



POLICY FOR OUTINGS

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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 and rounded education. Outings give our pupils opportunities to develop their skills, awareness, confidence and initiative in practical ways, and to socialise in an informal environment. We offer a wide range of outings to pupils spanning the entire age range. Some outings are directly related to the curriculum, while some are designed to promote cultural awareness, or to enhance physical skills, self-reliance, leadership potential and team-work. We believe that all outings can extend our pupils' knowledge and understanding of the world and make a valuable contribution to our pupils' development.

Aims of this policy:

1. to ensure that staff, governors, parents, children and adults involved in College outings have access to the information and guidance which are required to keep all members of the party safe, informed and cared for during College outings and that the responsibilities of College staff are made clear
2. to follow the Department for Education advice on Health and Safety on trips and visits
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 outings (C1), including risk assessment (C15), appropriate checking of suitability of supervisors, and staff/pupil ratios (C4)
 - b) identifying responsibilities for the management of outings, including pupil behaviour (D3-6)
 - c) appropriate preparation of pupils for the outing, including those with particular needs (C15, D3-6)
 - d) appropriate preparation of accompanying staff (D - The Day of the Outing.)
 - e) efficient and appropriate budgeting, transport arrangements and insurance (C7-9)
 - f) appropriate communication with parents and staff (C12, C14)
 - g) emergency procedures (E - accidents and emergency procedures).

Outings 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
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1. The operation of this policy applies to the Junior, Lower, Middle and Upper Schools. A separate outings policy applies to DUCKS and is available in the DUCKS section of the College website.
2. For the purposes of this policy the person with overall responsibility for ensuring that that the outing is planned, organised and managed in accordance with this policy is referred to as the “outing leader”. An “outing supervisor” is any appropriate adult who assists the outing leader in the supervision of pupils.
3. All outings require the approval of the Director of Co-Curricular Activities prior to any decision or commitment that they will take place.
4. “Outing approval” is required for visits:
 - outside of the College,
 - within the UK, and
 - which do not involve a night (or more) away.

except non-residential games fixtures which are listed in the online calendar, community service and timetabled curriculum visits such as weekly trips to JAGs for Liberal Studies.

5. “Expedition approval” (see separate policy document) is required for:
 - all trips abroad; and
 - all trips which involve a night or more away.

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

6. Examples of activities which require outing approval are:
 - a) group visits to theatres, concerts, museums, galleries, lectures, or institutions of higher education
 - b) one-day fieldwork, coursework or survey visits
7. Authorised university visits which are organised by Upper School pupils themselves, whether during school hours or at other times, do not require outing approval and there are separate arrangements for the approval of visits by individual Upper School pupils to universities, etc.
8. Outing approval is not required for games fixtures listed in the online calendar. Teachers in charge of sports teams should ensure that the Sports Secretary is informed of any changes to the online calendar at the earliest available opportunity.

B	Outline procedure for outing leaders
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1. Choose outing leader and research the outing to ensure that it is both feasible and appropriate.(C1-2)
2. Check the proposed date of the outing with the Director of Co-Curricular Activities to avoid clashes; and seek the approval of the appropriate Head of School, if the outing is to take place during the school day. (C3)
3. Apply to the Director of Co-Curricular Activities for preliminary approval. The Director of Co-curricular Activities will ensure that the outing appears in the online calendar. (C14)
4. Work out a detailed plan and preliminary risk assessment (C15) for the outing. You should consider proposed activities, including hazardous activities (C7), supervision arrangements (C6, D6) and emergency procedures (E). Determine the final cost of outing (C9), including transport. (C8)
5. Work out the budget for the trip, including any additional costs to be borne by parents. If it is an academic trip and parents are to be asked to make a financial contribution towards the cost, liaise with the Registrar to ensure that boys with bursaries are reminded that they can apply for financial support. (C16)
6. Recruit boys. Check list of pupils with Deputy Master Pastoral, copying in the relevant Head of Year and the Director of Co-Curricular Activities. The Director of Co-Curricular Activities will provide you with the relevant information from the boys consent forms that you will need. This information must then be returned to the Director of Co-Curricular Activities on returning from the outing. (C10)
7. Book the outing, including transport (C8) and food. (C11)
8. Recruit sufficient outing supervisors to meet the College's supervision ratio (or that of the outing venue, if higher). (C4)
9. Send a letter to parents giving details of the outing and of any payment to be made by the parents. (C12)
10. Produce the Final Outing Approval Form, the final risk assessment for the outing and a list of pupils attending the outing and, at least five working days before the outing takes place, submit these to the Director of Co-Curricular Activities for final approval. (C14, C15)
11. Arrange to borrow a first aid kit (if necessary) (C4) and school mobile phone. (C13)
12. Notify 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. (C14)
13. On the day of the outing, ensure that each outing supervisor has a list of the pupils for whom he/she is responsible (with photographs if possible) and that each outing supervisor is properly briefed on supervision arrangements and emergency procedures and on any medical, dietary or behavioural issues pertaining to the pupils in his/her group. For more detail see D - The Day of the Outing.

C Planning the outing

1. Decide which member of staff will be the outing leader. Although some of the work of organising the outing may be delegated to another colleague, it is the outing leader's responsibility to oversee and co-ordinate the arrangements and to ensure that the procedure outlined below is adhered to.
2. If you have not previously undertaken the outing, find out about its suitability from colleagues who have, or perhaps make a preliminary visit yourself. Check that the content of the visit does not clash, for example, with what boys have already done on previous outings.
3. In consultation with the Director of Co-Curricular Activities, select a date for the outing which does not clash with the other commitments of boys and staff. If an outing is planned to take place during school hours, including during lunchtime, prior approval is also required from the relevant Head of School. The outing leader should then complete the on-line permission request form on MyDulwich. (C14)
4. Recruit sufficient outing supervisors to satisfy the supervision ratios set out in this paragraph. The outing leader may supervise up to 11 pupils. An additional outing supervisor is required for every 11 or fewer additional pupils. Any adult over 21 (e.g. a parent) can act as an outing supervisor, but any outing supervisor who is not a member of staff must have gone through the normal Criminal Records Bureau checks. The Human Resources Department can supply further information. The ratio of supervisors to pupils may be relaxed at the discretion of the Director of Co-Curricular Activities if all pupils involved in the outing are aged 16 or over. Prefects (e.g. attached prefects joining Form outings) do not count as outing supervisors. For outings which involve outdoor activity, it is prudent to include an outing supervisor who is competent in simple first aid and to consider taking a basic first aid kit on the outing (the Medical Centre staff can advise). It is not advisable for outing supervisors to be accompanied by their spouse, partner and/or children but, if this is unavoidable, outing supervisors must not be assigned to a group containing their own children. If female pupils are going on the visit, (e.g. a joint outing with JAGS), a male employee should be accompanied by a female employee and vice-versa. The Director of Co-Curricular Activities may relax this last requirement in the case of very small groups.
5. For all Junior School trips an additional outing supervisor is required for every 8 or fewer additional pupils.
6. If the outing includes any period of time during which boys will not be directly supervised, determine the purpose of the unsupervised time and the safety implications of the activity planned. Outings may only include periods of unsupervised time (commonly known as "remote supervision") if these have a specific purpose and if participants are fully briefed as to the purpose and the rules governing conduct during these periods (see D6f).
7. Consult the list of hazardous activities listed in Appendix I. If the outing 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 outing does include a hazardous activity, then the letter to parents must include a specific consent form. (Appendix VI)

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 (where legally required)¹ and that its instructors and supervisors are qualified and competent.

8. Decide upon transport arrangements and detailed timing of the outing. 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 outing 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.
9. Calculate the cost, including transport and admission charges etc., to boys taking part in the outing. Allow for the fact that outing leaders and supervisors go free of charge. Consider how best to collect money from the boys, if the outing is not covered by the departmental budget. Usually this will be by cheque from the parents made payable to “Dulwich College”. Money should be collected from parents in advance of any payments being made. Members of staff must not use their private bank accounts for the receipt of payments for visits.
10. If appropriate, recruit pupils for the outing. This will not be necessary in the case of, for example, curricular outings which involve whole class or Year groups. For co-curricular outings, or curricular outings where space is limited, advertise the outing through the website, MyDulwich, Parent Portal, assembly notices, or a circular to parents via Dulwich Post. Check that boys showing interest in the outing are suitable. The Deputy Master Pastoral keeps a list of boys whose behaviour on previous occasions might preclude them from participation in future visits. The outing leader, in consultation with the Deputy Master Pastoral, has the right to refuse to take any boy on the outing if they consider that his presence would pose a risk to the safety or well-being of the party. Consult the Heads of Year to determine if any of the pupils should not be going on the outing because of academic or pastoral concerns. A list of boys taking part should be submitted to the Director of Co-Curricular Activities who will give you the relevant information from the boys blanket consent forms that you need to take account of in your planning and risk assessment. The Director of Co-Curricular Activities must be informed if there is any change in the composition of the party when the outing leader requests final approval (C14)
11. If pupils will be away over lunchtime, order a packed lunch through the online request form on MyDulwich > Helpdesk > Catering and/or Room Booking Requests.
12. Send a letter describing the outing to parents of boys expected to attend. A sample letter is included in Appendix II. The letter should cover:
 - a) the nature, place, purpose and relevance of the outing

¹Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.

- b) the date, and the place and time at which boys will assemble
 - c) the place and time of the anticipated time of return to the College, as appropriate. Note that:
 - i. specific written permission from parents/guardians is required if any boy is to travel home from the outing (not from the College) independently e.g. by leaving the minibus on the way back . An email from the parent to this effect is sufficient.
 - ii. if the party is not returning to Dulwich before the end of the school day, boys who normally use coaches to return home will have to make special arrangements.
 - d) the details of accompanying staff and other adults, where applicable and possible
 - e) the means of transport the instructions concerning dress and special clothing requirements
 - f) the cost, and payment arrangements if applicable
 - g) what to bring (and/or what not to bring), including a packed meal or other refreshment
 - h) a reference to the annual blanket consent form to ensure that there have been no changes in circumstance since it was signed
 - i) a reference to the Outing Code of Conduct (see Appendix IV), and a copy should be attached with the letter
 - j) the letter should contain a permission slip if the outing will return after the normal end of school or if it is to take place at the weekend or during school holidays
 - k) if the outing involves hazardous activities, a specific consent form should be included in place of the permission slip
13. Contact Computer Services to arrange to borrow one of the College’s mobile telephones for the day of the outing.

14. Outing approval

Preliminary approval must be sought from the Director of Co-Curricular Activities before an outing can be booked. Outing leaders must complete the on-line permission 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 outing on the online calendar.

A Final Outing Approval Form, list of pupils attending the outing and full risk assessment must be submitted to the Director of Co-Curricular Activities at least five working days before the commencement of the outing. In most cases outing leaders should aim to submit these documents earlier than this. These forms are available on MyDulwich> Tool Box > Outings and expeditions >final approval form and risk assessment (Risk Assessment appendix V). The Director of Co-Curricular Activities can relax the requirement for five-working-days notice in exceptional circumstances.

The Director of Co-Curricular Activities grants approval by signing the Final Outing Approval Form, after which copies of the final risk assessment and list of pupils, are sent back to the outing leader.

In the event of any last-minute change to the composition of the party, it is the outing leader's responsibility to ensure that a copy of the final list is given to the Director of Co-Curricular Activities and that they have received the relevant information from the consent forms.

15. Risk assessment

- a) Before undertaking any College trip you must 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 outing need not be complex but it should be comprehensive. (Appendix V)

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 outing 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 outing must not take place.

- b) The risk assessment should be based on the following considerations:
- i. what are the hazards?
 - ii. who might be affected by them?
 - iii. what safety measures need to be in place to reduce risk to an acceptable level?
 - iv. can the group leader put the safety measures in place?
 - v. what steps will be taken in an emergency?
- c) Preparing a risk assessment is a two stage process. A preliminary risk assessment will cover items **di-xii** below. A final risk assessment will also cover the particular needs of individual pupils (**dxiii**) and will only be possible once a final list of pupils attending the outing has been drawn up. It is the final risk assessment (Risk Assessment appendix V) that is submitted to the Director of Co-Curricular Activities for approval (C14).
- d) The outing leader should record the risk assessment and give a copy to the Director of Co-Curricular Activities at least five working days before the date of the outing so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.

The outing leader should take the following factors into consideration when assessing the risks:

- i. the type of visit/activity and the level at which it is being undertaken
- ii. the location, routes and modes of transport, including whether any pupils are to make their own way to or from the outing 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 outings 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 outing 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 as obtained through the blanket consent forms. The information is obtained from the Director of Co-Curricular Activities and if in doubt please request clarification from the Medical Centre

16. The Final Outing Approval Form should make clear how the financial cost of the outing is to be covered. If the cost of an outing will be covered by a departmental budget, then this must be agreed in advance of the outing with the Director of Finance. Parental contributions should be for specific outlays, for example to cover tickets, entrance fees and or/transport, and should be for the precise amount needed to meet these outlays. If parents are asked to contribute to the cost of an academic outing, then inform the Registrar so that pupils with a bursary may be offered financial support.

D	The day of the outing
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1. Take these notes with you, a copy of the risk assessment and a list of boys taking part in the outing, including relevant information from their consent forms.
2. Ensure that you have funds (or credit/charge cards) available to deal with emergencies (**E** below).
3. The outing leader should ensure that all outing supervisors are clear as to their responsibilities at all stages of the outing. These include
 - a) clearly defining the geographical area in which pupils must stay, especially during periods of remote supervision (D6f)
 - b) setting a time limit for periods of remote supervision (D6f) appropriate to the age of the pupils, the time of day and any other relevant factors
 - c) reminding pupils, where age-appropriate, that in the UK it is an offence for persons under 18 to be sold alcohol in public houses, off licences or shops
 - d) reminding pupils that the College Code of Conduct, School Rules and specific Outing Code of Conduct (Appendix IV) apply throughout the course of the outing
 - e) ensuring that attendance is checked regularly
 - f) informing pupils of the emergency procedures (see **E** below)
4. Expect a high standard of behaviour, both at the venue and during the journey. No boy should take tobacco or any alcoholic beverage (or illegal substance) on a school outing.
5. Outing leaders should take a College mobile telephone with them and a first aid kit when appropriate. It is a good idea to take one or two dustbin bags for litter, especially if travelling by coach.
6. Management and supervision of the outing
 - a) The outing leader retains a 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
 - ii. allocate supervisory responsibility to each outing supervisor for a specific group of pupils, ensuring that pupils and adults understand these responsibilities and that the outing leader remains in overall charge
 - iii. ensure that all adults and pupils are aware of the expected standards of behaviour (Outing Code of Conduct appendix IV)

- b) Each outing supervisor should:
- 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 a briefing about the venue from the outing leader
 - iii. carry a register of all group members (with photographs if possible), regularly checking that all are present; especially at meal times and whenever the party is about to move from one venue to another. It is often convenient to give a small group of pupils responsibility for one another, reporting to the outing leader or an outing supervisor if anyone is missing (D6e)
 - iv. keep the group under close supervision, especially when mingling with crowds, except during periods of “remote supervision” (see 6f below)
 - v. have a clear understanding of the nature and purpose of activities to be undertaken
 - vi. have the means of contacting the outing leader and other outing 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. have a clear understanding of emergency procedures
 - ix. know how to access first aid
- c) Pupils should:
- i. know who their outing 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 outing leader or an outing 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
- d) Headcounts
- Regular head counts of pupils should take place throughout the outing, particularly in crowded public places, getting on or off transport, and in poor weather or visibility. It is good practice to:
- i. register pupils by name before departure from a venue

- ii. ensure that younger children are readily identifiable through their attire
 - iii. provide appropriate additional safeguards, such as a closer supervisory regime, for young children or those with special needs
- e) “Buddying”

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

- f) Close and remote supervision

Supervision, whether “close” or “remote”, must be continuous throughout the outing. 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 outing are aware of the supervision arrangements and expectations
- (ii) pupils are competent to cope with the planned activity and are aware of what to do if they require the assistance of staff
- (iii) pupils are aware of the defined area where the remote supervision will take place and of the time when the period will end and rendez-vous point where they are to congregate at the end of the period or in an emergency. Arrangements should be appropriate to the age of the pupils, the time of day and any other relevant factors. Anyone who returns late should understand that they may be disciplined unless they can satisfactorily explain their tardiness.
- (iv) there are clear lines of communication between the group, the outing supervisors, the outing leader and the College so that an outing 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 outing supervisor should be in a fixed position, which is known to the pupils and other outing 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 outing 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) outing 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” altogether and to make it clear that all activities are purposeful and appropriately managed.

It is particularly important to remind pupils that the Outing Code of Conduct 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 when travelling

The level of effective supervision necessary for the journey should be considered as part of the overall risk management plan.

j) 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.

E Accidents and emergency procedures

Emergency procedures, including what to do if an accident occurs, are an essential part of planning a school outing. Those in charge of pupils during an outing 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 reasonable, 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 outing 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. In any case a designated member of the College Senior Management Team will make appropriate arrangements for contacting the pupils' parents. Details of the incident which you should report to the College 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, either via the contact at the College or by you, as agreed, before consent is given for any necessary surgical intervention, including general aesthetic or blood transfusion. If a general anaesthetic or blood transfusion is given, the member of staff

accompanying any 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. write down accurately and as soon as possible all relevant facts, significant events with times, contacts and witness details, and preserve any vital evidence
10. 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
11. obtain receipts for any payments which may be reclaimable under an insurance policy or from parents
12. 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) confirm contact telephone numbers for future communication

This report should be confined to factual detail and exclude conjecture. The completed report should be given to the Deputy Master Pastoral, and copied to the appropriate Head of School, as soon as possible.

F After the outing

Pupils who were particularly good ambassadors for College may be commended and any pupil whose behaviour caused you concern should be reported to 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.

A short report of the outing should then be sent to the Director of Co-Curricular Activities and the Website Editor including:

- a title
- the years, forms or names of the boys involved
- the dates of the trip
- a brief synopsis of the trip including its purpose (a short paragraph only)

Copies of this report may go to the governors, be posted on the intranet (MyDulwich) and the College website as appropriate, so please bear this in mind when writing it and edit it appropriately.

A longer report written by the Outing Leader or one of the boys can then be sent to the Master and the Website Editor at a later date.

A selection of the best trip photographs should be uploaded to Photopost for use on the Intranet, the College website, *The Alleynian* and other printed material. Please edit your selection of photographs before uploading them, removing any that are of poor quality, repetitious or inappropriate. Providing they are of acceptable quality please try to upload around 20, and no more than 50, photographs.

APPENDIX I**OUTINGS HAZARDOUS ACTIVITIES**

This list does not claim to be complete. If at this stage there is any doubt concerning the suitability of the outing or the planned activities consult the Deputy Master Pastoral or the Director of Co-Curricular Activities.

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

Appendix II

OUTINGS SAMPLE LETTER

Mr J Richards
Address Line 1
Address Line 2
Address Line 3
Address Line 4

14th May 2012

10B Form Outing to the Globe Theatre

Dear Mr Richards

10B will be visiting the Globe Theatre, Bankside, London on Monday 4th June 2012 and will be accompanied by Ms Smith, their History teacher, and myself. Details of the itinerary are attached.

We shall be travelling by coach, leaving the College at 09:45 am and returning by 17:30 pm. Boys should wear school uniform and bring a packed lunch, a pencil and pen to write and draw with, and no more than £3 to spend, if they wish, in the Globe Theatre gift shop.

[The cost of the outing will be £8 per pupil to cover both travel and admission charges. Please send me a cheque for this amount, made payable to “Dulwich College”, to arrive no later than Friday May 18th.]*

A code of pupil conduct for the outing is attached for your information. I should be grateful for your support in encouraging your son to read it carefully and to abide by it during the outing.

Please complete and return the attached permission slip along with your cheque. Do also let the Middle School Office know if there have been any changes in your son’s medical circumstances since filling in the annual consent form for the academic year 2012/2013.

Yours sincerely,

***Delete as appropriate**

Appendix III

OUTINGS

Reply slip for payment by cheque or confirming return after the end of the school day

To Mr Pelham Wodehouse
Head of Creative Writing
Dulwich College

Name of pupil: Form:

I have read the information about the 10B Form visit to the Globe Theatre on 4th June.

I understand that he will not be returning to College until 17.30pm.

I enclose a cheque for £8 made payable to 'Dulwich College'.

Signed: Date:

Name (in BLOCK CAPITALS)

Appendix IV

OUTINGS CODE OF CONDUCT

School outings should benefit you educationally and should, above all, be enjoyable. The following code of behaviour explains what we require of you so that your outing will be safe and rewarding. This code of behaviour applies to all school outings, although specific visits or activities may have additional rules, or slight modifications of these depending on the individual context.

1. The College Code of Conduct and School Rules apply throughout the outing
2. The health, safety and well-being of all members of the party are our main concern. You must not do anything that puts yourself, or others, at risk. If you do, sanctions are likely to be applied.
3. You must obey all instructions given you by the teachers or by any other qualified person such as an instructor, an expedition guide, or supervisor. The judgement of teachers, supervisors and instructors will always take precedence over the judgement of pupils.
4. Your behaviour at all times must be such that you are a good ambassador for the College.
5. You must at all times show respect for teachers and other adults; for other pupils and their property; for local residents and other guests; and for the rules laid down by any centre or establishment visited, especially places of worship and monuments where particular sensitivity is expected.
6. Your teacher must know at all times where you are and ensure that you are never separated from your group. You will be told the arrangements for contacting teachers in an emergency, and the meeting points and times throughout the day. These rules must be strictly observed.
7. If you are allowed “free time” when you are less closely supervised, you must remain in your allocated group, follow instructions and respect this code of behaviour. This will ensure that, in the event of an accident, illness or emergency, a member of your group will be able to seek help while another stays with the pupil requiring assistance.
8. You must abide by the laws of the UK.

(Note: The UK licensing laws state that if you are under 18, it is against the law: (a) for someone to sell you alcohol; (b) for you to buy or try to buy alcohol; (c) for an adult to buy or try to buy alcohol for you; (d) for you to drink alcohol in licensed premises (eg a pub or restaurant) except that if you are 16 or 17 and are accompanied by an adult, you can drink (but not buy) beer, wine or cider with a meal. If you are 16 or under, you can only be in a pub (or premises primarily used to sell alcohol) if you are accompanied by an adult.)

Appendix V



Risk Assessment for Outings Ref no.

Name of Trip			Date		
Outing Leader			Outward Time	Return Time	
Outing Supervisors			First Aider?		
Other Adults (Helpers/Parents)			CRB checked or List 99? Detail as necessary		
List of pupils and their forms attached	Yes	No	Consent information 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
<i>Transport</i>					
<i>Activities</i>					
<i>Weather</i>					

Double-click to hide white space

<i>Health and Welfare</i>					
<i>Remote supervision and Child Protection</i>					
<i>Other</i>					

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

Appendix VI

SPECIFIC PARENTAL CONSENT FOR OUTINGS INVOLVING HAZARDOUS ACTIVITIES

VISIT TO

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.

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

Signed Date