult is addressing students
- Students may not eat or drink on the coach or minibus (unless specific permission is given)
- Seatbelts must be worn at all times
- Conversational level is maximum volume permitted
- There must be no interaction / communication with people outside the vehicle
- Students must return promptly to the coach or minibus from rest breaks

Personal presentation

- Correct and full Academy Uniform should be **smartly** worn for all trips unless the Principal's permission has been obtained for mufti.
- Where mufti is permitted, students should wear reasonable clothing that does not draw undue attention to themselves
- Students should dress appropriately for the weather
- In hot weather, students will be advised to bring sun screen and sun hats
- No jewellery will be permitted with the exception of a wrist watch
- **Appropriate** food and drink should be brought

Residential Centres

- Rules will (usually) be issued by the centre – these must be adhered to in full
- Respect must be shown for Centre Staff
- Respect must be shown for other users of a Centre and the building should not be an extension of outside play areas
- Courtesy should be shown towards members of the public
- A time for 'lights-out and silence' will be declared by Staff – this must be followed absolutely by students

I agree to abide by normal academy rules, by specific trip rules and that I will uphold the good name of Ashcroft Technology Academy. I understand that if I fail to adhere to the rules above, that the party leader is likely to recommend that I am banned from future academy trips.

Student's name ----- (signed student) -----

I agree that I will instruct my daughter/son to abide by normal academy rules, by specific trip rules and that I will require her/him to uphold the good name of Ashcroft Technology Academy. I understand that if she/he fails to adhere to the rules above, that she/he is likely to be banned from future school trips for a minimum period of twelve months.

(signed – PARENT) -----

Appendix 2

Parents must be fully informed in writing about the proposed trip/journey before they are asked for their consent. The information letter should include (**example / template of letter in Appendix 3**):

	Task	Done
1.	The date and [educational] purpose of the visit	
2.	The departure and return times and the dismissal location (and for evening trips there should be an obvious point in the letter that permits students to be dismissed on the return route to the Academy as well as at the Academy if the trip leader wishes this to be the case – parents must sign for just one departure point)	
3.	The travel arrangements (and name of any travel company)	
4.	The number of students in the group and the supervision arrangements – including times of remote supervision	
5.	Accommodation information (including security and supervision arrangements on-site)	
6.	What provision there is for students with medical needs	
7.	What procedures there will be if their daughter/son becomes ill	
8.	The name of the group leader and of other staff accompanying the trip	
9.	Information about the activities and how assessed risks will be managed	
10.	The standard of behaviour expected – Appendix 1 should be attached to the letter and students and parents required to sign it.	
11.	The insurance arrangements for the trip, including arrangements for lost luggage, accidents, cancellations and medical cover	
12.	What clothing, equipment and money should be taken	
13.	What the total cost will be	
14.	A statement concerning voluntary contributions for trips held mainly in school time	
15.	A statement that parents must sign authorising, in advance, emergency treatment of their daughter/son, including anaesthetics or blood transfusions.	
16.	A requirement for parents to supply details of any allergies or phobias, and whether their child has had any recent illnesses	
17.	Request for details of any medication being taken by the student (and information about how it is to be administered during the trip)	
18.	Request for dietary needs	
19.	Request for contact details for their doctor	
20.	Request to find out whether or not the student suffers from travel sickness	
21.	Request about the student's competencies (where relevant to the trip) – eg. Skiing ability, swimming ability	
22.	Request for emergency contact information for the parents during the trip – An 'Emergency Contact' printout for each student should be obtained from the Academy Visits Database and distributed with the information letter so that it is returned with any amendments prior to the 5-day reply-slip deadline. (This should then be given to the office Staff where amendments are necessary so that when the emergency contact list is printed immediately prior to the trip taking place it is up to date.)	
23.	An opportunity for parents to supply any other information they feel is relevant	

Appendix 3 - Example of Letter to Parents. This may be used as a template.

The phrases and sentences in red indicate text that (subject to amendment as appropriate) should be included in all letters of permission to parents.

Dear Parent

Eco-Centre Official Opening – Monday 19th July

Your daughter/son has been asked, along with 12 of her/his peers, to represent Ashcroft Technology Academy at the opening of the Eco Centre by His Royal Highness The Earl of Wessex on Monday 19th July. I would like your daughter/son to come to the academy in full uniform for 9:30am. We shall depart in the minibus to arrive in London before 10:30am. Your daughter/son needs to bring the work that she/he has been preparing in advance.

I shall be leading the trip and will be responsible for your daughter/son's welfare throughout. If she/he becomes ill during the visit, there will be medical staff at the event. As this is a formal academy trip, I shall need you to authorise emergency treatment for your daughter/son including anaesthetics or blood transfusions should a doctor deem them necessary.

I have attached to this letter details we hold on our computer system about your daughter/son including emergency contacts. Please check these and amend if necessary. Also attached to this letter is a page which details expectations regarding behaviour. Please sign it yourself and ask your daughter/son to sign it too.

I expect us to leave London to return to Ashcroft Technology Academy for 11:30am where she/he will be permitted to leave straight away. If this time alters, your daughter/son will contact you during the morning of 19th July. Please ensure you are present in good time to collect your daughter/son, or advise us below if she/he is to make his own way home.

I am obliged to inform you about risk assessments undertaken for the trip. This is a standard local trip and we do not therefore expect to encounter any unusual eventualities. We have discussed the normal risks associated with trips of this nature and have planned carefully to ensure safety during travel to and from the venue and throughout the activity. Students are insured through the Academy's normal 'blanket insurance' policy. Your daughter/son must bring sufficient medication with him or her if the data checking sheet shows that she/he requires medication. **Your daughter/son must bring sunscreen with him.** – insert this sentence if you wish.

The full cost of the trip works out to be £xxx per student. As this trip is taking place mainly in academy time, voluntary payments are requested. The trip will only take place if the full costs of the visit are received. If your daughter/son is unable to attend once you have paid for the trip, we shall only be able to refund £xxx as this represents the variable cost in the trip. If your daughter/son is banned from off-site visits after you have submitted payment for this trip, by signing this letter you accept that no refund will be made to you of fixed costs which the academy is not able to cover by substituting another student in your daughter/son's place. Monies must be paid by Monday 12th July. **(This paragraph will need particular amendment dependant upon the nature of the trip.)**

Please sign and return the slip below as well as the accompanying paper. In order to meet our 5-day rule for the return of slips, the slip must be returned to me by the end of Monday 12th July if she/he is to be allowed to participate in the visit.

Yours sincerely

M C J Barker

✂-----

I (name of parent) _____ give (name of daughter/son)

permission to join the trip to London on 19th July. I give permission for emergency treatment including anaesthetics and blood transfusions should a doctor deem them necessary. I have checked the emergency contact data and it is correct / I have amended it (delete as appropriate). I will ensure my daughter/son brings sufficient medication and / or asthma inhaler as I have detailed on the Emergency Checking Sheet. I understand that Staff will check immediately prior to the departure of the trip and that if my daughter/son does not have appropriate medication, I recognise that she/he will not be permitted to participate in the trip and that there will be no refund of fixed costs. Appropriate child dosage of paracetamol may be given for pain relief (delete if you do not want this permission to be given). (Staff will not routinely have pain relief with them except on Residential Trips.)

My daughter/son and I have signed the behaviour expectations sheet.

Is your daughter/son to make his own way home at the end of the trip? Yes / No (delete as appropriate) **(You may need to insert an extra line for deletion by parent to indicate the exact point from which a child can be dismissed (eg. From a particular tube station or venue rather than from the Academy at the end of the trip.)**

Signed: _____

Date: _____

	Task	Done	
1.	Emergency contact information for students, registers, medical details – all printed from the Academy Visits Database		
2.	First Aid kits		
3.	Travel sickness equipment (at least one for each vehicle):		
			Done
	Bucket lined with bin-liner		
	Air-freshener		
	Wet-Ones		
	Paper Towels		
	Spare plastic sacks		
Toilet paper			
4.	Bin bags		
5.	Spare sun tan lotion (and spare sun hats if very hot temperatures)		
6.	Paper, clipboard and pens		
7.	Disposable camera (for emergency photographs)		
8.	Bottles of water		