



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Health & Safety Policies

Residential Visits Policy (at home and abroad)

Approval

1. All visits must be approved by the Headteacher.
2. Preliminary approval & text of letter to be sent to parents must be approved before letters are sent home.
3. All visits need to be planned well in advance (see individual policies). At least one term for trips abroad.
4. Final information - UK trips - 7 days in advance Abroad - 14 days
This must include staffing, pupils, dates and times, types of transport, medical details.
Emergency contact and permission slips, food, Passports and European Health card, luggage details.
5. Other staff should be informed if pupils will be absent from lessons

Information to and from Parents

- Copies of any communication and details of visit / trip must be sent to the Office for record purposes.

Parents -

- should be given written details of the trip, including purpose, date and time, destination; code of conduct of pupils; staff in charge and qualifications, special clothing, insurance.
- must give consent in writing
- must sign an indemnity form prior to the visit
- must be informed that serious misbehaviour will result in pupils being sent home as soon as possible and responsibility for accompaniment lies with the parents.

Standards of Behaviour

Pupils are expected at all times to:

- have good manners
- comply with the dress code of the trip
- remain seated on coaches
- have no chewing gum or bottles
- behave responsibly in hotels or hostels
- be responsible for their own property.

Staff Responsibilities

- Staff must make sure all pupils know what equipment and food they need.
- The trip leader retains ultimate responsibility
- Each trip should have a member of staff responsible for First Aid
- Longer trips need a member of staff responsible for money and monetary records
- Staff must ensure pupils, if / when allowed free time, are in groups of no less than four
- At all times pupils must inform staff where they are going and know the location of a member of Staff in the event of an emergency (pupils allowed mobile phones and given staff numbers on school mobiles)
- Staff must carry an emergency contact number and a school mobile.

- The trip organiser must divide pupils into sub groups, of not more than twelve with a particular member of staff.

Emergency Contact

- A senior member of staff must be on call for trips outside school hours
- A list of staff and pupils, telephone numbers and addresses must be held by the senior staff on call and the trip organiser
- Trip organiser must have indemnity forms with them and a sheet of photographs of pupils included in visit, together with pupils home telephone numbers
- A senior member of staff should be on call and prepared to join a trip in the event of a major problem. This person must have an up-to-date passport.

Health & Safety

- First Aid must be carried on all trips
- If a mini bus is used, staff must make sure seatbelts are being used
- When staying in a hotel staff and pupils must be made aware of fire and emergency procedures.

Risk Assessment

- Each visit has its own risk assessment, completed copies of which are available in the Office.

Supervision

- Legal supervision level is 1:15 but a lower level is preferred
- There must always be at least two members of staff / trip
 - Staying overnight at least one member of staff must be on duty and remain on duty until all are in bed and lights are out.

PTA Organised Trips

- Parents and children must be informed as per guidelines for School Visits
- Additional decisions are needed with regard to money and passports
- Parents accompanying their children are responsible for them
- Unaccompanied children must adhere to school policies

See also:

- **Appendix 1 – Visits Abroad**
- **Appendix 2 In the event of disaster**
- **Holiday Absence Form – Attendance Policy**
- **Ski Trip Information Booklet (Current)**

Important

All information, letters to parents, risk assessments etc must be kept in the Extended Trips Folder held in the office as prepared

Monitoring and Review:

Prepared 1996:

Reviewed: Feb 2016 – RW

Next review due February 2017

VISITS ABROAD

Visits abroad must also adhere to the general principles of the School's Outing Policy.

Passports

All members of the party, Staff and children, must have own valid passports which must be applied for at least two months before the visit is due to take place.

Visas - must be obtained, if needed.

Authorisation – a letter from parents authorising named members of staff to accompany pupils and endorsed by a solicitor may be required for countries outside the EU. (i.e. Sarajevo)

Insurance - Proper Insurance Cover must be obtained to cover:

- Public liability covering claims for negligence.
- Third Party liability covering claims against the School and its Employees.
- Personal Accident cover for all those involved on the visit, adults and children.
- Medical treatment.
- Transport and passenger liability.
- High risk activities, such as skiing, gliding & shooting.
- Damage to or loss of personal or hired equipment.
- Programmed and non-programmed activities.
- Transport and accommodation expenses in the case of emergency.
- Compensation against cancellation or delay.
- Compensation for loss of baggage and effects, such as cameras.
- Legal Assistance in the recovery of claims.
- Failure or Bankruptcy of centre or Travel Company.

Party leaders must ensure that all these points are covered by any Insurance taken out for a visit.

Medical -

- A health card should be obtained by every member of the party in order to obtain medical assistance under the EU / DSS reciprocal agreement when visiting countries within the EU. (EHIC)
- All members of the party must obtain any necessary vaccinations and immunisations prior to the visit. It is the responsibility of the parent to ensure this.
- Consent / Medical form must be returned to the Group Leader before departure.
- All medication to be handed to the Group Leader together with relevant information.

Emergency Contact - Convent Sr Francis or Sr Thomas More - 01760 724577.

Foreign Currency - The amount of Foreign Currency allowed per pupil is at the discretion of the Party Leader, but it is suggested that this is kept to a minimum and handed out to pupils in sufficient amounts for the day.

Customs - The Party Leader must ensure that all members of the party are aware of current regulations by HM Customs.

Information for parents - must be prepared, before the visit takes place, containing all relevant information from above e.g. passports, visas, health card, photographs and immunisations needed etc.

In the Event of Disaster

Establish the nature and extent of the emergency.

Make sure all other members of the party are accounted for and are safe.

If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment.

Have regard for your own safety vis-a- vis blood contact. Call the appropriate emergency services.

Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.

Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances a decision will have to be reached as to the best course of action.

Ensure that remaining pupils are adequately supervised and arrange for an early return to base.

Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.

Contact the senior member of staff on call.

Control access to telephones until the senior member of staff has contacted parents / others directly involved. Give full details of the incident including:

- ⇒ nature, date, location and time of the incident
- ⇒ details of injuries etc
- ⇒ names and home telephone numbers of those involved
- ⇒ action taken so far
- ⇒ telephone numbers for future communication.

Do not discuss matters with the media.

The senior member of staff should contact the Head and establish who will take charge of the situation and what immediate action will be taken.

The party leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.

Do not discuss legal liability.

Ensure accident forms are completed as soon as possible.

Inform parents of any delays that will be necessitated.

SACRED HEART SCHOOL, SWAFFHAM		
CONFIDENTIAL INFORMATION		
VISIT TO	FROM:	TO:
STAFF MEMBER IN CHARGE	OTHER MEMBERS OF STAFF	

This form should be filled in, signed and returned to the Party Leader as soon as possible.

Name of Child:	Date of Birth
Home Address:	Home Phone No
	Business Phone No.
	Mobile Phone No.
Post Code:	Emergency Contact No.

Name of own Doctor:	National Health No
Address	Tel No

Has s/he been in contact with any infectious diseases within the last month?	YES / NO
If YES please give details:	
Is s/he allergic to anything or suffer from a phobia? <i>[i.e. aspirin, anti-biotics, any particular food or drugs, plasters, the dark, lifts]</i>	YES / NO
If YES please give details	
Special Dietary requirements	

Please turnover & complete the other side of this form.....

Is s/he receiving any medical treatment / taking any regular medication at present?	YES / NO
If YES please give details:	
Does your child have an in date immunisation against: <i>(Please tick box if in date)</i> Polio <input type="checkbox"/> Tetanus <input type="checkbox"/>	
Does s/he suffer from: Asthma Chest complaint, Hay Fever, Migraine, Fits or faints Travel Sickness, Diabetes, Coeliac Disease, Bedwetting, Severe Period Pains or any other illness or disability?	YES / NO
If YES please give details:	
Medication: All medication, including travel sickness*, must be handed to the Group Leader, clearly marked with name and instructions for use, except for inhalers which may be retained. (A named, spare inhaler must be handed to the Group Leader). Some medication will be available, at the discretion of the Group Leader for pain alleviation, if required. Please state any medication that your child may not be given	
Paracetamol	YES / NO

***If your child suffers from travel sickness we would advise the purchase of Travel Sickness wristbands, rather than travel tablets**

<p>IMPORTANT – Please note Behaviour is expected to be exemplary! MISBEHAVIOUR: In the event of serious misbehaviour by a pupil, the party may be asked to leave the accommodation by the Tour Company. Please stress to your child the need for good behaviour. If misbehaviour is deemed very serious parents will be asked to arrange for the child to return home. I have read and understand the above:</p> <p>Signed (Parent) _____ Dated _____</p>
<p>EMERGENCY PERMISSION I hereby authorise accompanying staff to give permission to the Doctor in Charge to undertake whatever treatment is considered necessary for my son / daughter. Every effort will be made to contact you.</p> <p>Signed (Parent) _____ Dated _____</p>

DECLARATION

- I have read the information provided about the proposed educational visit
- I consent to my child taking part in the visit and, having read the information, declare my child to be in good health and physically able to participate in all the activities
- I have noted when pupils are to be returned and I understand that I am responsible for my child getting home safely from school
- I have completed the medical details above
- I will ensure that any change in the circumstances which will affect my child's participation in the visit will be notified to the School prior to the visit

Signed (Parent / Guardian)**Dated**