

EDUCATIONAL VISITS POLICY

INTRODUCTION

We have a large number of trips, out of school activities and visits at Feltonfleet School, which are an important part of our educational ethos. We expect that every member our staff endorses the educational value of activities outside the classroom. We encourage everyone possible to participate in them, and to help with the arrangements.

The school undertakes a large number of outings each term. The majority of these involve teams being taken to sporting fixtures, either in school transport such as minibuses or in hired coaches, but a number of visits are made to other venues.

Because of the regularity and frequency of school fixtures it would be understood that, in some of the actions and instructions which follow, procedures would be common to all away matches rather than needing to be specified for each.

DfES Guidance

DfES guidance, derived from the regulations included in the 1974 Health and Safety at Work Act, states that it is the employer's job to ensure that, for each outing, a risk assessment is made and that measures are put in place to control the identified risks. Employees must:

- *take reasonable care*
- *cooperate with their employers over safety matters*
- *carry out activities in accordance with training and instructions*
- *inform the employer of any serious risks.*

These all run alongside a teacher's common law duty to act as any reasonably careful and prudent parent would in the same circumstances.

It is essential to read and follow the procedures in this document, specifically regarding:

- ***staff responsibilities for visits (p.2), including pupils' behaviour (pp.3, 5, 7, 8, 9, 10)***
- ***planning visits (p.2 onwards), including risk assessments (pp. 2, 4, 7-10) and first aid (pp. 2, 3, 8, 9)***
- ***supervision, including ratios and vetting checks (pp.1, 3, 6, 7)***
- ***preparing pupils (pp.4, 5, 6, 7)***
- ***communicating with parents (pp. 2, 3, 4, 5, 6, 7, 8)***
- ***planning transport (pp. 3, 5, 6, 8, 9 + Annex B)***
- ***insurance (pp. 4-6)***
- ***types of visit (pp. 1, 2)***
- ***visits abroad (pp. 2 - 6)***
- ***emergency procedures (pp. 3, 4, 8, 10)***

Other DfE documents informing this policy:

- Health and Safety of Pupils on Educational Visits

Where individuals really matter

- Standards for Local Authorities in overseeing educational visits
- Standards for Adventure
- A Handbook for Group Leaders
- Group Safety at Water Margins

Responsibilities

The Headmaster must authorise all outings and educational visits in the first instance and sign off the risk assessment for all tours and expeditions.

Peter Breakwell, the Senior Master, is our Education Visits Coordinator (EVC). He supports the Headmaster in the process of approving visits, ensuring that they are spread through the different age groups, and the school year and appropriately located in the School Calendar. He can help staff involved with organising tours, with checking parental consent forms and completing risk assessments. He keeps records of all previous visits. He has overall responsibility for pupils' behaviour on visits by ensuring that appropriate staffing and procedures are in place.

There is also a Tours and Expeditions Committee, chaired by the EVC, which meets once a term.

Personnel on Educational Visits, including Tours

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. He or she will always have had experience of accompanying school visits before taking on the role of Group Leader. Ideally the group should contain a member of staff trained in First Aid. The School will fund First Aid courses. All trips from Calvi House will include a member of staff with a paediatric first aid qualification.

There will be a nominated Deputy Group Leader who may not have the full qualifications of the Group Leader but will nonetheless be able to run the tour should the need arise.

If a minibus is used, the minibus policy is to be followed (see Annex B). The School will fund minibus driving training courses.

Summary of Preplanning Actions (detailed below)

- *permission from the Headmaster*
- *consent of the Senior Master (Educational Visits Co-ordinator) and the Calendar Committee*
- *consent of parents to any cost implications. Any letter inviting parents to allow children on an outing must mention the nature of the trip, the expected activities and staffing.*
- *Level of parental consent:*

Foreign trip/ Leavers' Week etc. Consent form together with all the other information that the tour manager requires

Day trip to the Tate etc. Reply slip

Matches These are covered by the start-of-year permission slip for items in the calendar

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Other trips You would need to provide evidence that the parent gave permission for the pupil to be off-site

- *consideration of pupil/staff ratios (this will be dependent on the age of the children, the activity, the gender mix, location, duration). For some sporting fixtures, this may be as much as 16:1 but for other events should not exceed 10:1*
- *risk assessment, including emergency procedures and Plan B arrangements*
- *third-party qualifications check*
- *criminal background check, if required*
- *insurance arrangements*
- *first aid kit and first aid expertise available for the duration of the outing*
- *any relevant medical conditions of pupils and staff, and how these will be dealt with during the trip*
- *setting up Clarion list*

Copies of the following should be left with the Office:

- *itinerary*
- *list of pupils (including any last minute changes to teams)*
- *list of staff*
- *the mobile phone number(s),*
- *other contact numbers including, if applicable, those of host families*
- *the name(s) of link personnel at the School*
- *timings and other information given to parents*
- *the name of the coach company or minibus hirer, if applicable*

Transport

See Minibus policy (Annex B).

If a coach company is being used, check beforehand that the coach has seatbelts. Ensure that the children wear seatbelts during the trip and that all other safety routines - eg. stowage of bags - are carried out.

Use of Parental Transport: Where possible, on all occasions when pupils are being transported outside of the school grounds, either school transport such as the minibuses or one of the school cars or hired coach transport should be used.

If parental transport is to be used, permission must be sought first from the Headmaster and, secondly, from the parents of the pupils being transported. Secondly, you must be convinced that the driver is safe to drive and the car is in roadworthy condition. If you are not convinced, then the pupils do not travel.

Pupil Discipline

During school outings, the safety and welfare of the pupils are the paramount considerations.

The School's normal high standards of pupil discipline are to be enforced. All those involved in the outing will be aware that the image of the School should not be compromised in any way.

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On long trips, which staff are on duty at which times should be clear to all staff and pupils. On outings involving parents, it is to be made clear who is responsible for the safety and welfare at which times.

While Away

All staff must be familiar with school procedures on what to do in an emergency including such items as immediate priorities, contact with the SMT, dealings with the emergency services and the media.

At each new stop, staff are to conduct a risk assessment and make the pupils aware or remind them of any risks and how these are to be mitigated.

Staff must regularly carry out number checks and rollcalls, the frequency depending on the situation and the location.

In open areas where the pupils are playing or they have been allowed free time, rendezvous places and frequent (at least every 30 minutes) gatherings must take place to count heads.

Outings taking place out of normal Working Hours

For each outing any part of which falls outside normal school working hours, the member of staff responsible for the outing should ensure that there is a key link person who is able to use Clarion, together with a named back-up. The names of these links should be left with the Headmaster or, in his absence, the Deputy Head before the outing.

Whether or not the named keylink person is used can be based on a hierarchy of need. If there is a critical incident, then clearly the keylink person must be used. If it is only a question of letting people know the time of return to school, the number of a waiting parent may be used.

The following refers mainly to longer educational visits such as tours but it should be read by all who take outings off the school premises:

PERSONAL LIABILITY AND INSURANCE

The law places the Group Leader “in loco parentis”. The DfE Guidance “The Health and Safety of Pupils on Educational Visits: A Good Practice Guide,” (www.education.gov.uk), should be read by all Group Leaders. It explains that their responsibility is to “act as any reasonable parent would do in the same circumstances.” Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Feltonfleet, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school’s guidelines and policies.

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Feltonfleet School is covered by Employers' Liability Insurance and public liability insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, including skiing holidays; but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the school's policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits.

Feltonfleet School's policy is to discourage staff from transporting pupils in their private cars, and to discourage them from being transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school). Where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer.

PREPARATORY ARRANGEMENTS

The amount of advance preparatory work needed will obviously vary considerably with the type of activity.

Repeat visits and shorter visits may need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for school holidays and half-terms.

Group Leaders may draw upon the EVC's stock of existing background material when planning regular repeat visits to familiar destinations.

The list that follows is designed to cover all the planning that a Group leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible.

At Least Nine Months in Advance

- Obtain permission for the tour from the Headmaster
- Obtain advice from the EVC and the Tours Committee on suitable dates, precedents etc
- Discuss preliminary plan, including purpose, location, the most appropriate methods of transport, hotels, activities, itinerary, number & age of participants, and staffing with EVC. This will include which member of staff will act as 'long stop' at the school.
- Calculate the staff to pupil ratio
- Prepare a draft itinerary

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- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included).
- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority.
- Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments
- Prepare the risk assessment(s)
- Check the school's insurance cover if the visit involves hazardous activities.
- Ensure that all involved personnel are CRB checked as necessary
- Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider.
- Carry out a reconnaissance visit if the location is not one that the school has visited before.
- Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)
- Ascertain the medical and visa requirements
- Establish when the deposits are required by tour operators/airlines/activity centre etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)

Staff/Pupil Ratios

The DCSF recommended staff to pupil ratios for visits and off-site activities is:

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ratio for the under 5s)
1:10	Years 4 – 6
1:15/20	Years 7 upwards (with a larger ratio permitted for over 16s)
1:10	All visits abroad

These may be adapted in consultation with the EVC and the Headmaster.

The Risk Assessment

All Group Leaders at Feltonfleet School are given guidance in conducting risk assessments on the potential hazards involved in a visit, trip or activity that they are planning. The steps that they should follow are set out in the risk assessment form.

- Identifying the potential hazards of the place being visited.
- Listing the groups of people that are especially at risk from the significant hazards.
- Listing existing controls or notifying where the information may be found.

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- Considering how he/she would cope with the hazards which are not currently identified or fully controlled.
- Make 'Plan B' arrangements
- Carrying out continual monitoring of hazards throughout the visit.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that he/she is satisfied, it will meet the requirements of Feltonfleet for the activity part of the visit. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances. The EVO maintains a dossier of generic risk assessments that cover sports fixtures, museum visits and most of our regular visits.

After Permission is Granted

- Write a preliminary letter to send to parents and guardians, outlining the purpose of the trip, the programme and the expected maximum cost. Ask for expressions of interest, together with a deposit by a specific date. Mention that parents will be invited to a briefing meeting. Explain any restrictions on numbers.
- Brief the pupils about the visit, its dates and purpose
- Check names of all pupils wishing to participate with Matron. Discuss with EVO concerns about special arrangements that may be required for handling any specific medical issues.
- Collect payments and arrange with the Bursary to set up a unique account for the trip.

At least Three Months in Advance

- Finalise the costs with travel company etc. Re-check that all adults involved are appropriately vetted
- Insist that all coaches are fitted with seat belts.(This may not be possible in every country).
- Work out the cost for parents (including contingency to cover delays etc). In liaison with Bursar, decide on methods of payment by parents eg. cheque, addition to school bill etc.
- Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited.
- Pay costs
- Liaise with Bursar about taking a school credit card
- Finalise mobile phone arrangements for yourself and also what will happen with the pupils' phones
- Brief and prepare the pupils in advance.
- Ensure that they are given plenty of advance notice if they need special equipment.
- Set up the Clarion list

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Six Weeks in Advance

- Make foreign currency arrangements
- Arrange meeting with parents to brief them on all aspects of the trip, including:
 - The itinerary, including the meeting and collection points.
 - Contact details for the hotels/hostels/ names and addresses of the host families.
 - The number of the school mobile phone issued to the Group Leader.
 - The money, kit and equipment that the pupils need.[The dress code of the country].
 - The medical and visa requirements.
 - The expected standards of behaviour, and the potential risks of irresponsible behaviour and, where applicable, the ground rules for behaviour in host families' houses.
 - Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit.
 - Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances.
 - Arrangements for communicating with parents in the event that the return is delayed.
 - The need to notify the school in the event of contact with an infectious disease within four weeks of traveling.
 - The reasons why a completed consent form is essential.
 - The need for a copy of each pupil's passport.
- Send all parents a copy of the consent form (see annex) with specified return date
- (If appropriate,) book any food requirements from Catering Department
- Brief pupils on expectations of standards of behaviour and cultural differences.
- Book travelling first aid kit from the Matron

Two Weeks in Advance

- Chase parents who have not returned their consent forms. Remind them that their child cannot participate unless the form is received within three working days of departure.
- get the risk assessment signed off by the Headmaster
- Obtain photocopies of each pupil's passport
- Check all tickets for accuracy.
- Finalise currency arrangements
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures.

- Prepare packs for the Bursar/School Office, the member of SMT acting as your link (this may be the Bursar) and for each member of the traveling staff, that contain the following information:
 - The itinerary (including address, phone numbers etc of all locations where the party is staying).
 - The Group Leader's mobile number and/or the school mobile,
 - Mobile numbers of all participating staff,
 - A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions),
 - Copies of all passports and travel documents,
 - Emergency contact numbers for the Head Master, Member of the SMT designated to be on-call
 - The address and contact details of the nearest British Consul.
 - Where pupils are being hosted, the names and contact details the host families that are accommodating each pupil.
 - A copy of the tickets, travel insurance document (including emergency contact details).
 - A copy of the risk assessment.
 - Location of local hospital

The Day Prior to Departure/The Day of Departure

- Collect tickets, and currency
- Give trip information packs to designated school recipients and to other staff participants
- Give each pupil the names, addresses and phone numbers of their accommodation
- Remind pupils about the rendez-vous, dress code, standards of behaviour etc.
- Remind pupils of the potential risks of irresponsible behaviour
- Final passport arrangements
- Collect travelling first aid kit(s), Epipens or other medical items. Check contents.
- If required, collect packed lunch
- Collect School Mobile and charger.

DURING THE TOUR

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. He or she may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Sending a Clarion call to let parents know about safe arrival
- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts.

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- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
- Ask all pupils to write their mobile numbers on a sheet of paper. Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
- Enforcing expected standards of behaviour, which will conform to usual standards as laid out in the Behaviour Policy, together with appropriate sanctions
- Looking after – or reminding pupils to look after – passports and valuables
- Storing cash, travellers' cheques and tickets in the hotel safe.
- Keeping an account of all expenditure.
- Recording all accidents and near misses.
- Ensuring that the School's Alcohol and Drugs at Work Policy is followed and that staff are aware of the consequences of non-compliance. This will include ensuring that there is always a 'duty' member of staff who will not have taken alcohol.

The pupils can be asked to conduct their own risk assessments of their accommodation or other aspects of the trip.

ILLNESS OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill, the Group leader, or another member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. The Group Leader will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

EMERGENCY PROCEDURES

The consent forms (examples in Annex below) signed by parents before departure describe the arrangements for medical consent to emergency treatment.

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

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One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Headmaster or on-call member of the SMT of what had happened would be the next tasks for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. The Group Leader will be given a mobile phone contact, the number of which will be known only to the Group Leader and the members of the Critical Incident Management Team at school.

Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Headmaster are maintained. He/she would also need to arrange (perhaps using the deputy leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken.

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.

Clarion will be used to inform other parents as necessary.

The Group Leader will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

DELAYED RETURN

If a visit is delayed, the Group Leader should phone the school office, or the link member of SMT who will use Clarion to alert parents to the delay and the revised time of arrival.

ON RETURN

Each Group Leader is asked to provide the EVC with a report on the visit, reports of accidents and near misses on his/her return. Personal observations and lessons learned are always valuable. The Group leader should return all school property, together with a report of any lost or damaged property.

Complete a risk assessment review.

He or she should also:

- Instruct all pupils to delete their records of the school mobile and of any staff mobiles.
- Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit.

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Expenditure

The Group Leader is responsible for returning any unused cash or travellers' cheques to the Bursary. The pre-paid foreign currency card and the school credit card should be returned, together with all related transaction vouchers. The Group Leader is also responsible for producing a schedule of all expenditure on the trip.

August 2011

Review: August 2012

Responsible: Deputy Head

Annex A:**MAIN SCHOOL OUTING CONSENT FORM: EXAMPLE**

This form has been produced for parents or guardians of pupils to complete prior to the trip to It gives the necessary authority to the School to take care of your child during the trip. Please note that in signing this form, parental rights are not affected in any way.

DATES OF THE TRIP :

From:

Until:

VENUE :

I wish _____ be allowed to take part in the above mentioned trip and having read the information provided, agree to him/her taking part in any or all of the activities described.

1. I understand that the organiser of the trip will attempt to contact me first in the event of emergency dental and medical treatment being required but I consent to any such treatment needed by my child during the trip, including the administration of a general anaesthetic and surgical operation in the case of an emergency, in accordance with the recommendations of a qualified medical practitioner.
2. I confirm that my child does not suffer from any medical condition requiring regular treatment,

or, my child suffers from

.....

.....

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(eg diabetes, asthma, allergies) which requires regular medical treatment. (If the treatment requires supervision, please enclose a letter giving details of the complaint and its treatment.)

Please indicate any specific dietary requirements that your child may have below:

.....

3. I consent to my child travelling by any form of public transport, by minibus, coach and by a motor vehicle driven by a teacher or an official of the party.

4. Date of last Tetanus injection (or booster):

.....

6. I confirm that my child is in good health and I consider that they are fit to participate.

Signature of Parent

.....

Date:.....

Telephone numbers at which I may be reached during the trip:

.....

.....

NOTES: Feltonfleet School, through the organisers of the trip, will at all times take reasonable care of your child and their personal effects and money. If they either have an accident or suffer loss of, or damage to, personal effects and money, which is not as a result of any lack of care on the part of the organisers, Feltonfleet School will not be liable to pay any damages or to meet any expenses arising. There is an extensive insurance policy covering the activities of the trip.

PARENTAL CONSENT FOR A SCHOOL VISIT: EXAMPLE

CALVI HOUSE, FELTONFLEET SCHOOL

I agree to _____ taking part in the visits detailed in the School calendar for this term and I acknowledge the need them to behave responsibly.

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I understand that risk assessments are carried out for all visits and that I will receive an information sheet about each visit and will be asked to sign a consent form for visits that require transport and additional costs.

I. Medical information about your child

Please give information about any medical issues including medication, allergies and special dietary requirements for your child:

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

2. DECLARATION

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

Contact telephone numbers:

Work: _____ Home: _____ Mobile: _____

Home address:

Alternative emergency contact:

Name: _____ Telephone number: _____

Name of family doctor: _____ Telephone number: _____

Address:

Signed: _____ Date: _____

Full name (CAPITALS):

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This form or a copy must be taken by the Group Leader on the visit. A copy will be retained by the school contact.

Annex B:

Use of the School Minibuses:
Policy Document

Date: August 2011

Definition

The School has two minibuses available for use.

The minibuses are used mainly for transporting our pupils to sporting fixtures but are also used for other visits. Most of these are for short runs but occasionally are used for overnight stays or longer.

Purpose of the Policy

- to ensure the safety of staff, pupils and others who may use the school minibuses
- to produce protocols for staff who will be taking pupils on trips for various purposes and lengths of time

Practice

For purposes of the protocols, use of the minibuses is divided into three main categories:

1. Journeys of less than an hour each way. Our school matches fall into this category.
2. Journeys requiring more than an hour's driving, and which may involve overnight stops
3. Longer journeys, such as visits to distant parts of the country or abroad

Monitoring

The policy and its associated protocols will be monitored by the Deputy Head and by the Bursar.

Review

The policy will be reviewed in August 2012.

Protocol for Use of the School minibus
School Visits with Journeys of less than an Hour

August 2010

This will involve almost all school away matches.

Staff who drive the minibus will need to satisfy the following conditions before driving pupils in the School minibus for any distance:

- they must be in possession of a full driving licence. Any driver who qualified after 1997 will also have to have passed a minibus test and possess a D category licence.
- they will need to have undergone RoSPA training or its equivalent
- they must not have taken alcohol in the ten hours preceding the planned trip

All drivers of the minibus must note that the responsibility for the vehicle while it is out on the road is theirs. Although the bus is checked by the maintenance staff daily, all drivers remain ultimately responsible for the safe condition of the vehicle.

Drivers should allow sufficient time before the journey to carry out the following checks:

- there is enough fuel for the journey and that lights, horn, indicators and windscreen wipers work
- each child is wearing a seatbelt correctly. This must be checked visually.
- the doors are firmly closed but left unlocked in case an emergency exit from the vehicle is required
- all baggage and equipment is safely stowed and not blocking the exits
- their mobile phone is off. Any calls that need to be made or received must be from a minibus that is at a safe standstill.
- they have the school mobile that has the unlisted number
- all the children are fit to travel
- they themselves are fit to drive
- someone at the school, usually the school secretary during the working day, knows exactly who is on the bus
- they have the emergency phone numbers of all the pupils
- they have sighted the emergency cuecard and the emergency equipment in the bus before departure

Numbers of Staff

For journeys of less than an hour, one member of staff is sufficient except for Calvi, who require two adults: one driving and one in the back with the children.

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Fuel

The caretaker is responsible for ensuring the buses are topped up but if necessary staff should pay and claim from the School later.

All receipts should be kept in the bus driving log.

As a rule, the bus should be refuelled when the gauge shows less than one-third full.

Defects

Any defects that become apparent during the journey must be recorded in the driving log.

Records

A record of the driver, nature of journey and mileage must be entered for all journeys into the driving log.

Safety Route

When driving the minibus with children on board, all drivers must turn left at reaching the dual carriageway at the bottom of 'our' road.

To reach the A3 or Cobham, drivers should turn round at the entrance to the Hilton Hotel.

Speed Limits

The minibus speed limit is 60mph on de-restricted dual carriageways and 70mph on motorways.

Small Bus Permit

All drivers should be aware that, for legal reasons, the Bursar holds a Small Bus Permit for both minibuses, It is possible that a random police check might require this information.

Use of the Minibus for Journeys in Excess of One Hour.

- all these journeys will require two adults in the bus.
- the driver should ensure before departure that the bus has adequate supplies of windscreen cleaning fluid and also a windscreen scraper
- drivers will need to take a substantial break at least every 90 minutes. The length of this break will depend upon variables such as the size of the group, the total length of the journey and the stage of the break within the journey but it must be long enough for everyone to feel suitably refreshed.
- no one driver may drive for more than a total of four hours, excluding breaks. This should be reduced, depending on the stage of the working day or other conditions which may affect the overall ability of the member of staff to drive safely eg. lack of sleep.
- the driver will need to ensure that an itinerary has been left with an appropriate person at the School, such as the secretary.

Where individuals really matter

- the driver will be responsible for the security of the minibus overnight