



EDUCATIONAL VISITS POLICY

GES is strongly committed to learning outside the classroom walls and utilizing the rich and diverse environment offered by our locality. We believe that the value added by these activities far exceeds the inherent risks. Thus, safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum we offer.

Throughout the school year, staff at GES undertake numerous activities that occur away from the school site, often beyond school hours. The organisation of all educational visits follows most current best practice guidance as described in the DfE (UK) advice: Health and safety: advice on legal duties and powers:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf and where there is no conflict with Swiss regulations.

This policy is applicable to all children at GES regardless of ability, ethnicity, religious beliefs or gender. (Refer also to the [Equal Opportunities Policy](#))

PURPOSE

It is important that any educational visit, or overseas trip, is carried out in a calm, happy and secure environment; that staff and children feel confident in the safety procedures in place and that they fully understand the parameters of the trip. The learning experience, however, must remain the primary focus.

If, at any time pupils are 'off-site', they are considered to be on a school trip or educational visit. This involves activities such as: fixtures, visits to museums, extra-curricular activities (skiing, golf etc), local community work (visits to residential/care homes), residential trips, sports tours etc.

APPROVAL PROCEDURE

Stage 1

The Head must sanction preliminary approval for any trip - this effectively underwrites the *educational value* of any trip or visit. The trip should have already been discussed with the Educational Visits Co-ordinator (EVC), the Deputy Head.

Stage 2

A designated Trip Leader must be identified who then carries out preparations for the trip as per the 'Roles and Responsibilities of the Trip Leader', following the [Educational Visits Checklist](#).

[A new record is created in the Risk Assessment database by the Trip Leader and a diary entry made in the Diary database.](#)

For all educational visits lasting less than 24 hours, parental consent must be checked; Parents give this annually on the Pupil Emergency/Information form. The specific trip detail should be given to the parents. Any cost involved for the trip must be detailed in a letter, having first been agreed with the Head or Finance and Business Director. The trip must be entered into the [Diary on the SchoolManager Database](#).

Stage 3

Risk assessments for every stage of the visit must be completed by the Trip Leader on the [Risk Assessment database](#) and signed off by the EVC. All further planning and protocols for any trip or visit are detailed below, which gives guidance and step-by-step processes to ensure that the trip runs smoothly and that the learning experience for the pupils is maximised. Where external bodies are involved in organising all, or part of the visit, our procedures must still be followed. For any trip involving an overnight stay, the parents should complete an enhanced medical form and an optional accident insurance form. In addition, parents receive a full briefing pack as well as a presentation from either the trip leader, or an external contractor.

Stage 4

Visit.

Stage 5

[Evaluation tab on RA database is completed](#). The Trip Leader evaluates overnight visits. If necessary, this should include a debrief with the EVC.

All Risk Assessments will be stored on the database, including evaluation forms, for referral on future trips.

Where additional costs have been incurred unexpectedly, a full financial report should be given to the Finance and Business Director upon return.

All hard copies of the risk assessments and sensitive personal data must be shredded once the trip is complete.

ROLE OF THE EDUCATIONAL VISITS' CO-ORDINATOR

The EVC works closely with the Head in checking that the database and paperwork are correct, gives guidance on carrying out risk assessments and budgeting for visits and on permission slips.

The EVC will:

- Provide adequate support in the planning of all trips and visits
- Ensure all off-site visits are thoroughly planned
- Ensure that appropriate vetting checks are in place as necessary (including DBS disclosures)
- Ensure visits have appropriate staffing ratios and adequate cover for health and safety, insurance, first aid, medication and behaviour management
- Check that the nature of the activity falls within the scope of the school's insurance; if not, ensure that an appropriate level of insurance cover has been arranged by the trip leader
- Check the emergency arrangements and ensure there is an emergency contact for each visit
- Ensure that a visit evaluation is used to inform future visits and training needs (overnight trips)
- Arrange for the recording of accidents and the reporting of serious injuries as required (using the Accident Report Form and/or First Aid Book). Accident and incident records should be reviewed regularly by the Health and Safety committee, and this information used to inform future visits
- Review systems and monitor practice

ROLES AND RESPONSIBILITIES OF THE TRIP LEADER

A Trip Leader should be appointed who has authority over the whole group. Where appropriate a deputy leader should be appointed who is able to take over leadership of the group should an emergency arise. The Trip Leader has full responsibility for the safe running of the activity including pre-planning and following guidance, and ensuring all participants are aware of their roles. The trip leader should ensure all staff have read and adhere to the Expectations of Staff on school trips guidance. The trip leader should ensure all sensitive data, including the risk assessment are stored carefully and securely to ensure GDPR regulations are met.

For trips leaving Switzerland: The Trip Leader is responsible for the safe storage and return of all

passports, visas and ID cards belonging to the children **IMPORTANT:** For children who live in France, you will also need to ensure parents have completed and handed into school the form **AUTORISATION DE SORTIE DU TERRITOIRE (AST) D'UN MINEUR NON ACCOMPAGNÉ PAR UN TITULAIRE DE L'AUTORITÉ PARENTALE**, available from the Parent Message Centre.

RATIOS

It is the responsibility of the Trip Leader to ensure that all the relevant documentation, including a [Risk Assessment record on the database and Educational Visits Checklist/Information \(Appendix 4\)](#), is properly completed and signed by the EVC.

The trip leader must ensure that appropriate staff to pupil ratios have been planned for.

We operate a staffing ratio of 1:6 for all off-site visits involving children in Reception classes and 1:3 for all children in Nursery. There is always one Teacher, who will be designated to be in charge of the visit. At least one of the accompanying members of staff will be qualified in paediatric first aid.

For children in Year 1 and above the ratio is 1:10. For all visits that are considered to require higher ratios these should be discussed with the EVC at Stage 1. Trip Leaders should be aware of any pupil who may require specific help or supervision when off-site and discuss these with the EVC at Stage 1.

The Trip Leader should ensure that all supervising members of the group are aware of any pupils who might have specific medical, dietary or educational needs, of the emergency procedures, and that first aid provision has been made ([Refer to First Aid Policy](#)). They should be aware of the school's [Safeguarding and Child Protection Policy](#), the [staff Code of Conduct](#) and the [Supervision of Pupils Policy](#).

All relevant information should be lodged with the School Office prior to the visit and this should include: a full print out of the RA from the database, copies of medical forms (overnight visits only) and copies of any appropriate contracts or other relevant documents. Please use forms for educational visits checklist at end of this policy.

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. **Supervisors should carry a list of all pupils involved on the visit at all times.** The Trip Leader should establish rendezvous points and inform pupils what to do should they become separated from the group.

In the case of school-led adventure activities, the Trip Leader should be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place.

Trip Leaders should be prepared to consider stopping a visit in the event of an unacceptable risk to the health and safety of the pupils and have contingency plans for such an eventuality.

On trips abroad and fieldwork, some of the time pupils may not be under direct supervision. The Trip Leader remains responsible for pupils even when not in direct contact with them. Parents should be told, before the visit, whether any form of remote supervision could take place.

The Trip Leader will complete the following steps prior to all trips (attached below):

Order of completion	Completed
Discuss clear purpose and objectives of educational visit/residential trip with Educational Visits Co-ordinator (EVC).	
Gain permission from the Head.	
Inform the relevant class teacher/s.	
Enter trip on the Diary Database – Proposed Diary Entry.	
Create new record in the Risk Assessment (RA) database and complete main information about date and location of trip.	
Ensure that all proper means of transport have been catered for – book in advance, using button on risk assessment, with the School Office with as much notice as possible. Enter details on RA database.	
Costs approved by the Head with the Finance Manager and, if necessary, inform Parents of any extra charges.	
Check with the EVC that the nature of the visit falls within the scope of the School’s insurance – (Finance Manager).	
Day trips: Parental permission should have been granted when parents fill in a start of year Emergency/Information sheet, which includes medical details, insurance etc. Please check these for all children.	
Residential trips: Prepare copy of medical consent for overnight trips form.	
For new, or not recently used, venues complete a pre-trip risk assessment visit (where practical).	
The trip leader must complete risks assessments on the database for every stage of the visit. The Risk Assessment should be completed and will be approved on the database.	
Inform Parents of the trip and organizational details. If the visit includes an overnight stay, parents must receive a full briefing pack and, where possible, a presentation from the trip leader and / or external leader.	
The trip leader should send the Nut restrictions on residential visits form to the venue and ensure it is signed and returned to the school.	
Overnight trips only: the parents should complete A Residential Trip Medical Consent Form and an optional Accident Insurance Form. Medical information should be entered on the RA database.	
Discuss appropriate staffing with the EVC /DH with regards to appropriate staff ratios and safeguarding checks.	
Inform accompanying staff of details of the trip.	
The dates, timings and staffing of the trip must be recorded on the RA database with as much notice as possible – at the latest two weeks before;	

teaching cover must be arranged with the DH.	
Make sure staff on the trip have covered any duties and made arrangements for missed activities.	
Provide all staff/adult helpers with a hard copy of the risk assessment from the database and any grouping details etc.	
Brief the pupils on the purpose of the trip, expectations of behaviour, and ensure that each pupil knows which adult is responsible for them	
Give the School Office: a RA print out from the database , copies of medical forms (overnight visits only) and copies of any appropriate contracts or other relevant documents.	
Prepare a hard copy of the above to be taken on the trip.	
Prepare all relevant first aid equipment and, if needed, individual child needs including Epipens etc. – name a designated adult on the trip to be in charge of first aid equipment.	
Ensure that you have all family contact details in case of an accident or other emergency. (These should be automatically printed out of RA database.)	
Arrange a float to ensure you have enough money to cover any entry costs and emergency – liaise with the Finance Manager.	
Book a school mobile to take – with enough notice to ensure it is charged and credit topped up (or clearly identify your own mobile number on the RA database).	
Collect in passports, ID cards, residency cards and any visas needed if the trip is leaving Switzerland.	
On return from trip ensure ALL hard copies of the Risk Assessment are shredded.	
Overnight trips only: Once the trip has been completed, an evaluation must be completed on the RA database (other trips should be evaluated where an incident occurred).	

Trip Leaders should ensure that they obtain and take with them as necessary:

- Hard copy of the full Risk Assessment print out from the database
- Travel tickets, passports and visas
- A copy of any relevant contracts
- Medical information and supplies with details of any significant medical histories and allergies (including Epipens if necessary)
- First Aid kits
- Parental contact information
- Emergency school contact telephone numbers
- Copies of the list of all members of the group
- Details of insurance arrangements and the contact telephone numbers
- The name, address and telephone number of the group's accommodation
- The location of local hospital and medical services

ACCOMPANYING MEMBERS OF STAFF

Teachers who accompany a visit must:

- Do their best to ensure the health and safety of the whole group
- Be equally responsible for the safety of everyone in the group
- Act as any reasonable parent would in the same circumstances
- Follow instructions and help with control, discipline and first aid when necessary

ADULT VOLUNTEERS

Non-teacher adults on the visit should be clear about their roles and responsibilities during the visit.

Non-teacher adults acting as supervisors must

- Do their best to ensure the health and safety of the whole group
- Not be left in sole charge of pupils except where it has been previously agreed as part of risk assessment
- Follow instructions and help with control and discipline

All adults should read, understand and adhere to the Staff expectations on residential trips document.

The expectations of pupils' behaviour

As school trips and visits are an extension of the curriculum, GES expects its pupils to adhere to the principals stated in the [Behaviour and Discipline Policy](#). Whilst we acknowledge that enjoyment is a fundamental ingredient of any school trip, pupil safety is paramount. The Trip Leader is the person responsible for the children's behaviour whilst a trip is underway, including the use of sanctions, if appropriate. On residential visits, if the circumstances are exceptional, the Trip Leader should consider whether such pupils should be sent home early (potentially at an extra cost to the parents). If so, this should be done in consultation with the parents, and after consulting with the Head (or another designated member of the SLT). The Trip Leader should ensure that the pupils are capable of undertaking the proposed activity. Pupils, whose behaviour is such that the Trip Leader is concerned for their safety, or for the safety of others, should be withdrawn from the activity.

PREPARATION OF PUPILS

Providing information and guidance to pupils is an important part of preparing for a school visit.

Pupils should:

- Understand clearly what is expected of them and what the visit will entail
- Be made aware of the standard of behaviour that is expected of them and why rules must be followed
- Be made aware that school rules continue to apply
- Be told of potential dangers and how they should act to ensure their own safety
- Know who is responsible for the group
- Know what to do if approached by anyone from outside the group
- Know rendezvous procedures
- Know what to do if separated from the group
- Know emergency procedures
- Have all the relevant information about the aims and objectives of the visit, at an age appropriate level

For residential visits at home or abroad all group members should carry the address and telephone number of the accommodation in case an individual becomes separated.

RISK ASSESSMENTS

Full risk assessments are required, covering all hazards and risks to be encountered when pupils are taken off site. The Trip Leader should complete the Risk Assessment database, ensuring that the Risk Assessment considers all the risks and issues referred to in this policy, as well as those specific to an overnight stay (if applicable) and/or hazardous activities or situations. ([See Appendix 1 - Guidance on Completion of a Risk Assessment](#))

For all trips a completed risk assessment should be made available to every responsible adult accompanying the group, and a copy should be lodged with the EVC – the Deputy Head prior to departure. All copies should be kept securely during the trip and shredded on return.

SAFETY AND EMERGENCY PROCEDURE

Trip organisers have an implicit duty of care and must take prudent and reasonable steps to ensure the safety and welfare of all those involved. Whilst a trip or visit is in progress, the EVCs (or an alternative member of SLT where necessary) act as the emergency school contacts. Any major incident will immediately be related to them, especially if injury is involved. (Take a copy of Appendix 2 - [Safety and Emergency Procedure](#))

Deputy Head (Educational Visits Co-ordinator)

Approved by the Board of Governors: March 2017

Updated: August 2018

Review date: July 2019

Appendix 1

GUIDANCE ON COMPLETION OF A RISK ASSESSMENT

Make sure you have considered the following control measures:

- The competence, experience and qualification of school supervisory staff.
- The ratio of school staff to pupils. (Usually 1:10 for Year 1 and above)
- The competence, experience and qualifications of centre staff and the ratio of those staff to students.
- The quality and suitability of available equipment.
- The provision of first aid.
- The existence and effectiveness of an emergency action plan.
- Adequate fire precaution and evacuation procedures.
- Road safety/transport.
- Insurance arrangements.
- Codes of conduct.

1. Brainstorm

Work through the activity to be undertaken from start to finish. Identify anything that might be regarded as a hazard (something with the potential to do harm to a pupil, member of staff or third party).

2. Hazard identification

- a. What are the hazards?
- b. Whom might they affect?
- c. What safety measures are needed to reduce risks to an acceptable level?
- d. Can the Trip Leader put the safety measures in place?
- e. What steps will be taken in an emergency?

3. Key Categories to consider

- Transport
- Accommodation and catering
- Activities
- Medical – including child-specific allergies and medication
- Other

4. Assess the specific risks arising from hazards identified.

Complete the Risk Assessment database tab, identifying hazards and completing how these will be controlled.

Frequent visits to specific venues need not be reassessed every time except with regard to the pupils involved who might be more or less manageable and/or have differing medical needs. However, an assessment of the risk ought to be reviewed at least annually. If a generic Risk Assessment is used it must be amended, signed and dated for every outing.

Specific Risks

TRANSPORT

Transportation issues should form part of the Risk Assessment for any off-site visit or activity. Provided proper procedures are followed with regard to transport, there is absolutely no reason why this

aspect of any visit should present an unacceptable Risk Assessment rating score (see previous section on Risk Assessments).

Travel by Coach, Minibus, Boat and Private Car are covered in the attached notes.

Coach travel

- The travel tab on the Risk Assessment database should be used to request a coach. It is the responsibility of the organiser to discuss and agree the itinerary, number and location of meal/convenience stops etc. with the operator prior to the journey.
- Under no circumstances must a party leader collude with a coach driver in the breaking of regulations relating to the drivers' hours or EC driving regulations in general.
- Individual seat belts **must** be fitted to each seat used by all children. Party leaders must ensure that all seat belts are operable prior to commencement of the journey and that all pupils are 'belted-in'.
- If at any time either prior to departure or during the journey the party leader or an adult supervisor becomes concerned about any aspect of the safety of the vehicle (or the way in which it is being driven), they must raise their concern with the driver or, if it proves necessary, with the company's home office.

Sea crossings

- The Trip Leader, prior to boarding, must ensure that the rules of behaviour are established and understood by all pupils. School rules apply.
- The Trip Leader must ensure that all pupils are aware of the location of a rendezvous point which will be manned by an adult supervisor throughout the voyage.

Private Cars

- **Staff Cars** – This should NOT be used as a usual form of transport but if, in an emergency, it is necessary the trip organiser must ensure that each vehicle is insured and maintained in a roadworthy condition, each driver has a clean driving licence and that safeguarding measures are taken. Permission should usually be sought from parents prior to a child travelling in a staff car and, where possible, there should be two school checked adults in the car.
- Regulations relating to booster cushions or seats must be complied with in all cases.

Trains

The party should, so far as is possible, remain together in the same carriage whilst on board the train.

Flying

Ensure that scheduled airlines are used with good safety records. The party should be briefed to be vigilant with their luggage. They should be advised to stay with the group, meeting points should be pre-arranged and the group should check-in together. The group should be reminded about current regulations for hand luggage.

INSURANCE

The School carries comprehensive accident insurance cover but the Finance and Business Development Director should always be consulted for any activity that is deemed high risk or unusual and may need extra insurance.

A summary of the annual Travel Insurance policy, and the answer to any questions about these arrangements, can be obtained from the Finance and Business Development Director.

At the time of a visit abroad or one in Switzerland involving an overnight stay, a summary of the cover together with a helpline card will be made available to the Trip Leader.

WATER ACTIVITIES

All water activities should be treated with the utmost caution, especially when tangential to the main purpose of the trip or activity (e.g. an impromptu 'dip').

During the pre-visit risk assessment, the possibility that children will or will not have the opportunity to swim must be considered and dealt with accordingly and information obtained from the Parents about the swimming ability of each child.

The basic philosophy: Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. They should only be allowed as formal and supervised activities; preferably in recognised bathing areas that have official surveillance i.e. qualified lifeguard cover. Pupils should always be in sight of their supervisors. One supervisor should always stay out of the water for better surveillance. The Trip Leader should assess the risks and consider an appropriate safe supervision level for their particular group before the activity takes place.

Remember that even paddling at the water's edge can be dangerous for small children (e.g. a steep shelved beach, strong current or waves).

Safety checklist for water activities other than swimming pools

Whilst swimming in the sea:

- Establish boundaries so that pupils can always be seen
- One supervisor must hold a lifesaving qualification and at least one other must be an able swimmer
- Water temperature and how long it has been since pupils have eaten (leave at least 30 minutes)
- Be aware that many children who drown are strong swimmers
- Be aware of local conditions – such as currents, weeds, the possibility of a shelving, uneven or unstable bottom – using local information
- Be aware of the dangers of sudden immersion in cold water

On coastal visits:

- Consider local conditions such as currents, tides, rip tides and sandbanks. Timings and exit routes should be checked
- Draw attention to warning signs and flags
- Establish a base/rendezvous point and consider which areas of the terrain or the sea should be out of bounds
- Identify hazards such as broken glass or sewage outflows
- Keep to coastal paths when on cliff-tops

OFF-SITE SWIMMING POOL CHECKLIST

Swimming pool standards vary. Whilst the Trip Leader is not expected to carry out a detailed 'technical' inspection of a swimming pool, the basic checklist below should be regarded as the *minimum* procedure before anybody in the party is allowed to swim.

- Does the facility appear to be 'professionally run'?
- Is the water clear, of an appropriate temperature and are there clear depth markings (especially where diving may take place)?
- Is a lifeguard present and is rescue equipment evident?

- Are the changing rooms and showers suitable and hygienic?

If the Trip Leader in his or her opinion feels any of these matters to be unsatisfactory, then the pool should not be used.

NOTE: If no lifeguard is present, then swimming should only proceed if a member of staff (or other adult member of the group) has a relevant life-saving qualification, or is competent to effect a rescue, and he or she maintains a poolside presence (preferably at a raised position).

NOTE: Recommended staff/pupil ratios are as follows:-

- 1:10 max

That said, it is strongly recommended that there should be at least two adults present at the poolside at any given time.

RESIDENTIAL VISITS

BASIC CHECKLIST FOR HOTELS AND HOSTELS

Key issues upon which Trip Leaders should satisfy themselves in advance or on-site before confirming the accommodation as suitable for a school stay:-

General Matters

The following factors should be considered:

- Are there suitable and appropriate male and female sleeping and bathroom facilities?
- Are staff sleeping and bathroom facilities separate from pupils?
- If there are locks on bedroom doors, will the Trip Leader have access to a key?
- Is there space for safe storage of luggage and a safe for valuables?
- Are there security arrangements in place?

Fire Safety

Fire safety checks/investigation should be undertaken to ensure safety for all.

In advance

- Ask for a copy of the hotel/hostel's fire safety and evacuation plan and, if applicable, Fire Certificate.

On-site:

As soon as the party arrives at an overnight stop, the Trip Leader should ensure that the party is familiar with the geography of the building(s) and surroundings, are certain of the means of evacuation in the event of a fire and know the exact external meeting point in case of evacuation. If the hotel's fire evacuation plan is not displayed in each room, a copy should be immediately obtained.

The following factors should be considered.

- Are there adequate fire escape routes (especially from multi-storey buildings)?
- Are exit routes and doors clear (both sides) and openable?
- Are exit routes and doors clearly marked/signed?
- Is a fire alarm system (including smoke detectors and break glass points) installed?
- Are fire extinguishers (or hose reels) present?

- Is emergency lighting present?

These should be regarded as the **minimum** checks to be carried out and confirmed either in advance or on arrival (via the Tour Operator or the hotel direct).

If there is real doubt about the suitability of accommodation based on the above checklist, the Trip Leader should consider re-locating as soon as realistically possible.

Updated: July 2018

Review date: July 2019



GENEVA ENGLISH
SCHOOL

Appendix 2

SAFETY AND EMERGENCY PROCEDURE

The Missing Child Policy should be used if the incident involves a missing child.

Trip organisers have an implicit duty of care and must take prudent and reasonable steps to ensure the safety and welfare of all those involved. Whilst a trip or visit is in progress, the EVC (or an alternative member of SLT where necessary) act as the emergency school contacts. Any major incident will immediately be related to them, especially if injury is involved.

The Trip Leader will take full details of all pupils in addition to the contact number of the EVC and the School Office. For all EYFS (Reception and Nursery) trips and visits, and any overnight or overseas visits, this precaution is strengthened with the addition of full contact details for each child's parents or guardians. Each Trip Leader will ensure that at the very least the school mobile is taken, or that the EVC and School Office have at least one mobile contact number.

The majority of GES staff possess a First Aid Certificate. ([Refer to the First Aid Policy](#)) First Aid kits are mandatory on any trip and it is the responsibility of the Trip Leader to liaise with the office or EVC to organise this. In the case of emergency medical treatment being required, the Trip Leader will make direct contact with the parents. If this situation occurs abroad, then the Trip Leader acts *in loco parentis* (as stated on the Medical Form), but parents are contacted as soon as is feasible. For EYFS trips, at least one member of staff has a Paediatric First Aid Certificate.

PROCEDURE FOR TRIP LEADER TO FOLLOW

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Trip Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured.

If an accident happens:

- Assess the situation
- Safeguard the uninjured members of the party
- Attend to the casualty
- Inform the emergency services
- Inform the Trip Leader
- Inform the Head (or SLT member) at school or at home immediately

Emergency procedures:

- 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 for them.
- Inform the Trip Leader, and any other group members who need to know.
- Inform the Head (or SLT member) at school or at home immediately

- Trip Leader to maintain contact with the school as soon as practicable and continue to give regular updates of the situation. Details to school include:
 - Nature of incident
 - Time and 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)
- Ensure that a teacher accompanies casualties to hospital.
- Ensure rest of group are adequately supervised at all times and are kept together.
- Trip Leader to notify the police if necessary.
- Write down all relevant facts and witness details and preserve any vital evidence.
- Keep a written account of all events, times and contacts after the incident.
- **No-one in the group should speak to the media.** Names of those involved in accidents should not be given to the media as this may cause stress to their families. Media enquiries should be referred directly to the Head.
- On return to school, complete an accident report form.

No one in the group should discuss legal liability with other parties.

Emergency Co-ordinators:

Head	+41 76 249 54 99
Deputy Head	+33 66 953 94 64
Finance and Business Director	+41 22 779 14 30

PROCEDURES FOR IN-SCHOOL CONTACT PERSON

Contact person will:

- establish whether any assistance is required from school.
- establish a separate phone number for Trip Leader to use, as the main phone number may become very busy.
School mobile phone should be charged ready for use.
- liaise with Head (if serious incident and if additional support needed)
- liaise with parents – copies of all permission and medical consent forms, with contact numbers, kept in the school office.
- ensure all reporting procedures are completed, after incident has been resolved.

Establish contact with professional counsellors, community support groups etc, if necessary, after the event when, and if, reactions have set in.

Depending on the nature of the incident, we may implement our own model communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap.

We will use mass communication methods (SMS, email, messages on our web, local radio) for communicating with those whose children are not affected.



GENEVA ENGLISH
SCHOOL

EDUCATIONAL VISITS CHECKLIST/INFORMATION

THIS IS A WORKING DOCUMENT AND ONCE COMPLETED BY THE TRIP LEADER
COPIES SHOULD BE GIVEN TO THE EVC/DEPUTY HEAD AND THE SCHOOL OFFICE
(Please refer to the [Educational Visits Policy](#) and the [Risk Assessment database](#))

DETAILS

TRIP TITLE:

TRIP LEADER:

DATE:

SIGNED AS COMPLETE BY THE EVC _____

Order of completion	Completed
Discuss clear purpose and objectives of educational visit/residential trip with Educational Visits Co-ordinator (EVC).	
Gain permission from the Head.	
Inform the relevant class teacher/s.	
Enter trip on the Diary Database – Proposed Diary Entry.	
Create new record in the Risk Assessment (RA) database and complete main information about date and location of trip.	
Ensure that all proper means of transport have been catered for – book in advance, using button on risk assessment, with the School Office with as much notice as possible. Enter details on RA database.	
Costs approved by the Head with the Finance Manager and, if necessary, inform Parents of any extra charges.	
Check with the EVC that the nature of the visit falls within the scope of the School's insurance – (Finance Manager).	
Day trips: Parental permission should have been granted when parents fill in a start of year Emergency/Information sheet, which includes medical details, insurance etc. Please check these for all children.	
Residential trips: Prepare copy of medical consent for overnight trips form.	
For new, or not recently used, venues complete a pre-trip risk assessment visit (where practical).	

The trip leader must complete risks assessments on the database for every stage of the visit. The Risk Assessment should be completed and will be approved on the database.	
Inform Parents of the trip and organizational details. If the visit includes an overnight stay, parents must receive a full briefing pack and, where possible, a presentation from the trip leader and / or external leader.	
The trip leader should send the Nut restrictions on residential visits form to the venue and ensure it is signed and returned to the school.	
Overnight trips only: the parents should complete A Residential Trip Medical Consent Form and an optional Accident Insurance Form. Medical information should be entered on the RA database.	
Discuss appropriate staffing with the EVC /DH with regards to appropriate staff ratios and safeguarding checks.	
Inform accompanying staff of details of the trip.	
The dates, timings and staffing of the trip must be recorded on the RA database with as much notice as possible – at the latest two weeks before; teaching cover must be arranged with the DH.	
Make sure staff on the trip have covered any duties and made arrangements for missed activities.	
Provide all staff/adult helpers with a hard copy of the risk assessment from the database and any grouping details etc.	
Brief the pupils on the purpose of the trip, expectations of behaviour, and ensure that each pupil knows which adult is responsible for them	
Give the School Office: a RA print out from the database , copies of medical forms (overnight visits only) and copies of any appropriate contracts or other relevant documents.	
Prepare a hard copy of the above to be taken on the trip.	
Prepare all relevant first aid equipment and, if needed, individual child needs including Epipens etc. – name a designated adult on the trip to be in charge of first aid equipment.	
Ensure that you have all family contact details in case of an accident or other emergency. (These should be automatically printed out of RA database.)	
Arrange a float to ensure you have enough money to cover any entry costs and emergency – liaise with the Finance Manager.	
Book a school mobile to take – with enough notice to ensure it is charged and credit topped up (or clearly identify your own mobile number on the RA database).	
Collect in passports, ID cards, residency cards and any visas needed if the trip is leaving Switzerland.	
On return from trip ensure ALL hard copies of the Risk Assessment are shredded.	

Overnight trips only: Once the trip has been completed, an evaluation must be completed on the RA database (other trips should be evaluated where an incident occurred).	
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ONCE COMPLETE PLEASE HAVE THIS FORM SIGNED OFF BY THE EVC AND GIVE A COPY TO THE DEPUTY HEAD, EVC AND THE OFFICE BEFORE THE TRIP DEPARTS – AND TAKE A COPY WITH YOU.