



GDPR COMPLIANT

2019.04.02

Instructions for School Day Trips

- **These instructions must be followed for all school day trips.**
- **Make sure that you take a hard copy of the document with you on any school trip.**

Documents required

- **Form 1 – Proposal form for school trips**
- List of pupils
- **Form 2 – Consent form**, sent with the school liability letter (concept at the end of the document) for school trips in the secondary, or in the nursery and primary if not covered by the annual consent form.
- **Form 3 – Planning and risk assessment form**

Planning

- Forms 1 and 3 need to be handed in as soon as possible to the deputy director, and no later than 1 week before the trip.
- If a simple trip is to be organised at short notice (e.g. on foot in the neighbourhood during a teaching period/hour during good weather), flexibility can be provided. In this case the teacher needs to have the permission in writing/email from the deputy director.
- Copies of all communication sent to parents should be given to the deputy director. The consent form (Form 2) must be completed.
- In the nursery and primary cycles the consent is given at the beginning of the school year for all possible school trips.
- The parents should also receive a letter (see concept at the end of this document) which relates to forced cancellation. This letter needs to be adapted for each trip.
- The school's insurance covers school trips.

Staffing

- The teacher pupil ratio must be at least 1:10 (1:8 for activities such as ice skating and swimming) in primary and 1:15 in secondary.
- A minimum of two adults must accompany a group. This may be waived in the case of a small class trip in the secondary with the permission of the deputy director.
- In the secondary from S5 upwards, pupils may travel unsupervised and meet at a pre-arranged point (e.g. a railway station), and return home unsupervised, providing that this has been foreseen in the consent form.

Communication

- At least one week in advance information should be sent to the parents in writing about the visit: date, times, cost, etc. and a permission slip with a signature, or an email to confirm.
- During secondary trips with older pupils, the use of a WhatsApp group is recommended, but this should only be used in emergencies and deleted after the trip (see Code of Conduct for the use of the Internet and social media).

Transport using own vehicles

- Teachers may use their own vehicles for pupils' travel and they are insured.
- Parents and students are not allowed to use their own cars or scooters for any school trips because they are not covered by the schools' insurance.

Other

- Pupils who do not have permission to participate in the trip are expected to be in school.
- If there is a problem during the trip the trip leader shall make a report after return using the Incident Form.
- The trip leader needs to ensure that he/she has any important medical information at his/her disposal and that this information is held as securely as possible.
- The data will be destroyed after the trip
- If the information gets lost, you need to consult the data leak procedure (see the relevant document).

Behaviour

- Pupils are expected to follow the school rules at all times, and any other rules in the place visited.
- Any additional specific points should be distributed to students and parents before the trip. These might include rules on smoking and alcohol, length and use of free time, etc.
- It should be made clear that participation on the trip is dependent on acceptance of this code of conduct, and accompanying staff have the right to refuse participation of a pupil for behavioural or other reasons with the support of the deputy director.
- Time should be made available during the trip to discuss any problems/issues that arise.

FORM 1 - PROPOSAL FORM FOR SCHOOL DAY TRIPS

Date(s) of the trip		Destination, and phone number	
Time and place of departure		Time and place of return	
Name of trip leader		Mobile phone number	
Names of accompanying teachers or other adults		Mobile phone numbers of accompanying teachers or other adults	
Number of pupils.		Class(es) taking part	
Total costs		Cost per pupil	
Purpose of school trip			
Subjects involved			
Means of transportation, with details of flight numbers etc.			
Emergency contact numbers (e.g. deputy, director, bus company, hotels, airline)			
Deputy		Number	
Director		Number	
Name		Number	
Name		Number	
Name		Number	
Name		Number	

Trip leader _____ DATE _____

Deputy director _____ DATE _____

Director _____ DATE _____

To be attached: 1. The programme of the school trip, 2. A list of the students. You must provide an updated list of students to show changes the day before the trip if there are any.

FORM 2 – DAY TRIP CONSENT AND MEDICAL FORM

<i>Trip</i>	<i>Dates</i>
<i>Name of student</i>	<i>Class</i>
<i>Home address</i>	<i>Home telephone number</i>

Contact telephone numbers in the event of an emergency

<i>Work numbers</i>	<i>Mobile numbers</i>
<i>Email address</i>	
<i>Friend/relative(name and tel.)</i>	

Medical and dietary information (please provide further information if necessary)

<i>Details of any medical condition (e.g. asthma, food allergies, reactions to medicine) relevant for the trip</i>	
<i>Medication taken (including when it is to be taken)</i>	
<i>Date of last anti-tetanus vaccination</i>	<i>Special diet required (e.g. vegetarian)</i>

Consent

- I give permission for my son/daughter to participate in this trip.
- If I cannot be contacted to give specific information beforehand, I agree that in an emergency, medical and dental treatment may be given to my child, including the administration of a general anaesthetic, and surgical operations in accordance with the recommendation of a qualified medical practitioner.
- I undertake, should the organisation of the trip require it, to be responsible for the safe conduct of my child to the agreed point of departure and for his/her return to home from the pre-arranged setting-down point at the end of the trip.
- I agree that my son/daughter must observe the Code of Conduct and the Code of Conduct for Internet and Social Media.
- I am aware that serious misbehaviour could result in my son/daughter being sent home, and that I will be responsible for all costs resulting from such a decision, including the cost of the accompanying adult.
- The friend/ relative has given consent to process his name and telephone number.
- I agree to the school using my mobile number for a WhatsApp group for all parents on the trip to be used in case of an emergency.

With this form I give consent to process the data given here.

I give my consent under the following conditions:

- This form will only be applicable to the school trip and will not be used for any other purpose.
- The hard copy of the form will be taken on the trip and is the responsibility of the trip leader. A copy will be held by the deputy director in the school.
- The medical information will only be given to third parties if there is a necessity for medical treatment.
- The forms will be destroyed after the school trip.

Parent/Guardian: _____ Date: _____

FORM 3 - PLANNING AND RISK ASSESSMENT

Trip:.....

1 – PLANNING

The Group

Catering for individual needs	Notes
Have you considered mobility?	
Are there any behaviour issues?	
Are there any psychological, cultural or religious issues?	
Are there any issues to do with food or diet?	
Are there any specific medical issues which need to be considered?	
Have you requested a medical kit(s) from the nurse?	

Staffing

Staff	Notes
Have you considered the experience of staff for this trip?	
Do any of the staff have any particular qualifications e.g. first aid	
Do members of staff have to have a level of fitness for the trip? Has this been considered?	
What is the ratio of staff to pupils, and the gender of staff?	

2 - RISK ASSESSMENT

Travel arrangements	Risks & Precautions
Are there clear instructions for staff and pupils for the times and assembly points?	
Are there issues arising from the choice of transport used? (e.g. bicycle, bus, train, plane, car)	
Are there any potential hazards or possible problems on the journey?	

Venue	Risks & Precautions
Have you visited the site before? If not, have you identified any problems?	
Evacuation - if you have not visited the site check evacuation procedures on arrival and ensure all staff and students are aware of emergency exits and know where the assembly points are.	

Programme & Activities	Risks & Precautions
Is the activity suitable for the group?	
Do they need any special equipment, clothing or other resources? (e.g. safety vests, helmets etc.)	
Are there any particular first aid requirements for the activity? What is available at the location?	

Environmental Conditions	Risks & Precautions
Are there any risks associated with weather, the time of year of the trip, or any other local, environmental or wildlife related issues? (e.g. hay fever, contact with animals, winter and cold)	

Communications	Risks & Precautions
Have the instructions regarding a WhatsApp group been set up, and communications with the school and emergency services arranged in case of an emergency?	

Contingency Planning	Notes
Are you aware of what to do in an emergency, and do you have all communications in place?	

Any other relevant information:

Name:.....

Signature:.....

Date:.....

FORM 4 – SCHOOL TRIP INCIDENT REPORT FORM

Date, time and location of the incident.	
What has happened?	
People affected: names	
Injury or incident	
Where they are /will be taken	
Emergency Services involved and advice they have given?	
Names and locations of hospitals involved?	
Arrangements for pupils not directly involved in the incident	
Name of response person in charge of your group at the incident, and phone number	
Names of witnesses to incident, and phone number	

Attach any relevant documentation.

Name.....

Signature..... Date.....

School Trips - concept letter

Dear parents/guardians,

The European School Bergen has a long tradition of school trips, and they are seen by all in the school community to be of great value by pupils, teachers and parents. The school management and teachers are fully committed to supporting school trips. We believe strongly that such activities not only support the curriculum, but also the social development of pupils. We are grateful to all the teachers for their efforts in organizing these trips, and taking responsibility for the groups involved.

We have been increasingly focused on safety, and this has resulted in a discussion about whether or not school trips should take place at all. We firmly believe that with good preparation, good communication systems, and a careful risk assessment that we are able to offer the current programme of trips.

We will respect your decision as to whether or not you allow your son/daughter to participate in a trip, but you must understand that once a trip has been organized and payments have been made it will not be possible to make refunds if you change your mind nearer the time for any reason.

Similarly, even after payments have been made by parents yet the school is forced to cancel on clear advice, it may be difficult to refund the total amount. Of course, in this situation, the school will refund all costs it is able to recuperate.

By signing the form for your son/daughter to participate in a school trip, you accept that the school will do its best, as always, to provide the safest possible environment for the trip to take place and take all necessary precautions including good communication systems.

We hope that you will continue to support these excellent opportunities for the pupils, and if you wish to discuss any aspects of the trip or planning you should make contact with the organisers.

Kind regards,

Deputy Director

ANNEX - Emergency Procedures

The following checklist is to provide a structure for the trip leader in the case of an incident on a school trip. The trip leader is responsible for managing an emergency situation in the first instance. The first priority for the trip leader is one of containment and minimising risk to all. The exact order of managing any situation relies on the first hand judgement of the trip leader.

First actions

- Safeguard yourself and then any other members of the group.
- Establish a basic overview of the incident. Ascertain the whereabouts of all students and staff.
- Ring emergency services as soon as possible. Ensure that accurate, factual information is available for those arriving on-scene. Ensure the emergency services are aware of anyone who is unaccounted for.
- Contact the school (or delegated emergency contact) to inform and ask for support if needed.
- Delegate tasks to team.
- Establish arrangements to meet the immediate welfare needs of students and staff. Identify students with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any students or staff with known medical conditions or requirements.
- Ensure that a member of staff accompanies any students to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.
- Ensure other staff are briefed (and given tasks) on a regular basis. Tell staff to maintain a log of actions taken and decisions made.

Next steps

- Remember to retain any important items / documents. e.g. contact details, consent forms (including medical and family contact details), maps, tickets ,proof of identity/passports (if abroad)
- Continue to assess any risks to students and staff. Take action to prevent further harm if necessary
- Act as the main contact for co-ordination of the response and work closely with the school/ nominated emergency contact. Continue to liaise with the emergency services and other organisations.
- Continue to brief staff and allocate tasks on a regular basis.
- Monitor and reassure students. Make arrangements for the longer-term welfare needs of students and staff.
- Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.
- Complete any necessary forms / paperwork and prepare for debrief

Media and liability

- **DO NOT** make comments to the media until parents have been informed. If forced into a response then keep it brief using the suggestions below: "We have implemented our emergency response procedures, which places the highest priority on the safety of our students and staff." "emergency services are giving us their full support in this incident and we have no further information to give you at this stage." - *try not to say 'no comment'.* **Do not discuss legal liability with others.**
- Ask the director to advise on media statements. Devise an ongoing strategy for dealing with media requests. It is only the director who is allowed to speak to the media unless he/she delegates this responsibility.
- As far as possible prevent students and staff talking to the media. If they do, they must avoid speculation. Try to prevent the spread of misinformation (especially through the use of mobile phones).

Communication

- Encourage the students NOT to contact parents directly to avoid misunderstanding, confusion and panic. It is the responsibility of the school to communicate with the parents. This should be communicated to parents and pupils before the trip.
- Consult the school (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children. This will be handled in school but the trip leader needs to know
- Consult the school regarding liaison with the tour operator / provider, hotel, hostel etc. if appropriate.
- Consult the school regarding liaison with embassies or other official organisations for support if appropriate Retain any receipts / documentation for insurance purposes. E.g.: records of expenditure, medical certificates / hospital admission forms, police incident number.
- Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.