
Strathearn School

Educational Visits Policy and Procedures



Rationale

It has long been accepted that not all planned pupil-learning takes place within the confines of the school itself. The wider community and the world beyond school provide rich and varied opportunities for young people to extend their education. The Northern Ireland Curriculum recognises this fact, and in many programmes of study there is a requirement to provide occasions for pupils to be involved in activities which are designed to enhance their learning beyond the school site.

While the benefits of off-site learning, in the form of educational visits, are well recognised and fully accepted, it is essential that everyone involved in organising and supervising such visits should adhere to the School's code of practice for educational visits, in order to promote and safeguard the well-being of everyone who is involved.

Following the School's code of practice will give everyone the security of knowing that agreed procedures are in operation. However, it must be acknowledged that in any activity involving young people there is a possibility of some unforeseen occurrence, despite the fact that all reasonable precautions may have been taken by those obliged to exercise care. Codes of practice and detailed guidelines cannot guarantee absolute safety; they are designed to ensure as far as possible the security and well-being of everyone involved in off-site activities

Within this document 'educational visits' refers to:

'all academic, cultural, creative and personal development activities, which take place away from the pupils' school, and make a significant contribution to learning and development of those participating'

Roles and Responsibilities

The Board of Governors

The Board of Governors of Strathearn School wholeheartedly encourage and support the provision of educational visits which enhance the educational experience of those pupils involved. In doing so the Governors have a responsibility to:

- Assess and approve visit proposals
- Ensure that visits have specific educational objectives
- Satisfy themselves that any risks have been assessed and appropriate control measures have put in place to manage this risk
- Ensure that all arrangements comply with relevant child protection and health and safety policies

The Principal

It is the responsibility of the Principal to ensure:

- There is an acceptable code of conduct for Supervising Adults and participants
- The visit complies with appropriate policies and procedures
- The Teacher in Charge is competent to lead the proposed trip
- Child protection procedures are adhered to in the planning
- All necessary arrangements and preparations have been completed, including risk assessment, before the visit begins.
- All relevant checks have been undertaken if an external provider is used
- The Teacher in Charge has taken reasonable steps to familiarise him/herself with the location/centre where the activity will take place.
- That all volunteer supervisors are vetted as required, and are competent to supervise children on the trip
- The ratio of supervising adults to pupils is appropriate
- There is adequate and relevant insurance cover

The Vice Principal (pastoral)

It will be the role of Vice Principal (pastoral) to:

- Check the list of pupils who are planning to take part in the visit, to identify those who have any special needs, either physical, medical or psychological, which might impact on the organisation of the visit
- Work with the Organiser, to provide specific risk assessments, procedures and supervision where appropriate

The Organiser

The organiser of an educational visit may also be the Teacher in Charge of the visit but does not have to be. The organiser should:

- Obtain prior agreement and approval from the Principal before any visit is organised
- Ensure that all planning and preparation for the visit, including the briefing of Supervising Adults, and pupils involved in the trip is carried out appropriately
- Ensure that all relevant checks have been undertaken if an external provider is to be used
- Undertake to assess risks involved and put in place any necessary control measures
- Ensure that all Supervising Adults are familiar with the control measures which have been put in place
- Establish a code of conduct for the proposed visit which should reflect the School's Code of Conduct for Staff and Pupils
- Ensure that parents are given sufficient information in writing and, where appropriate invited to attend a briefing, where appropriate
- Collect all relevant permissions and information from pupils to assess and confirm suitability for the visit
- Ensure that there are the correct number of Supervising Adults to fulfil the appropriate ratio of adults to pupils
- Liaise with the Vice Principal (pastoral) with reference to procedures which may be necessary to accommodate pupils with special needs
- Liaise with the Finance Manager to organise all financial considerations and insurance arrangements
- Ensure that where buses/coaches are being used for transport these are on the DE approved list

The Finance Manager

The Organiser must arrange with the Finance Manager to look after all the financial arrangements for the trip.

The Finance Manager will

- Provide details of insurance and advise as to any additional insurance requirements
- Will provide advice and financial function for the visit

Supervising Adults: Teacher in Charge

The Teacher in Charge will be a teacher accompanying the proposed visit and will take overall charge of the visit while it is in progress. He/she should:

- Have proper regard to the health and safety of all pupils and adults and ensure that appropriate levels of supervision are provided at all times, including specific procedures identified for pupils with special needs
- Ensure that the established code of conduct for both pupils and staff is adhered to
- Ensure that child protection procedures are followed
- Ensure that adequate first aid provision will be available
- Ensure that all Supervising Adults have contact details for Central Contact
- Ensure that all Supervising Adults, central contact and the Principal have copies of the medical and emergency contact details for pupils and staff.
- Ensure that accompanying Supervising Adults and Central Contact are aware of any emergency procedures particular to that visit
- Consider stopping the activity if the risk to health and safety of the group is perceived to be unacceptable

Supervising Adults: Accompanying Staff

Accompanying staff should:

- Accept the authority of the Teacher in Charge and follow the instructions given by him/her
- Assist with the organisation of activities and discipline of pupils, ensuring that the established code of conduct is adhered to
- Consider stopping the activity, and informing the Teacher in Charge, if the risk to health and safety of the group is perceived to be unacceptable

Supervising Adults: Volunteer Supervisor

To satisfy supervision ratios, it may be necessary to involve persons other than staff members as Volunteer supervisors, for example, parents. These adults can play a very valuable role. Prior to any visit they should be clear about their role and responsibilities during the visit.

Volunteer supervisors should:

- Follow the instructions of the Teacher in Charge and other accompanying staff
- Help with control and discipline of pupils, ensuring that the established code of contact is adhered to
- Should not be left in sole charge of a group, except where this has previously been agreed and risks assessed
- Speak to the Teacher in Charge if they have a concern about the health and safety of the group at any stage of the visit

Central Contact

Dealing with unexpected situations can be aided by a Central Contact who will act as the contact person for both the group and the participants' families. The Central Contact will be a designated senior teacher and should:

- Have a copy of details of visit itinerary, risk assessment records, and contact/medical details for all members of the group
- Carry school mobile phone and be contactable outside of school hours
- Retain Emergency procedure and contact details of the Principal

Parents (or those with parental responsibility)

Parents should be able to make an informed decision as to whether their daughter should go on the visit. However, in the interests of the overall safety and success of the visit the ultimate decision as to who participates rests with those involved in organising the visit.

Parents should:

- Sign the relevant permission forms
- Provide the Teacher in Charge with accurate and up to date medical and dietary details. This should include any medication currently being taken and should be included in writing on the relevant consent form. They should also include any other relevant information about their daughter's emotional, psychological and physical health which may affect their daughter's participation in the visit, or that of anyone else in the group
- Help to prepare their daughter for the visit, for example, by reinforcing the visit's code of conduct
- Be aware of emergency procedures

Participating Pupils

Pupils participating in the visit should:

- Adhere to the established code of conduct
- Follow the instructions of the Teacher in Charge, and Accompanying Staff.
- Look out for anything that might hurt or threaten them or anyone in the group and tell the Teacher in Charge if they have any concerns

Under no circumstances should anyone other than official members of the group be allowed to join the party without prior permission.

Code of Conduct

In advance of any educational visit, Accompanying Staff, Volunteer Supervisors, pupils and parents should be made fully aware of the established code of conduct for the visit, including possible sanctions. All pupils participating in the visit must agree to abide by the code of conduct at all times during the visit.

It is the responsibility of all Supervising Adults to maintain the standards of behaviour and discipline while on educational visits. While on educational visits, Supervising Adults remain responsible for the conduct and safety of pupils at all times. This should be taken into consideration when deciding on appropriate behaviour practice and supervisory arrangements.

In developing a code of conduct for the visit, The Organiser should reflect the School's Code of Conduct for Staff and Pupils as well as the School's Positive Behaviour Policy. They should also consider the nature of the visit and the activities to be undertaken.

Supervision and Staff/Pupil Ratios

Every teacher (and supervisory adult) has a statutory responsibility to ensure, as far as is possible, the safety and welfare of the pupils in her/his care. The teacher must take reasonable care of the pupils, as a responsible parent would take of his/her children, having regard to all the circumstances.

Where overnight stays are involved, this means that the teachers in charge are in the position of responsible parents, who sleep knowing that they have taken every possible precaution to ensure that the young people in their care are safe and, as far as is possible, free from risk.

In the context of a school trip the pupils must have appropriate supervision at all times. They must not be left without appropriate supervision at any venue, whether it be indoors or out of doors. No location, including overnight accommodation, can be guaranteed to be risk free, and therefore no location may be regarded as being one in which pupils may be left without appropriate supervision. When, for any reason a group splits each sub group must be placed under the supervision of a specified adult at all times.

The level of supervision must be adequate, taking into consideration:

- The number of participants in the group
- The nature of the site
- The age, experience, capabilities and limitations of the pupils involved
- The experience and capabilities of the supervisors and the tasks to be undertaken

Supervision can be **direct** or **indirect**, but it is always for the duration of the visit

- **Direct** supervision occurs when the group remains within sight and contact of the supervisor.
- **Indirect** supervision will be planned and parents will be informed. It is subject to stringent controls, while the group is not necessarily within direct contact or vision of the Supervising Adults at all times. Both the Supervising Adults and the pupils will know of each other's whereabouts and clear lines of communication including rendezvous points will have been established. Supervising Adults are required to remain in the area, in which the indirect supervised activity takes place, throughout period.

It is the responsibility of the Principal to ensure that the supervision ratio of teachers to pupils will, as far as possible, ensure the safety of the pupils at all times.

The diversity of visits and journeys and the factors governing supervision make it difficult to prescribe the precise levels of supervision which will cover all circumstances. However the Supervising Adult-pupil ratio must be appropriate to the planned activity, taking into account

- the nature of the activity
- the degree of the danger likely to be encountered
- the experience and expertise of the staff involved
- The ages and competences of the pupils

It is recommended that no lengthy journey/visit should be undertaken without a minimum of two adults in attendance, one of whom must be a teacher.

The Supervising Adult/pupil ratios suggested by BELB for visits where the element of risk to be encountered is similar to that normally encountered in daily life, e.g. visits to sites of historic interest, most field work, local walks, are:

	Age Group	Adult/ Pupil Ratio
Preparatory Department	P1-P2	1/10
	P3-7	1/15
Senior School		1/20

Where there is to be an overnight stay there must be one female member of staff or Volunteer Supervisor

Professional bus drivers should not be considered as supervisory staff.

Where a risk assessment shows that a pupil with specific needs requiring individual supervision, this supervisor cannot be counted in the adult number in the ratio, but those pupils can be discounted from the pupil number for the ratio.

For trips abroad the ratio should not exceed 1/10.

Travel Arrangements

The Organiser of the visit must give careful consideration to how pupils will be transported to and from the chosen destination(s). In making travel arrangements, considerations of cost and convenience must never outweigh those of safety.

In most instances travel will be by the school minibus or private bus /coach hire.

The school minibus can only be operated by drivers specifically covered by the school's insurance arrangements.

Many private motor insurance company policies do not permit the transport of pupils under certain conditions and teachers should not use their private cars unless specifically insured to do so.

Staff who are insured to transport pupils and who wish to do so MUST inform the Principal and show the Principal a current driving licence and current insurance documents, on every occasion.

Where the parents of a pupil going on a visit have to make private travel arrangements this will be entirely their responsibility. The Organiser should not be involved in any way e.g.. coordinating pupils sharing transport with other parents

Private Hire coaches and buses

When using a private hire coach, bus or taxi, it is the responsibility of the vehicle hire company to ensure that vehicles are safe and that drivers are competent. The Organiser should only use a reputable firm as detailed in the current **DE approved operators list**. If the Organiser is in doubt about any aspect of the operation of the firm in question, alternative transport should if at all possible be found. When making arrangements to travel by car or bus, the Organiser should be particularly vigilant to avoid any form of overcrowding on the vehicles. Full details of travel arrangements should be given, in writing, to parents whose children are taking part in a school visit/trip.

No changes should then be made to the travel arrangements unless an emergency arises or a specific request is received in writing from a parent. All pupils must remain with the school party until the final destination and the pre-arranged pick-up point is reached.

Foreign Country

The choice of a vehicle hire company in a Foreign Country is more difficult as these are not listed on the DE approved operators list. Normally this is the responsibility of the tour company.

Where the Organiser is directly engaging a vehicle hire company in the Foreign Country, this should be clearly indicated on the EV form and he/she should seek a reputable company with a good safety record. In this case the Organiser should

- use a company recommended or used by others, for example, a link school
- request that any buses provided have seat belts fitted to all seats.

This information should be provided to the Principal for final approval.

Homestay

Homestay is where the hosts treat the pupil as a full member of the household; eating together and sharing the common living areas. Homestay is only permitted in Strathearn where pupils are aged 16 years or over. The Organiser should ensure that

- parents are given the details (address, phone number) of the receiving school and receiving family details (e.g. School website/ family email address)
- housing information, including name, address and telephone number(s) of the proposed housing unit(s) should be available to the Organiser
- bedroom arrangements for accompanying adults and pupils are gender specific and participants, ideally, should not have to share a bed
- transport arrangements (for example, possible transportation in a family car), should be communicated to parents and pupils on the EV Form
- pupils should always be able to contact accompanying adults and to call home and speak to their parents
- there are contingency arrangements if a pupil cannot remain in a host home.

Where Strathearn is facilitating a Homestay in NI, all responsible adults in the host home will be subject to an Enhanced Disclosure Police Check organised by the School.

Risk Assessment

Educational visits cannot be entirely risk-free. The aim, therefore, must be to contain risks within acceptable levels. Care must be taken not to expose anyone in the group to unacceptable physical or psychological risk. Fundamental to the planning process of any educational visit is the process of risk assessment.

Risk assessment allows the school to make a reasoned judgement about the level of risk involved and what control measures need to be put in place to reduce the risk to an acceptable level to permit the visit to go ahead.

Risk assessment comprises the following steps:

- Identifying the hazards
- Identifying the people who may be at risk
- Evaluating the potential risk
- Establishing additional safety and/or control measures
- Disseminating information to all relevant persons and maintaining appropriate records

The Group Leader should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessment during an educational visit and ensure that appropriate action is taken as necessary.

Before each visit the Group Leader should assess any potential risk. This should be based on their knowledge, and experience of the activities which are included in the visit. This assessment will be recorded along with control measures.

This assessment should be agreed with another member of the group and disseminated to all other supervising adults.

If any of the pupils in the group are identified by the Vice-Principal (pastoral) as having specific physical or emotional needs then it may be necessary to assess the risk for that individual pupil. If this is the case this will be done with advice from the SEN department.

After each trip a review should be carried out to determine the effectiveness of control measures and to recommend measures that may be necessary on future visits.

Emergency Procedures and Contingency Planning

The most vital element in contingency planning is the setting out of clear and well known procedures in the event of an emergency.

Actual procedures will vary according to the circumstances of the visit but certain prerequisites are common.

- The Teacher in Charge must be satisfied that any foreseeable risk has been assessed and appropriate control measures have been put in place and are being adhered to
- The Teacher in Charge must make sure all emergency procedures are well known to all Supervising Adults
- In the case of overnight stays it is essential that pupils are made aware of evacuation procedures and, if appropriate a practice evacuation should be held
- The Teacher in Charge should satisfy themselves that emergency routes are clear
- The Teacher in Charge of the party must be alerted at the earliest opportunity when an emergency arises

In any emergency common sense should be the guiding principle. Where previously agreed procedures prove inoperable then each adult should take any necessary action, guided by

- A knowledge and full understanding of what are the specific roles of each adult who is involved,
- The need to keep communication lines open.

It is not possible to lay plans that will cover all eventualities likely to happen during a journey or visit. This, however, is not an argument against the need for contingency planning. There are areas and circumstances which can be anticipated:

- Weather conditions. Any programme whose implementation depends on fair weather should be supported by an alternative programme of activities which is independent of weather conditions.
- Travel arrangements. In the nature of journeys, delay, re-routing and cancellation are always a possibility. Anticipation of these variations will involve consideration of how to engage the pupils during lengthy delays and how to inform their parents if such delays occur on the homeward bound journey.
- Illness/injury to anyone in the group. If one of the party has a first aid qualification this should be known, and, in any event, one adult should be allocated the role of tending to the unwell/injured. Where trips involving overnight stays are involved the location of clinics/hospitals should be noted, and, where medical systems are different to those at home they should be known, preferably before arrival or as soon as possible after. Where a member of the party requires hospitalisation, or needs to be brought home, the Central Contact must be contacted so that parents can be alerted.

In the event of an emergency, contact with parents should be through the Central Contact, and pupils should be discouraged from communicating home directly. This will avoid unnecessary confusion and allow the Teacher in Charge to deal with the situation without extra distraction. Parents should be given the number of the school mobile being held by the Central Contact as part of the information about the visit. They should be encouraged to use that number in the event of an emergency and not contact pupils directly, especially if the circumstance of the emergency is likely to cause distress.

Accident Reporting

In the event of an accident, which results in any sort of treatment being administered to a pupil or supervising adult, an accident report form should be completed. These should be carried by the Teacher in Charge during the visit. If an Accident Report is completed it should be returned to the school office when the trip returns.

Incident Log

In the event of an incident, which the teacher in charge feels is significant and may have consequences after the return of the trip, an incident log should be completed. These should be carried by the Teacher in Charge during the visit. If an incident Log is completed it should be returned to the school office when the trip returns

Documentation for a Single Activity Involving Multiple Visits.

Where pupils have enrolled in an activity for which there is more than one 'trip' not on School premises, staff need have up-to-date medical information.

To assist with this the Organiser should:

- At initial point of enrolling; parents complete a permission form and subsequently a school medical form. Parents are also advised that they must notify the school in writing of any changes in information which may occur between the time of completing the medical form and the trip.
- In addition, where there is a significant time period between the initial completion of a medical form and a 'trip', parents should be issued with a reminder and a new Medical Form which they should complete if there has been any change in circumstances.

Appendix 1

EV Documents

- EV1A- Application for approval for an off-site educational visit
- EV1B- Application for approval to organise an off-site visit that involves
 - (a) Overnight stays
 - (b) Travel by air or sea
 - (c) Hazardous activities
- EV2A- Consent form (school transport)
- EV2B- Consent form (own transport)
- EV2C- Consent form (unaccompanied visit)
- EV3A- Pupil medical form
- EV3B- Adult medical form
- EV4A- Record of risk assessment
- EV4B- Record of risk assessment for pupils with special needs
- EV5- List of pupils out of school
- Accident Report Form
- Incident Log

Appendix 2a

Planning Guide 1 (EV1A Visit)

One-Off Day/Evening Visits e.g. Museum, theatre, local business, or field trips.

Initial Preparation

- The proposed visit has clear educational objectives
- The nature of the visit has been established
- The target group has been identified

Application

- All relevant information has been presented to the Principal with form EV1A
- List of target group is submitted to the Vice Principal (pastoral) to check for pupils who may need particular attention or arrangements.

Risk Assessment

- Check with Vice Principal (pastoral) as to whether any participating pupils require individual risk assessment EV4b

Staffing

- A member of staff has been identified as the Teacher in Charge
- The correct number of accompanying adults have been identified
- Vetting has been carried out on any Volunteer Supervisors as required
- All accompanying adults are aware of;
 - Their roles and responsibilities
 - Code of Conduct for Staff and Volunteers
 - The code of conduct for the visit

Consent

- Pupils and parents have been given appropriate information to understand the implication of their involvement in the visit
- Parents have completed and signed the appropriate consent forms;
 - Form EV2a for visits where transport is arranged by the Organiser
 - Form EV2b for visits where pupils have to arrange their own transport
- Complete EV2 forms should be given to the office to be filed

Travel Arrangements

- Travel arrangements for the journey are in place and appropriate
- Where school minibus is to be used, availability has been checked and booking has been made via the online booking system or directly with the Facilities Manager
- Where a private bus operator is being used, they are on the DE Approved Operators List

Finance arrangements

- Inform Finance Department of visit and arrange procedures for collecting any payment from pupils and payment to bus company, venue etc.

Notification

- Inform staff via email, or staff briefing of pupils missing classes as a result of visit.
- Fill out list of pupils involved in visit on form EV5 and make 3 copies
 - One copy placed on staff room Educational Visits notice board
 - One copy to school reception
 - One copy to sixth form study supervisor

Class Cover

- Arrange cover for classes of staff taking part in the visit

Appendix 2b

Planning Guide 2 (EV1B Visit)

Visits which include; hazardous activities, travel by air or sea, overnight stays.

Initial Preparation

- The proposed visit has clear educational objectives
- The nature of the visit has been established
- The target group has been identified

Application

- All relevant information has been presented to the Principal with form EV1B
- List of target group is submitted to the Vice Principal (pastoral) to check for pupils who may need particular attention or arrangements.

Risk Assessment

- Assess risk that may impact on the safety of pupils on the trip and determine control measures and contingencies to minimise the impact of these risks
- Agree assessments with another member of staff
- Fill out Risk Assessment Record EV4a
- Check with Vice Principal (pastoral) as to whether any participating pupils require individual risk assessment EV4b

Staffing

- A member of staff has been identified as the Teacher in Charge
- The correct number of accompanying adults have been identified
- Vetting has been carried out on any Volunteer Supervisors as required
- All accompanying adults are aware of;
 - Their roles and responsibilities
 - Code of Conduct for Staff and Volunteers
 - The code of conduct for the visit
 - The control measures for any assessed risks and contingency/emergency procedures

Consent

- Pupils and parents have been given appropriate information to understand the implication of their involvement in the visit
- Parents have completed and signed the appropriate consent forms;
 - Form EV2a for visits where transport is arranged by the Organiser
 - Form EV2b for visits where pupils have to arrange their own transport
 - Form EV3a medical form required for category 2 visits
- Completed EV2 forms should be given to the office to be filed
- Accompanying Adults have completed form EV3b medical consent

Travel Arrangements

- Travel arrangements for each stage of the journey are in place and appropriate
- Where school minibus is to be used, availability has been checked and booking has been made via the online booking system or directly with the Facilities Manager
- Where a private bus operator is being used, they are on the DE Approved Operators List or in the case of international travel, follow the school policy guidelines

Finance arrangements

- Inform Finance Department of visit and arrange procedures for collecting any payment from pupils and payment to bus company, venue etc.

Notification

- Inform staff via email, or staff briefing of pupils missing classes as a result of visit.
- Fill out list of pupils involved in visit on form EV5 and make 3 copies
 - One copy placed on staff room Educational Visits notice board
 - One copy to school reception
 - One copy to sixth form study supervisor
- For Category 2 visits involving an overnight stay a copy of the following information is given to the Principal, and the Central Contact
 - All EV3a pupil medical consent forms
 - All EV3b medical consent forms (Accompanying Adults)
 - Risk assessment record EV4a
 - Risk assessment record for any pupils identified by the Vice Principal (pastoral) EV4b
 - Itinerary for visit, including any flight details
 - Any insurance details which are in addition to standard school insurance

Class Cover

- Arrange cover for classes of staff taking part in the visit

Documentation

- During the Visit the following documentation should be carried
 - All EV3a pupil medical consent forms
 - All EV3b medical consent forms (Accompanying Adults)
 - Risk assessment record EV4a
 - Risk assessment record for any pupils identified by the Vice Principal (pastoral) EV4b
 - Itinerary for visit, including any flight details
 - Any insurance details which are in addition to standard school insurance
 - Accident report forms
 - Incident log forms

Appendix 3

Briefing Parents

Information provided to pupils/parents should include:

- Purpose of visit
- Date(s)
- Departure and return times
- Location for the pick-up and set down of young people
- Transport arrangements
- Address /location/accommodation
- Costs, if any
- Details of insurance cover and any additional requirements
- Details of all planned activities, including any that are hazardous
- Arrangements for supervision
- Agreed code of conduct and possible sanctions
- Any special clothing or equipment needed
- Recommendations on spending money
- Liaison arrangements with Central Contact in the event of an emergency (for category 2 visits involving an overnight stay)

Appendix 4

Guidelines for Trips using School Minibus.

Safety onboard the minibus

- All passengers will be briefed to stay seated during journey
- The driver should ensure that all passengers are wearing seatbelts
- The journey will be postponed or cancelled if weather or traffic conditions are considered too hazardous
- A second adult will normally accompany the main driver, especially on long journeys, or with young people who might need additional support

Getting on and off the bus

- The driver should choose safe locations, for passengers to get on/off minibus (e.g. car park, onto wide pavement)

Use of roof rack for luggage

- Driver will ensure that all luggage is stowed securely and with no loose straps etc.

- ❑ The roof rack should not be overloaded
- ❑ An overall cover should be placed over the luggage and tied down securely
- ❑ Additional helpers and care will be used when lifting, loading, and unloading heavy items of luggage
- ❑ Appropriate care will be taken by those packing luggage on roof, especially during wet conditions

Appendix 6

Guidelines for Trips using Private Hire Coaches.

Any privately hired vehicle must only be hired from a company on the current DE approved operators list

Safety onboard the coach

- ❑ All passengers will be briefed to stay seated during journey
- ❑ A supervising adult should ensure that all passengers are wearing seatbelts

Appendix 7

Guidelines for Trips using Private Taxi.

Any privately hired vehicle must only be hired from a company on the current DE approved operators list

Safety onboard the coach

- ❑ All passengers will be briefed to stay seated during journey
- ❑ A supervising adult should ensure that all passengers are wearing seatbelts
- ❑ A supervising adult should accompany the pupils during the journey