



POLICY FOR EXPEDITIONS

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Principles of this policy

At Dulwich College we believe that learning beyond the classroom is an essential part of a balanced, rounded education. Expeditions extend our pupils' knowledge and understanding of the world and give them opportunities to develop their skills, awareness, confidence and initiative in practical ways and in an informal environment.

We offer a wide range of expeditions to pupils. Some expeditions are directly related to the curriculum or co-curriculum, some are designed to promote cultural awareness, to enhance communication or physical skills, or to develop self-reliance, leadership potential and team-work.

For the purposes of this policy, "expeditions" are trips which take place abroad and/or involve one or more nights away.

Aims of this policy

1. to ensure that staff, governors, parents, children and adults involved in College expeditions have access to the information and guidance which are required to keep all members of the party safe, informed and cared for during College expeditions, and that the responsibilities of College staff are made clear
2. to follow the Department for Education advice on Health and Safety on trips
3. to fulfil the requirements set out in the ISI Handbook for the Inspection of Schools (September 2012) with particular reference to:
 - a) Identifying responsibilities for the planning of expeditions, including risk assessment, appropriate checking of suitability of venues, supervisors, and staff/pupil ratios ([C1](#))
 - b) identifying responsibilities for the management of expeditions, including pupil behaviour ([D2](#))
 - c) appropriate preparation of pupils for the expedition, including those with particular needs ([D2](#))
 - d) appropriate preparation of accompanying staff ([D2](#))
 - e) efficient and appropriate budgeting and arrangements for transport, accommodation, meals and insurance ([C3](#))
 - f) appropriate communication with parents and staff ([C9](#))

- g) emergency procedures [\(E\)](#)

Expeditions are an important part of the co-curricular life of the College, and it is hoped that the policy and procedure set out in this guide will not constrain them. It is worth noting that David Brierly, Solicitor for the Voice (formerly the Professional Association of Teachers), has stated that “there is no question of automatic liability on the teacher. A teacher who is able to show that all necessary preparations have been made, including where necessary the instruction and training of the children, and that the activities themselves have been carried out carefully and in accordance with approved practices, would be secure against any claim arising from an accident”.

Operation of this policy

A General introduction

1. The operation of this policy applies to the Junior, Lower, Middle and Upper Schools.
2. For the purposes of the policy, “expeditions” are trips which take place abroad and/or involve one or more nights away. Examples of activities which require expedition approval are:
 - a) CCF training weekends
 - b) D of E expeditions
 - c) language/academic trips to foreign parts
 - d) sporting tours

Please consult the Director of Co-Curricular Activities whenever there is doubt as to whether the procedures for outings or expeditions should be followed.

3. For the purposes of this policy the person with overall responsibility for ensuring that that the expedition is planned, organised and managed in accordance with this policy is referred to as the “expedition leader”. An “expedition supervisor” is any appropriate adult who assists the expedition leader in the supervision of pupils.
4. All expeditions require the approval of the Director of Co-Curricular Activities prior to any decision or commitment that they will take place. If an expedition is planned to take place during school hours, prior approval is also required from the relevant Head of School.

B Outline of the procedures for expedition leaders

Detailed guidance on each step can be accessed via the hyperlinks. The key steps to take before the expedition are as follows:

1. Choose the expedition leader who will research the expedition to ensure that it is both feasible and appropriate, and carry out the procedures that follow. ([C1a](#))
2. Seek the approval of the appropriate Head(s) of School (if the expedition is to take place during term time) and check the proposed date of expedition with Director of Co-Curricular Activities to avoid clashes, then complete the online preliminary approval form. ([C1b](#))
3. The Director of Co-curricular Activities will ensure that the expedition appears in the online calendar.
4. Decide whether you will be using the services of a tour operator to organise the expedition. If so, please read ([C1k](#)) and ([C3b](#)).
5. If you are not using the services of a tour operator, research arrangements including travel, accommodation, ([C1f](#)) insurance ([C3f](#)) and emergency contacts. ([C5](#))
6. Work out a detailed plan and preliminary risk assessment ([C1e](#)) for the expedition. You should consider proposed activities, including hazardous activities ([C1k](#)), supervision arrangements ([C1f](#) [C1g](#)) and emergency procedures ([E](#)).
7. Recruit boys. Consider organising a promotional meeting with parents. Check the list of pupils with the Deputy Head Pastoral, copying in the relevant Head(s) of School. ([C1i](#))
8. Recruit sufficient expedition supervisors to meet the College's supervision ratio (or that of the expedition venue, if higher). ([C1f](#))
9. Complete the online budget form with the Director of Co-Curricular Activities and send it to the Deputy Master Pastoral and Director of Finance. ([C3](#), [C6](#))
10. Once you have gained approval of the budget, send a letter to parents giving details of the expedition, a consent form, overall costs and any deposit required. ([C9](#), [Appendix III](#))
11. Collect deposits if applicable ([C3c](#)). Money should be collected from parents in advance of any payments being made. Usually this will be by cheque from the parents made payable to "Dulwich

College”. Members of staff must not use their private bank accounts for the receipt of payments for visits. ([C1I](#))

12. Make bookings and finalise arrangements.
13. Produce the Final risk assessment for the expedition and a list of pupils taking part in the expedition and, at least ten working days before the expedition takes place, submit these to the Director of Co-Curricular Activities for final approval. ([C6Appendix VI](#))
14. Inform the Director of Co-Curricular Activities and the appropriate Head of School of any changes to the composition of the party subsequent to receiving final approval. ([C6g](#))
15. Communicate any final information to parents.
16. Collect outstanding monies to be paid.
17. Finalise preparations, including communicating with pupils. ([C8](#))
18. Arrange to borrow a First Aid kit and school mobile phone. ([C5c](#))
19. On the day of the expedition, ensure that each expedition supervisor receives an “expedition pack” ([D1](#))

C Planning the expedition

1 Personnel, programme and preliminary procedures

- a) Decide which member of staff will be the expedition leader. Although some of the work of organising the expedition may be delegated to another colleague, it is the expedition leader's responsibility to oversee and co-ordinate the arrangements at all stages and to ensure that all proper planning procedures are adhered to. For an expedition abroad, the leader must have previous experience of a similar expedition, except where the expedition is to be run by a reputable tour operator (see advice on exploratory visits at **C1dii**).
- b) In consultation with the Director of Co-Curricular Activities, select a time for the expedition which does not clash in terms of the other commitments of pupils and staff and which allows a sufficient period for pre-expedition planning.
- c) Preliminary approval must be sought from the Director of Co-Curricular Activities before an expedition can be booked. Expedition leaders must complete the on-line request form (on MyDulwich> Tool Box > Outings and Expeditions).

The Director of Co-Curricular Activities will confirm preliminary approval by email and then enter the date and summary details of the expedition on the online calendar.

- d) Risk assessment
 - i. Before undertaking any College trip you are legally required to carry out a written risk assessment. Schools have a duty of care towards pupils and in an activity where there is an amount of risk, you will need to show that you have considered likely risks, and as a result, taken "all reasonable precautions". The risk assessment for an expedition need not be complex but it should be comprehensive.

Most venues will be able to provide their own risk assessment; please apply to them for a copy.

A risk assessment does not generally require technical formulae or professional health and safety expertise.

A formal assessment of the risks that might be met on an expedition should have the aim of preventing the risks or reducing them.

Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risk cannot be contained, then the expedition must not take place.

- ii. Wherever possible the expedition leader should make an exploratory visit before the expedition to:
 - i. ensure at first hand that the venue is suitable to meet the aims and objectives of the school expedition
 - ii. obtain advice from the venue manager
 - iii. assess potential areas and levels of risk
 - iv. ensure that the venue can cater for the needs of the staff and pupils in the group
 - v. become familiar with the area before taking a group of young people there

An exploratory visit is particularly important where the expedition is to a place the expedition leader does not know well.

If an exploratory visit is not feasible then the expedition leader must give extremely careful thought to how he/she can ensure effective risk assessment and management. A minimum measure would be to contact other schools who have used the venue to obtain feedback and obtain specific information by letter from the venue, or from local organisations such as Tourist Boards. As some factors will change from year to year it is prudent to reassess the risks each time you lead an expedition, even if the location and group leader stay the same. An exploratory visit may not be necessary if you are making use of the services of a reputable tour operator ([C3c](#)).

- iii. The risk assessment should be based on the following considerations:

what are the hazards?

who might be affected by them?

what safety measures need to be in place to reduce risk to an acceptable level?

can the group leader put the safety measures in place?

what steps will be taken in an emergency?

- iv. Preparing a risk assessment is a two stage process. A preliminary risk assessment will cover items **i-xii** below, and forms part of the initial planning for the expedition. A final risk assessment will also cover the particular needs of individual pupils (**xiii**) and will only be possible once a final list of pupils participating in the expedition has been drawn up. It is the final risk assessment that is submitted to the Director of Co-Curricular Activities for approval.

- v. The expedition leader should record the risk assessment and submit a copy to the Director of Co-Curricular Activities at least ten working days before the date of the expedition so that approval can be given with a clear understanding that effective planning has taken place. The expedition leader should take the following factors into consideration when assessing the risks:
 - i. the type of trip, the activities involved and the level at which they are being undertaken

 - ii. the location, routes and modes of transport, including whether any pupils are to make their own way to or from the expedition location

 - iii. the competence, experience and qualifications of supervisory staff

 - iv. the inclusion of at least one member of staff who is First Aid qualified, especially on expeditions including outdoor activities

 - v. the ratios of teachers and supervisory staff to pupils

 - vi. the group members' age, competence, fitness and temperament and the suitability of the activity

 - vii. the quality and suitability of available equipment

 - viii. seasonal conditions, weather and timing

 - ix. emergency procedures

- x. how to cope when a pupil becomes unable or unwilling to continue
 - xi. the need to monitor the risks throughout the expedition and adapting the risk assessment and responding as appropriate
 - xii. the need to avoid driver fatigue if a member of staff is transporting the boys in a school minibus or private car
 - xiii. the special educational or medical needs of pupils: if in doubt please request clarification from the Medical Centre. All expedition supervisors must have had training on using an epipen within the academic year if accompanying a potential anaphylactic.
- e) Advertise the proposed expedition. Send out a letter asking for an expression of interest from the parents of pupils likely to participate in the expedition. This letter should include summary details of the proposed expedition and an estimate of the likely cost. You may wish to organise an assembly presentation and/or a promotional meeting for parents and boys at which details of the proposed expedition can be disseminated.

Recruit expedition supervisors as appropriate to the number of pupils likely to take part in the expedition. For any expedition a minimum of two supervisors is required for a group of up to 15 pupils. An additional supervisor is required for every 11 or fewer additional pupils. Any adult over 21 can act as a supervisor. The requirement for adult supervision may be relaxed at the discretion of the Deputy Master Pastoral if all pupils involved in the expedition are aged 16 or over. The expedition leader must be aware of the potential need to deploy individual staff to deal with emergencies such as illness, hospitalisation or the repatriation of pupils when recruiting sufficient adult helpers.

- f) Any adult who is not a member of staff (e.g. a relative or friend of a supervisor or pupil, or an employee of an external organisation) who is to accompany pupils on the trip must go through the normal Criminal Record Bureau checks. The HR Department will provide further information on this. For expeditions which involve outdoor activity (e.g. camps), you should include a supervisor who is qualified in First Aid. Where possible, trips abroad should be accompanied by at least one speaker of the language of the country to be visited. It is not advisable for expedition supervisors to be accompanied by their spouses, partners and/or children. Adults who are so accompanied must not be counted in the supervision ratio. If female pupils are going on the expedition(e.g. joint trips with JAGS), a male employee should be accompanied by a female employee and vice-versa. For all Junior School expeditions an additional adult is required for every 8 or fewer additional pupils. A qualified first aider

should be included on all Junior School expeditions. For Junior School Expeditions involving two or more nights away, the expedition leader should not be included in the ratio of adults to children.

- g) Check that pupils showing interest in taking part are suitable by submitting their names to the Deputy Master Pastoral and appropriate Head(s) of Year. The Deputy Master Pastoral or, in his absence, the appropriate Head(s) of School, will keep the Director of Co-Curricular Activities informed about those pupils whose behaviour on previous occasions might preclude them from participation in future expeditions. The expedition leader, in consultation with the Director of Co-Curricular Activities, has the right to refuse to take any boy on the expedition if it is considered that his presence might pose a risk to the safety or well-being of the party. Once the list is complete, consult the consent forms to determine if any of the pupils going on the expedition has a medical condition that you need to take account of in your planning and risk assessment. A final list of boys taking part should be submitted to the Director of Co-Curricular Activities when the expedition leader requests final approval.

- i. If the expedition will include any period of time during which pupils will not be directly supervised, (except for normal relaxation periods at the hotel or camp site) determine the purpose of the unsupervised time (known as 'remotely supervised' time) and the safety implications of the activity planned. Expeditions may only include periods of remotely supervised time if these have a specific purpose and if participants are fully briefed as to the purpose and the rules governing conduct during these periods. For all Junior School trips there should be no periods of unsupervised time outside the hotel/camp site.

NOTE: During an expedition supervisors are never in a position of not supervising. They may not always be present but their responsibility remains for remote supervision. This remains true even when their direct supervisory responsibility has been delegated to others.

- ii. Consult the list of hazardous activities listed in [Appendix I](#). If the expedition is to include any hazardous activity, or any activity of a similar nature to those listed in Appendix I, establish that the activity will be supervised by suitably qualified persons, consider the provision of a higher level of adult supervision than that set out in the guidelines above and check the insurance position for the activity with the Chief Operating Officer. If the expedition does include a hazardous activity, then a reference to this activity must be included in the consent form sent to parents. ([Appendix V](#))

- iii. The Director of Co-Curricular Activities must be provided with a copy of the Health and Safety Policy of any activity centre to be used and with written evidence that the centre has a licence (a legal requirement in UK-based centres) and that its instructors and supervisors are qualified and competent. In all UK residential centres, all staff must be CRB checked. The centre must provide the expedition leader with copies of written proof that these CRB checks have been carried out as legally stipulated.

All the above is part of the risk assessment procedure which must take place prior to any expedition. It is important that as part of your preparation for any expedition you include pupils in discussions about risks, so that they are involved in the planning of the expedition and are made aware of the potential dangers.

- l) Appoint a photographer and a person to provide an official write up of the expedition

2 Travel, Passports, Visas

- a) After deciding upon transport arrangements and timing (or obtaining details from the tour operator), ensure the availability of an approved driver if a College minibus is to be used (the approved driver list is available from the Operations Office) and then book the minibus through the online request form on MyDulwich > Helpdesk > Minibus Booking. Any booking of coaches is carried out through the online request form on MyDulwich > Helpdesk > Coach Transportation. If using public transport, any booking and checking of timetables etc. is the responsibility of the expedition leader. Staff should not use their own private vehicles for transporting pupils since standard car insurance policies do not cover this type of use. In exceptional circumstances, when use of a private vehicle is unavoidable because, for example, no College transport is available, the Deputy Master Pastoral must be informed at least two days in advance so that appropriate insurance cover can be arranged by the Operations Office.
- b) Decide what arrangements will be made with pupils and parents concerning the provision of passports. Most organisers of foreign trips ask pupils to provide their own passports, though in this case be aware that:
 - (i) some pupils, especially the younger ones, may not have their own passports, and
 - (ii) at certain times of the year it can take some time to obtain a passport, so parents will need to be advised to apply well in advance.
 - (iii) You should establish whether any country to be visited requires a visa. Note that foreign nationals may be subject to different visa requirements.
 - (iv) Some countries will require passports to be valid for at least 6 months after visiting the country.
- c) Decide what arrangements will be made with pupils and parents concerning the need for a valid European Health Insurance Card (which entitles carriers to health care free of charge or at reduced cost in EU countries.)

3. Budget and Costs

- a) The on-line budget form must be completed and approved before parents are told the final balance. (MyDulwich> Tool Box > Outings and Expeditions). When determining how much to charge each pupil participating in the expedition, take into account the cost of transport, accommodation and food, and the fact that the expedition leader and supervisors go free of charge. Make sure to include the cost of any “hidden” or optional extras. Allow a sufficient safety margin, bearing in mind that changes in exchange rates can impact significantly on the cost of trips abroad. It is advisable to obtain quotes from travel companies etc. in sterling so that an accurate prediction can be made of the cost of the trip and money can be recouped from parents. Consideration also needs to be given to any requirement for foreign currency to take on the expedition.
- b) If employing the services of a tour operator, ensure that the company is a reputable member of ABTA complying with the EC Package Travel Directive and that the price quoted is competitive and offers good value for money.
- c) Make arrangements for collecting money from parents and for expedition accounts to be kept. All money received should be banked through the Finance Office. Arrangements should be made to set up an account solely for an expedition. The CCF and Scouts have their own bank accounts. A personal bank account must never be used for expedition funds.
- d) Monies raised by concerted effort (e.g. from sponsored events or antiques fairs etc.) or as direct support from the Friends of Dulwich College or other similar sources must be banked centrally in an expedition account, and not disbursed to individual pupils. Please note that thank you letters and reports should be sent to “sponsors” (e.g. FDC) after the trip.
- e) If you are raising sponsorship to help fund your trip, please note the following:
 - i. If the sponsorship is provided in return for advertising, for example the inclusion of the sponsor’s logo on shirts or in brochures, the money received is subject to VAT. This means that the College has to account for VAT on the money received and will only benefit from the amount net of VAT to fund the trip.
 - ii. On the other hand, if nothing is provided in return for the sponsorship, e.g. it is a pure donation, there are no VAT issues and the College will benefit from the full amount received to fund the trip.

- iii. The College is unable to claim back VAT on any purchases in relation to a trip (even purchases of shirts on which there is the sponsor's logo) because a trip is an educational project which is exempt from VAT.
 - iv. If you have any queries with regard to VAT in relation to your trip, please contact the Director of Finance.
 - v. The Deputy Master External will advise you about funds which are available for holders of bursaries. The Master can also be approached to assist pupils who may not otherwise be able to afford the costs of a trip. There is no provision for boys to take out loans from the College for school trips.
 - vi. It is advisable to pay off as many bills as possible in advance of the day of departure.
- f) Insurance
- (i) Carry out a thorough check of insurance cover provided for your expedition by the College and otherwise (e.g. by the tour operator) and make arrangements for any additional cover which might be required. Ensure that cover extends to all activities to be undertaken during the expedition. The limitations of the cover for personal property must be explored, as you may wish to advise parents to arrange extra cover for expensive items such as cameras.
 - (ii) Our travel insurance for school trips and expeditions is provided by Zurich Insurance. Whilst the insurance cover provided is comprehensive, there are some important exclusions and limitations which are set out in the Policy Summary (MyDulwich> Tool Box> Outings and Expeditions> Key facts Travel insurance 2012 -2013) which should be read carefully. If you are organising an expedition involving activities which are excluded, additional insurance must be arranged prior to travelling. Please also note that the maximum amount that can be claimed on cancellation, curtailment or rearrangement is £2,000, which may not be enough for larger expeditions. In these circumstances, top-up insurance must be arranged prior to travelling to cover any potential shortfall. It is important that parents/guardians are aware of these exclusions and limitations before agreeing to and paying for the travel as they could have potentially serious implications. If you are organising an expedition therefore, please make sure that a copy of the Policy Summary is made available to parents before payment is received from them, so that they are aware of the extent of the cover. If you have any questions in relation to our travel insurance policy please contact the Chief Operating Officer's office.

- (iii) Consider the provision of funds to cover an emergency. The Finance Office can provide an advance for emergency cash funding if no other provision (e.g. personal credit card) is available. Under normal circumstances this money will be returned to the College at the end of the trip.

4. Health, Diet and Accommodation

- a) Check whether vaccinations or other precautions are advised for the country to be visited.
- b) Arrange with the Medical Centre to take a first aid kit and other emergency medical supplies on the expedition. Check epipen training of supervisors is up to date if applicable.
- c) In the course of your contacts with parents, check and keep a record of the following for reference during the expedition (ensure secure disposal on your return):
 - i. which pupils currently require regular or occasional medication (e.g. asthmatics)
 - ii. which pupils have potentially serious medical problems (e.g. allergies, haemophilia)
 - iii. which pupils require a special diet
 - iv. for Junior School trips – bedwetting or other circumstances which may arise e.g. fear of the dark, nightmares etc.
- d) For trips within the EU, check that pupils and the expedition leader and supervisors have a current European Health Insurance Card
- e) Whenever a party is staying in a hotel, it is a good idea to arrange room sharing in advance of the start of the trip.
- f) On arrival at any residential centre, fire drills and evacuation procedures must be fully explained.
- g) Staff must arrange to sleep within close proximity of the party.

5. Emergency Contacts

- a) Arrange an emergency contact (e.g. the Master, Deputy Master Pastoral, Director of Co-Curricular Activities or another senior member of staff), who will be in Dulwich during the whole of the period of the expedition. In case of any serious mishap, staff will be in attendance at the College at all times.

b) Ensure that parents are aware of emergency contact procedures. Set up a smart phone email contact list prior to departure

c) Request a smart phone from Computer Services.

6. Expedition Approval

a) Preliminary approval must be sought from the before an expedition can be booked. ([C1c](#))

b) The budget must be prepared using the on-line expeditions budget form (on MyDulwich > Tool Box > Outings and Expeditions) and sent to the Deputy Master Pastoral who will copy it to the Director of Finance for approval. A copy of the approved budget will be held in the Finance Department and the Finance Department are instructed not to make any payments for an expedition unless they are in receipt of an approved expedition budget form.

c) The budget must be approved before parents are informed of the exact cost of the expedition.

d) A final risk assessment and a list of pupils participating in the expedition must be submitted to the Director of Co-Curricular Activities at least ten working days before the commencement of the expedition. In most cases expedition leaders should aim to submit these documents earlier than this. These forms are available on MyDulwich > Tool Box > outings and expeditions > risk assessment. The Director of Co-Curricular Activities can relax the requirement for ten working days' notice in exceptional circumstances.

e) The Final list of pupils should show for each pupil:

i. surname and principal forename

ii. date of birth

iii. current Form (old Form in the case of a summer holiday expedition)

iv. name, address, and home, mobile and work telephone numbers of parent(s)

f) The Director of Co-Curricular Activities grants approval by signing the risk assessment, after which copies of the final risk assessment and list of pupils, are sent to (i) the expedition leader and (ii) the Master's Office.

- g) In the event of any last-minute change to the composition of the party, it is the expedition leader's responsibility to ensure that copies of the amended final list are given to the Director of Co-Curricular Activities and relevant School Office.
- i) The expedition leader must also ensure that the Director of Co-Curricular Activities has a copy of the party list and details of the itinerary, including travel times. It is extremely important that information about all pupils participating in an expedition is available at the College as detailed above.

7. Legal considerations regarding supervision

- a) The Management of Health & Safety at Work Regulations 1992 require that schools make suitable and sufficient assessment of the risk to health and safety of staff, pupils and others who might be involved in an activity where there is an element of risk. You will need to show that you have taken "**ALL REASONABLE PRECAUTIONS**". You are obliged to take all reasonable measures to ensure that every child under your control and supervision is safe and protected from any unacceptable risks. You must be **CAREFUL, NOT CARELESS**. Being careless is, in legal terms, being negligent; and being negligent means you might be liable.
- b) A teacher's duty of care on a College trip is not confined to normal school hours. It lasts throughout the time away. It can only be put aside at times when responsibility for the care of the children can be reasonably delegated to some other person or persons. For example, you can reasonably allow children to be supervised by the staff from an activity centre, provided that those staff are competent, qualified and you are satisfied that the other person(s) can do so safely. Even then, a teacher should ensure that they can be contacted in the event of an emergency.
- c) Staff involved in expeditions should be aware that the Safeguarding (Child Protection) policy is applicable to all off-site activities undertaken by pupils whilst they are the responsibility of the College. All staff have a duty to safeguard and promote the welfare of children and will often be the first people to sense that there might be a problem. The Safeguarding (Child Protection) Policy recognises the need for staff to be alert to the risks posed by strangers who may wish to harm children whether in College or when they are travelling to and from College and the requirement to take all reasonable steps to lessen such risks. Furthermore, in the course of an expedition, staff may well be the first people in whom children confide about abuse. Should any safeguarding concerns arise during an expedition, or if we have any reason to believe that a child in our care is subject to welfare issues including physical, sexual, emotional abuse or

neglect, the procedures for reporting such concerns to the Designated Person must be followed without delay, including telephoning the appropriate Delegated Person immediately.

Designated Person for the whole College	Simon Northcote-Green	Deputy Master Pastoral
Deputy Designated Person for the whole College	Sarah Griffiths	Head of Well-Being
Designated Person for the Junior School	Toby Griffiths	Head of the Junior School
Deputy Designated Person for the Junior School	Tom Quilter	Junior School Teacher
Designated Person for DUCKS (EYFS)	Heather Friell	Head of DUCKS
Deputy Designated Person for DUCKS and DUCKS Kindergarten (EYFS)	Tracey Greenwood	Deputy Head of Kindergarten
Designated Person for DUCKS Kindergarten (EYFS)	Tracey Greenwood	Deputy Head of Kindergarten
Deputy Designated Person for DUCKS Kindergarten (EYFS)	Sally Donaldson	Head of Kindergarten

8. Informing pupils

- a) It is important to involve pupils in the risk management process, including the assessment of risks they may confront during the course of the trip. It may also be a good idea to involve parents in the planning of the trip.

- b) The group leader should decide how information is provided to pupils and must ensure that pupils understand key safety information. For some pupils on overnight trips it will be their first experience away from home on their own and in the close company of other pupils. Pupils should understand:
 - i. The aims and objectives of the expedition;
 - ii. The background information about the place to be visited;
 - iii. Basic foreign words where appropriate;
 - iv. Relevant foreign culture and customs;

- v. How to avoid specific dangers and why they should follow rules;
- vi. Why safety precautions are in place;
- vii. Why specific safety precautions are in place for anyone with disabilities;
- viii. What standard of behaviour is expected from pupils;
- ix. Appropriate and inappropriate personal and social conduct;
- x. The danger of carrying falsified identity documents, such as those indicating a false date of birth, which are illegal.
- xi. Who is responsible for the different groups;
- xii. What not to bring back either within the UK or from abroad, e.g. drugs, knives etc.;
- xiii. What to do if approached by anyone from outside the group;
- xiv. Rendez-vous procedures;
- xv. What to do if separated from the group;
- xvi. Emergency procedures. Those in charge of pupils during an expedition have a duty of care to make sure that the pupils are safe and healthy. There is a common law duty to act as a reasonable prudent parent would. Awareness of emergency procedures are an essential part of planning a school expedition.

9. Informing Parents

- a) The timing of contacts with parents will very largely depend on the nature of the expedition. In the case of a foreign expedition it is usually a good idea to plan a meeting with parents at a stage when most of the arrangements are final so that information can be given and parents' questions answered. An evening meeting at the College is usually the most convenient. Parents can thus become involved with (though will not dictate policy on) such matters as discipline and behaviour during the expedition. Such a meeting also provides an opportunity to discuss the management of risk and gather further information relevant to risk assessment.

- b) Whether you hold a parents' meeting or not, you are advised to make a clear written statement to parents and pupils of the standard of conduct you expect during the expedition. Parents and pupils sign up to the standard Expedition Code of Behaviour when they sign the Consent Form. If you wish to impose more stringent standards, you should make sure that parents consent to these in writing as well.
- c) In all cases, parents must be sent a letter requesting the completion and return of a consent form (which must make specific reference to any hazardous activities that are to be undertaken), and the payment of a deposit (if applicable). For expeditions abroad you are likely to require parental consent and a deposit some time before final arrangements for the expedition are known. The letter to parents should include information about:
- i. the nature and purpose of the expedition, and activities to be undertaken;
 - ii. the intended date of departure and return;
 - iii. the mode of travel and, if applicable, name of tour operator;
 - iv. the approximate total cost, and amount of deposit required;
 - v. passport/visa requirement/European Health Insurance Card (if applicable). It is good practice to request that photocopies of these documents are enclosed with the completed consent form in order to ensure their validity throughout the duration of the expedition.
- d) A specimen letter and consent forms are in the appendices. Information on health and dietary requirements may need to be passed on to airlines, hotels etc., and so needs to be collected in good time. However, if there is a long interval between the issue of the consent forms and the expedition itself, it may be necessary to reissue the consent form closer to the date of the expedition to ensure that the information is up to date.
- e) The expedition leader must also communicate the following information to parents of pupils participating in the expedition (it may be possible to include this information in the letter sent with the consent form, but sometimes a second letter will need to be sent detailing final arrangements):
- i. exact cost of expedition, amount which remains to be paid and when

- ii. precise time of departure, location of assembly point
 - iii. time of return to the College
 - iv. detailed itinerary of the expedition, including transport arrangements
 - v. details of expedition supervisors
 - vi. vaccinations etc. required
 - vii. a reference to the current College insurance policy and a link to its location on the website
 - viii. advice about pocket money, currency/travellers' cheques information. For junior school pupils a banking system should operate if the suggested pocket money is more than £10.00
 - ix. kit/luggage/clothing lists and advice
 - x. a reference to the Expedition Code of Conduct ([Appendix II](#)), which should be included with the letter as an attachment
 - xi. emergency contact procedures and mobile phone numbers (including means by which a parent may contact the party). Boys may make regular contact with parents should they wish to but see phone contact and accidents below
 - xii. regulations concerning duty-free purchases (pupils over 17 only)
 - xiii. advance reading list (e.g. for a cultural expedition)
- f) When parties depart from or return to the College on a school day, it is often necessary to make special meal arrangements in advance (e.g. early breakfast or late supper for boarders). Requests should be made to the Catering Manager in good time. If a party is due to arrive back after 16:00 on a school day, parents need to be aware that pupils who normally use the Foundation coaches will have to make alternative arrangements for their travel home. If the party is expected to depart or arrive at times when the College gates are closed, Security should be informed in advance to facilitate parental access.

D During the expedition

1. The “expedition pack”

On the day of departure ensure that each expedition supervisor has the following:

- a) a list of the pupils for whom he/she is responsible (with photographs)
- b) a full list of pupils’ emergency contact details and any medical information
- c) contact details for police and emergency services and consular assistance if abroad
- d) a copy of the SMT contact list
- e) details of accommodation contact numbers and addresses
- f) a copy of foreign language phrases to be used in an emergency abroad
- g) details of local transport arrangements and a College mobile
- h) appropriate briefing on supervision arrangements and emergency procedures and on any medical, dietary or behavioral issues pertaining to the pupils in his/her group
- i) access to a first aid kit
- j) a copy of the Expedition Code of Conduct for pupils on College expeditions ([Appendix II](#))

2. Management and supervision of the expedition

- a) Health & Safety regulations require that schools make suitable and sufficient assessment of the risk to health and safety of staff, pupils and others who might be involved in an activity where there is an element of risk. You will need to show that you have taken **“ALL REASONABLE PRECAUTIONS”**. You are obliged to take all reasonable measures to ensure that every child under your control and supervision is safe and protected from any unacceptable risks. You must be **CAREFUL, NOT CARELESS**. Being careless is, in legal terms, being negligent; and being negligent means you might be liable.

A teacher's duty of care on a College trip is not confined to normal school hours. It lasts throughout the time away. It can only be put aside at times when responsibility for the care of the children can be reasonably delegated to some other person or persons.

- b) The expedition leader retains an overall duty of care for the group at all times. In delegating supervisory roles to others adults, it is good practice to:
 - i. arrange the party into smaller and more easily managed sub-groups For example, a group of 33 pupils and 4 staff could be split into 3 groups of 11, leaving the party leader free to take charge at hotel lobbies, customs and passport control etc.
 - ii. allocate supervisory responsibility to each adult for a specific group of pupils, ensuring that pupils and adults understand these responsibilities and that the expedition leader remains in overall charge
 - iii. ensure that all adults and pupils are aware of the expected standards of behaviour

- c) It is good practice for each group supervisor to:
 - i. have a reasonable prior knowledge of the pupils in their group, including any special educational or medical needs or disabilities, or any pastoral concerns
 - ii. receive appropriate prior knowledge of the venue from the expedition leader
 - iii. carry a register of all group members, regularly checking that all are present
 - iv. keep the group under close supervision, especially when mingling with crowds, except during periods of "remote supervision" (see below)
 - v. have a clear understanding of the purpose of the nature and purpose of activities to be undertaken
 - vi. have the means of contacting the expedition leader and other supervisors if help is needed
 - vii. be aware of the risk assessment and respond appropriately to any unforeseen hazards, monitoring the abilities of the group to respond to changing conditions

viii. clearly understand emergency procedures

ix. know how to access first aid

d) Pupils should:

i. know who their supervisor is and how to contact him/her

ii. understand and follow instructions and standards of behaviour

iii. know who is in their group and ensure that they are not isolated from the group

iv. be instructed to alert the group supervisor if someone is missing or needs help

v. know the designated meeting place

vi. know what action to take if they become lost or separated

e) **Head counts**

Regular head counts of pupils should take place throughout the expedition, particularly in crowded public places, getting on or off transport, and in poor weather or visibility. It is good practice to:

i. double-check numbers before departure from a venue

ii. ensure that younger children are readily identifiable through their attire

iii. provide appropriate additional safeguards for young children or those with special needs, such as laminated cards displaying details of the group leader's contact number

In order to minimize the risk of separation the smallest sub-group should consist of no fewer than three pupils at all times, including during periods of "remote supervision" when help may be required if a pupil is in difficulties.

f) **Remote supervision**

Supervision, whether “close” or “remote”, must be continuous throughout the expedition. Close supervision occurs when the group remains within sight of and in contact with the supervisor. Remote supervision occurs as part of the planned activities when a group is not in visual contact with the supervisor for a defined period of time but is subject to stated controls and is managed so that the supervisor can readily intervene or assist if help is required. If remote supervision is planned, it is essential that:

- i. all those involved in the expedition, as well as parents, are aware of the supervision arrangements and expectations
- ii. groups are competent to cope with the planned activity and are aware of first aid and emergency arrangements
- iii. pupils are aware of the defined area where the remote supervision will take place and of the time and rendez-vous point
- iv. there are clear lines of communication between the group, the supervisors, the expedition leader and the College so that the supervisor can reach the group reasonably promptly should the group need support in an emergency
- v. exclusive reliance on mobile phone contact is avoided; at least one supervisor should be in a fixed position, known to the pupils and other supervisors, throughout the period of remote supervision
- vi. there are defined time limits between contacts. Exceeding these limits should activate an agreed emergency procedure
- vii. there should be clear arrangements for the abandonment of the activity if it cannot be completed without compromising safety

g) **Rearranging groups**

Pupils can become detached when groups are rearranged, for example when a large group is split into smaller groups for specific activities, when groups transfer from one activity to another and change supervisor, during periods between activities, or when small groups re-form into a large group. Each supervisor should therefore:

- i. make it clear at which point they are taking on leadership responsibility for the group they are allocated and when their part of the programme begins
- ii. ensure that all group members are aware of the changeover
- iii. clearly pass on responsibility for the group when their part of the programme is concluded, together with any relevant information

h) **“Free time”**

During any short periods of “free time” (the period before, between or after more structured activities) expedition leaders should ensure that pupils continue to be appropriately supervised whether such supervision is direct or remote. It is good practice to avoid using the term “free time” when speaking to pupils and instead to make it clear that all activities are purposeful and appropriately managed. It is particularly important to remind pupils that the Code of Conduct, the prohibition of alcohol consumption, and any additional specific arrangements for their safety apply at such times, warning them that breach of these rules may lead to disciplinary sanctions.

i) **Group supervision, including when travelling**

- i. The level of effective supervision necessary for the journey should be considered as part of the overall risk management plan.
- ii. During periods of free time away from the hotel or camp site, groups should be a minimum of 3 or 4. Party leaders are urged to be very careful about giving any such free time in large cities.
- iii. No aquatic sport/activity or climbing is to be permitted without staff permission and supervision.
- iv. A checking-in procedure and lights-out time should be set (possibly according to age) and monitored personally by staff. No pupil should leave his bedroom after final checking except in an emergency.
- v. Pupils should at no time visit the room(s) of members of any other school group, nor entertain members of other groups in his/their own room(s), without the express permission of the expedition leader.

- vi. Members of the party must be punctual at all times.
- vii. Pupils should be reminded that they are ambassadors of the College and that they are expected to be polite and courteous (e.g. to fellow travellers and hotel staff) at all times.
- viii. Pupils should be encouraged to be tidy and leave hotel rooms, coaches in good condition.
- ix. Breakages (or existing damage) should be reported to members of staff.
- x. You will find it useful to take 3 or 4 bin-liners for litter, especially for coach journeys.

E Accidents and emergency procedures

Emergency procedures are an essential part of planning a school expedition. Those in charge of pupils during an expedition have a duty of care to make sure that they are safe and remain healthy. There is also a common law duty to act as a reasonably prudent parent would. Do not hesitate, therefore, to act as appropriate in an emergency and take life-saving action in an extreme situation. If an emergency or accident should occur during an expedition the procedures are to:

1. establish the nature and extent of the accident or emergency as quickly as possible
2. identify any casualties and seek immediate medical attention for them. Ensure that any pupil requiring hospital treatment is accompanied by an adult known to him. This adult should remain with the pupil if he is admitted (e.g. for surgery or to be made fit to travel).
3. notify the police and other emergency services if necessary
4. ensure that the rest of the group, some or all of whom may be very distressed, are safe, appropriately supervised and cared for
5. ensure that all members of the party who need to know are aware of the incident and that all members of the party are following these procedures
6. inform the College of the nature and location of any accident as soon as possible. A critical incident management team at the College may take over the responsibility for overall management of the incident, depending on the nature and scale of the incident. A designated

member of the College Senior Management Team will make appropriate arrangements for contacting the pupils' parents. Details of the incident should include:

- a) the nature, and time of the incident
 - b) the location of incident
 - c) the names of casualties and the extent of their injuries, if ascertainable
 - d) the names of any others involved
 - e) what action has been taken so far
 - f) what action has yet to be taken (and by whom)
 - g) telephone contact numbers for future communication
7. discourage pupils and supervisors from using mobile phones to contact others, such as parents, friends, or other staff, unless you instruct them to do so, making clear that it is your responsibility to inform appropriately all those who should be informed
 8. ensure that every effort is made to contact parents, via the contact at the College or by you, as agreed, before consent is given for any necessary surgical intervention, including general anaesthetic or blood transfusion. If a general anaesthetic or blood transfusion is given the member of staff accompanying the casualty should remain at the hospital at least until the pupil has regained consciousness. Arrangements should then be made, in consultation with the pupil's parents, for the continued presence at the hospital of an adult known to the pupil. Pupils in the Junior or Lower Schools, in particular, should not be left alone in a hospital without the express consent of his parents.
 9. if the consular services need to be involved the arrangements for contacting them must be agreed with the SMT coordinator at the College.
 10. write down accurately and as soon as possible all relevant facts, significant events with times, contacts and witness details, and preserve any vital evidence

11. ensure that no member of the party speaks to the media. Media enquiries should be referred to the designated media contact in the Senior Management Team which is normally the Master or, in his absence, the Deputy Master Pastoral
12. obtain receipts for any payments which may be reclaimable under an insurance policy or from parents
13. complete a written report of the incident as soon as possible on your return to the College, including the following details:
 - a) name(s) of casualties
 - b) nature, date and time of accident
 - c) location of accident
 - d) details of injuries
 - e) details of police and/or emergency services who attended
 - f) witnesses' names, addresses (and telephone numbers if possible)
 - g) action taken so far
 - h) telephone contact numbers for future communication

This report should be confined to factual detail and exclude conjecture. The report should be given to the Director of Co-Curricular Activities with a copy to the appropriate Head of School on return to College.

F Dealing with delays

If you anticipate that your return to the College will be delayed by more than 30 minutes you should inform the relevant school office, who will cascade the information as appropriate. If the office is closed, you should contact Security on 07860648965.

G After the Expedition

As soon as possible after the expedition, complete the post-expedition questionnaire and pass it to the Director of Co-Curricular Activities. The information you provide is likely to be of use to those planning expeditions in the future. Pupils who were a credit to the College can be commended and equally the miscreant dealt with by senior management.

Expense claims for all expenditure, supported by receipts and full descriptions must be submitted to the Finance Department along with details of funds received in advance. Any balances due to be paid or refunded will then be settled.

Appendix I

Hazardous Activities

This list does not claim to be complete. If case of doubt about any planned activity consult the Director of Co-Curricular Activities.

Abseiling	Gliding	Rock Climbing
Archery	Hang gliding	Shooting
Camping	Hill walking	Sponsored walks
Canoeing	Karting	Water skiing
Caving	Mountaineering	Sailing
Cycling	Parascending	Sub-aqua
Flying	Power boating	Surfing

Appendix II

Sample Pupil Code of Conduct for Educational Expeditions

School trips and expeditions should benefit you educationally, but they should also be enjoyable. The Pupil Code of Conduct set out below gives you the general context in which School expeditions will take place, so that you can understand what we require of you. This Code of Conduct applies to all School expeditions in general, although specific expeditions may have additional rules, or slight modifications of these depending on the individual context. The rules about visitors in bedrooms, for example, should be taken to apply to visitors in tents where you are on a camping expedition.

We hope that your expedition is safe, beneficial, and above all enjoyable.

General Rules

- 1) The health, safety and well-being of all members of the party is our primary concern. You must not do anything that puts yourself, or others, at risk. If you do, penalties will be applied. These may be, for example, being under constant direct staff supervision for the remainder of the expedition, or being sent back immediately to the College at your parents' expense.
- 2) You must obey all instructions given you by the teachers or by any other qualified person such as a ski instructor, an expedition guide, etc., or trip supervisor even if you feel these instructions to be unreasonable. The judgement of teachers and instructors etc. will always take precedence over the judgement of pupils.
- 3) You must abide by the laws both of our country and of any country that you are visiting. Your attention is drawn in particular to laws concerning the purchase and consumption of alcohol. You are required by the College to conform to UK licensing laws even if the laws of the country that you are in are more lenient.
- 4) You should at all times show respect; respect for teachers and other adults, respect for other pupils and their property, respect for local residents and other guests, respect for the rules laid down by any residential centre, and appropriate respect for establishments visited, especially places of worship.
- 5) Your behaviour must at all times be such that your teachers are proud to have you identified as their pupils.

Rules relating to activities

- 6) Your teacher must know at all times where you are. Arrangements for contacting teachers in an emergency, and the meeting points and times throughout the day, will be given by the teacher.
- 7) If you are allowed “free time”, when you are not closely supervised, you must remain in your allocated groups. This is to allow, in case of accident or illness, one of you to go to seek help while another stays with the pupil needing assistance.

Rules relating to accommodation

- 8) No visitors are allowed in bedrooms except for members of our College party.
- 9) No visitors are allowed in bedrooms after lights out.
- 10) You may not visit the bedrooms of anyone except other members of our College party.
- 11) You may not visit another bedroom after lights out.
- 12) You must remain in your room after lights out, unless you need to summon a teacher.
- 13) The College has a no-drinking policy, with the exception of modest amounts with a meal where your parents authorise this. You should note that no alcohol is allowed in bedrooms.
- 14) The College has a no-smoking policy.

Appendix III

Name Surname

Professional Title

Direct Line: 0208 000 000

Email:

username@dulwich.org.uk

Mr J Richards
Address Line 1
Address Line 2
Address Line 3

14 October 2013

Proposed Upper School expedition to Israel

Dear Mr Richards

I am writing to tell you about a proposed Upper School expedition to Israel during the 2013 Easter holiday, leaving on 26th March and returning on 3rd April. The expedition will be organised by an ABTA travel agent, OA Travel Ltd of Dulwich Village and is designed to include Classical Roman, Jewish and Christian sites. A provisional itinerary, including proposed activities, is enclosed for your information.

I very much hope that the expedition will appeal to a wide range of faiths and religious backgrounds. It will be of particular interest to boys studying Classics and Religious Studies. We shall travel on El Al scheduled flights between London and Tel Aviv and accommodation will be on a half-board basis in kibbutzim near Jerusalem, the Sea of Galilee and Caesarea. Guided sight-seeing tours of the new excavations in Jerusalem, as well as the Roman remains at Caesarea, Masada and other sites, will complement topics studied in Latin and Religious Studies lessons.

The approximate cost of the expedition will be £700. If you would like your son to take part please send a non-refundable deposit of £50, making the cheque payable to Dulwich College, as soon as possible, together with the enclosed consent form.

Please note that all boys taking part will require a passport, valid during the period of travel.

Yours sincerely

Appendix IV

Reply slip

To Mr Pelham Wodehouse
Head of Creative Writing
Dulwich College

Name of pupil: Form:

I have read the information about the proposed Upper School expedition to Israel leaving on the 26th March and returning on 3rd April and my son is interested in participating.
I enclose a cheque for £50 made payable to 'Dulwich College'.

Signed: Date:

Name (in BLOCK CAPITALS):

Appendix V

SPECIFIC PARENTAL CONSENT FOR EXPEDITIONS

VISIT TO

Fromto

Full Name of Pupil:

Date of Birth:

Form:

a) I have read the information about the proposed visit to I should like my son to take part in the visit and the activities included in your letter. I declare that my son is fit enough to take part in the activities.

b) Does your son suffer from any condition(s) requiring medical treatment (including medication)?
If YES, please give brief details below.

Is your son allergic to any medication? If YES, please specify.

Has your son received a tetanus injection in the last TEN years?

Date of injection:

Does your son have any special dietary requirements? If YES, please describe.

To the best of your knowledge, has your son been in contact with any contagious or infectious disease or suffered from any illness in the last four weeks that may be or may become contagious or infectious? If YES, give brief details.

I undertake to inform you as soon as possible of any change in the medical circumstances between the date of signature of this form and the commencement of the journey.

It is the responsibility of the parents/guardians of day boys to provide any medication that their son needs to take whilst on a trip/visit. All medication must be handed to the leader of the trip/visit in its original packaging with the boys name and instructions for administration clearly marked together with either a permission to administer medication form or a day boy self administration form which can be obtained from My Dulwich Parents Portal or from the Medical Centre.

c) I authorise members of staff to act on my behalf in an emergency and approve such medical treatment, including anaesthetic, as is deemed necessary on the advice of a qualified medical practitioner.

d) I may be contacted by telephoning the following numbers:

Home:

Work:

Mobile:

My email address is:

My home address is:

If I am not available as above, please contact:

Name:

Telephone:

Mobile:

Address:

Name, address and telephone number of family doctor:

- e) I understand that the College carries substantial insurance against claims by any Third Parties for any loss, damage or injury caused by negligence or any other legally proven cause. Although it is not possible to guarantee 100% safety, staff, employees and adult supervisors accompanying the trip will do everything reasonably practicable to ensure the health, safety and welfare of everyone in the party. Whilst appropriate instructions and rules will be made clear, pupils must themselves behave in a sensible and mature manner at all times. The College and members of staff are unable to accept liability for a pupil's irresponsible and wayward personal behaviour, or any loss, damage or injury caused thereby.

I understand that I have paid a non-refundable deposit towards the cost of travel and that my son is covered under the College's annual travel insurance policy which I have read. In the case of cancellation/curtailment of travel for certain specified reasons I should contact the insurance company directly.

MyDulwich>Staff Documents>Health & Safety> Key facts Travel insurance 2012 -2013

I also understand that should the teacher in charge believe that my son's behaviour poses either a threat to the group's safety or to the College's reputation my son will be returned to the UK at the first available opportunity and at my expense.

- f) I confirm that my son holds a current passport which is valid for travel within the EU, and that he also holds, or will hold by the time of travel, a current EHIC card.

Signed Date

Appendix VI

Risk Assessment for Expeditions

 DULWICH COLLEGE FOUNDED 1619		Risk Assessment for Expeditions <small>Ref no.</small>			
Name of Trip		Outward Date		Outward Time	
Expedition Leader		Return Date		Return Time	
Expedition Supervisors		First Aider?			
Other Adults (Helpers/Parents)		CRB checked or List 99? Detail as necessary			
List of pupils, their forms and their parents emergency contact details attached)	Yes	No	Consent forms collected and referred to for RA		Yes No
First Aid Kit ordered if relevant	Yes	No	Staff epipen trained if relevant		Yes No

Who might be harmed (All/Students/Individuals)
 Likelihood (1 unlikely – 3 v likely)
 Severity (1 least severe – 3 most severe)

Hazard (please describe)	Possible Consequences	Who might be harmed	Likelihood (1 – 3)	Severity (1 – 3)	Control Measures during trip
Transport					
Activities					
Accommodation					

Weather					
Health and Welfare					
Remote supervision and Child Protection					
Other					

Flight/Ferry/Train outward and return details	
Information re accommodation and outside provider, e.g. Address, Tel no, valid LOTC Quality badge, an AALA licence or Adventuremark	
Lessons learnt from any previous trip	
Emergency procedures in place	
Emergency contact telephone number(s) of Expedition Leader (and/or school mobile no.)	
Signature of Expedition Leader and date	
Signature of Director of Co-curricular Activities and date	

Appendix VII

List of useful phrases for emergencies abroad

This list does not claim to be complete. Please consult the Modern Languages Department who may be able to assist with translation into the required language(s).

- I'm the leader of a school group from the UK.
- Excuse me, can you help me please?
- Sorry, I don't speak [*language*]
- Does anyone speak English?
- How do I get to....?
- Is there a pharmacy/police station/toilet near here?
- May we use your toilet please? It's an emergency.
- Does this contain [...]?
- He is allergic to [...]
- Please call a doctor/ambulance/police
- Where is the taxi rank?