



OFFSITE VISITS POLICY - SHERBORNE SHORT COURSES

Originally written by Sherborne School EVC, December 2023;

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This policy should be read in conjunction with other School policies:

- Health and Safety Policy
- Risk Assessment Policy and Procedures
- First Aid Policy
- Behaviour Management Policy
- Alcohol Policy
- Medication Policy
- Supervision Policy
- Safeguarding Policy

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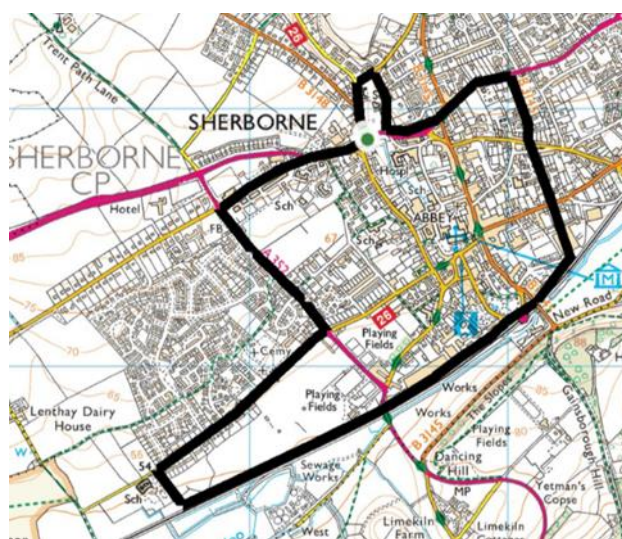
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Introduction

This policy applies to all students within Sherborne International and covers all 'offsite' activities. This policy has been written following guidance from various sources including: Department for Education, The Outdoor Education Advisers' Panel and the Independent Schools' Inspectorate. Further advice may be sought from these organisations if required.

Offsite Activities

Excursions outside the area of the town bound by a line north of the railway line, east of A352 / The Upper, west of St Swithin's, and the north boundary line of Sherborne International / A30 are deemed offsite (see map below). Please note that many areas within this area remain 'out of bounds' to students as described in the Student Handbook.



For activities within the bounds indicated above there is still a duty of care and House and Duty Staff must know the whereabouts of the students and have been given informed consent for the students' presence at the activity; which as a minimum, will involve them signing out of the House. Depending upon the situation, supervision may be directly under a member of staff or remote, where staff are aware of the students' presence, but are not in the immediate vicinity. Students are aware of the requirement to sign in / out of their House and may receive sanctions if they absent themselves without permission.

Activities

Routine activities within the area indicated above need to be risk assessed and recorded in the form of generic risk assessments and / or operating procedures. New or non-routine activities within these areas should be assessed for benefits and risk. These activities should be treated as an Educational Visit and should follow the procedures within this policy.

Activities offsite need to be assessed for both risk and benefits. For common activities, such as a cinema trip, a generic risk assessment could be adequate. The trip leader must read the risk assessment and amend it if they feel additional risks apply. If, for any reason, the site or activity at the venue changes, the trip leader needs to assess any new risk(s) and decide whether it is safe to continue with the activity. Where changes are required for specific activities / trips, additional guidance can be added to the Event Specific Notes within the Evolve booking system or on the paper version risk assessment.

Policies

Alongside this policy for Sherborne International, other policies will be relevant when planning and leading a trip. These policies will include, but are not limited to:

- Health and Safety Policy
- Risk Assessment Policy and Procedures
- First Aid Policy
- Behaviour Management Policy
- Alcohol Policy
- Medication Policy
- Supervision Policy
- Safeguarding Policy

The Offsite Visits Policy should support these policies to give additional guidance whilst away on trips.

Responsibilities

Everyone involved in running a School trip has a responsibility with regard to health and safety for themselves and others. Sherborne International allocates the following responsibilities to the role indicated.

The Governing Body

Has overall responsibility for health and safety, although decisions relating to trips have been delegated to the Director of Short Courses.

The Director of Short Courses

Has oversight of School trips and will agree all excursions/trips/activities for Sherborne International and ensure that they comply with regulations, policies and guidelines, including to fulfil health and safety and quality obligations. The Director of Short Courses will be involved in the planning process of School visits including adventure activities led by School staff.

The functions of the Director of Short Courses (or his delegate) are to:

- ensure that all visits follow guidelines laid down by the Department for Education, the Health and Safety Executive and School policies
- ensure that parental consent, contact and medical information forms are completed for each student
- produce an emergency procedure card and arrange a named School 'home contact' (a suitable member of staff who is available to assist at the end of the telephone) during trips
- support the procedure for the investigation and reporting of accidents, incidents and near misses in line with the School's H&S policy

The Events and Excursions Supervisor (occasionally delegated to Trip/Activities Leader)

Is charged with running and evaluating the trip. The Events and Excursions Supervisor may delegate some tasks whilst retaining these responsibilities.

Ahead of a trip, the Events and Excursions Supervisor will:

- ensure that appropriate enquiries are made of any establishment or company being used for outdoor adventurous activities with regard to health and safety, quality and suitability
- plan and assess the trip to include benefits and risks which, where possible and / or appropriate, should include a pre-trip visit
- complete a School Trips Risk Assessment Form, attaching those provided by third parties, and submit these to the Director of Short Courses at least two weeks before the visit (for routine trips the Group Leader may use a generic or existing risk assessment; it is the Director of Short Course's responsibility to ensure that this assessment is fit for purpose and that additional comments are added where necessary).
- ensure all supervising/accompanying staff are compliant with School procedures and the risk assessment
- demonstrate clear provisions for first aid and medications to include a member of staff to act as 'lead' to keep an up to date record of provisions and ensure that all students have access to a qualified first aider and first aid provisions (the group leader should also plan for and inform all staff of the nearest doctor's surgery, A&E and contact details for emergency services)
- ensure that the appropriate parental/guardian consents and approvals are obtained, where necessary
- ensure emergency contact numbers of parents, accompanying adults, including teachers, and emergency home contacts are collated and taken on the trip
- liaise with Matron to ensure travel buckets and medication have been factored in for all trips, taking a list of student allergies, medical history, medication record sheet
- ensure that packed lunches/evening meals (as appropriate) have been ordered and that individual dietary requirements are catered for
- arrange a meeting with accompanying staff, which should happen 3-5 days before the trip starts. Copies of risk assessment, itineraries, procedures, relevant medical information and responsibilities should be supplied and discussed.
- Follow the School's policies and guidelines wherever appropriate.

During the trip Events and Excursions Leader will:

- continuously monitor the trip and activities to ensure adequate levels of health and safety are adhered to and be ready to stop such a trip or activity where an appropriate level cannot be reached
- manage the other staff involved in the trip and ensure that they are aware of, and discharge to a high standard, their responsibilities
- ensure that all students adhere to a high standard of behaviour/deal with any student behavioural issues appropriately, calling in support from other staff if required
- follow the procedures for administering medication to students that are in need (the Events and Excursions Leader may delegate this task to another competent member of staff) – trained to administer such medication
- brief all participants (staff and students) on all activities and processes with regards to the awareness of keeping safe and reporting any hazards or unnecessary risks
- implement the correct procedure in the event of an emergency.

After the trip the Events and Excursions Leader will:

- meet with the Director of Short Courses to provide feedback as to the quality and suitability of the trip
- complete and submit any accident/near miss forms as appropriate, following the Health and Safety Policy.

Supervising/Accompanying Staff

Will:

- ensure all students are aware of the expected high standard of behaviour, ensuring that any significant behavioural issues or incidents are reported by telephone or email to an appropriate member of the Short Courses Management Team as soon as practicable in order that advice on managing the issue may be sought (in the event of a Safeguarding disclosure the DSL should be notified as a priority).
- understand (or seek clarification of) the roles and tasks they are to undertake so as not to put themselves or others at unacceptable risk
- have read and understood the risk assessments
- be aware of emergency procedures and emergency phone numbers.

Ratios

When planning the trip, it is essential to give thought to the staff and student ratios to ensure that there is adequate supervision appropriate for the group. The Supervision Ratios (minimum requirements) are below:

Age Range	Ratio
8-9 years	1 adult to 10 students, with a minimum of 2 adults
10-12 years	1 adult to 15 students, with a minimum of 2 adults
13-17 years	1 adult to 20 participants (minimum) dependent upon the activity

However, consideration should be given to the following;

- the activity taking place
- appropriate behaviour
- educational or medical needs of individuals in the group
- the environment of the venue
- the logistics of getting to the venue
- accessibility to the public
- distance from School
- experience of staff
- weather conditions

The ratios should account for the highest risk from the above and therefore the highest recommended ratio should apply.

The key to the ratio is to risk assess the trip appropriately and consider what the accompanying staff feel confident to handle under the identified risks. Guidance from appropriate bodies, such as National Governing Bodies, should be obeyed.

Staff are legally responsible for the children in their care and should only operate with ratios with which they feel comfortable.

All adult supervisors that are in sole charge of a group, included in the student to staff ratio, or that could find themselves in a lone one-to-one situation, must be DBS checked and be known to the staff and students at the School.

First Aid and Medical Arrangements

The safety of the students and staff is paramount and therefore medical arrangements must be considered. Each trip should be accompanied by an appropriately trained First Aider who has access to first aid provisions. For routine trips to a museum or to a cinema a basic first aid qualification may be acceptable. For more hazardous or remote activities more specific training should be undertaken.

It is essential that a group leader has access to medical information relating to the participants on a trip. The group leader can gain this information in the following ways:

Anaphylactic students should carry two Adrenaline Autoinjectors (EpiPen or similar) for the duration of the trip. When administering medication, it is essential that staff follow the Medication Policy with particular reference to section 8g - Procedure for Medication Administration on School Trips.

Reporting

If first aid is given, medication administered, medical advice sought or an accident or near-miss occurs, it is important that it is reported to the Director of Short Courses.

Annex A

Planning a Day Trip

1. General Guidance

Sherborne International offers many offsite activities, such as:

- educational day trips (eg museum, site of historic interest)
- evening activities (eg cinema, theatre)
- 'entertainment' day trips (eg Harry Potter Studio, water park)

Annex A (this Annex) refers to all the above trips.

Any activity involving the transportation of students is deemed an offsite visit, although the transportation of an individual student or students in a car for hospital appointments/dental appointments, to and from the games field or similar do not need a completed EV form. Transporting students between School sites is not deemed as an offsite visit.

2. Injury or Illness during Offsite Visits

If a student is injured, staff should assess the needs of the student and deliver first aid only to the level of their qualification. If after appropriate assessment and / or obtaining professional advice it is decided that the student is fit to travel, the Director of Short Courses should be informed and on return to School the injured/ill student should be taken immediately to Matron/A&E/doctor's surgery, as appropriate, accompanied by a member of staff.

If an injury / illness occurs which leads to a student's hospitalisation, a member of School staff must, where possible, accompany the student. The Director of Short Courses must be contacted as soon as possible. Parents/guardians must also be informed, usually by the Director of Short Courses. In some cases, it may be necessary for arrangements to be made for parents or guardians to attend the hospital. The accompanying member of staff should remain with the student until parents/guardians or another designated adult arrives. If a student is admitted to hospital, guidance from the Director of Short Courses should be followed. A written account should also be made for the School records. When a member of staff is in a situation as above, he / she should liaise with colleagues to ensure that there is sufficient supervision for the remaining students.

Please note that in the case of injury or near-miss, an accident form must be completed, ideally remotely via Evolve, or on return to School if this is not possible and reported to the Director of Short Courses.

3. External Providers

Every effort should be made to ensure that the companies used to offer activities, services and travel arrangements are suitable. Checks should be made into quality badges and reviews gained for such companies. For transport information, please see Annex C.

Annex C

Driving and Transport

Annex C of the Offsite Policy applies to any employees or volunteers of Sherborne School, who organise or support offsite visits that require the use of either motorised vehicles or rail travel. (This policy does not apply to the use of private vehicles driving to and from work nor other vehicles owned, hired, or used by the School such as maintenance or catering vehicles). If you have any questions relating to this policy or to driving and transport, please contact the EVC (transport) who will be happy to help.

All forms of transport used during a trip must be risk assessed. Generic risk assessments can be found on SharePoint. It is the responsibility of the trip organiser to ensure these assessments are fit for purpose. Event Specific Notes can be added to the Evolve Form to add additional specific controls or a blank risk assessment form can also be found on SharePoint if the generic forms need to be amended for any specific trip.

1. Public transport

Public transport can be a good way to travel and can add to the experience for our students. Public transport (trains, taxis, and other forms of transport where possible) should be booked through the Transport and Travel Officer, via Evolve or the 'Rail Booking Form' for rail travel and via email for taxis if a full Evolve Form is not required.

The Rail Booking Form can be found at: iSAMS/School Management/Electronic Forms/External Vehicle Book Form.

2. Coach travel

All schools are required to demonstrate a clear concise procurement policy for their out of school travel needs. This extends to the hire of coaches and minibuses from third party suppliers. As a result, the School needs to ensure safety compliance. This entails keeping up to date annual records and, in the event of a Health & Safety related issue, being able to demonstrate why a supplier was used and that procurement standards had been met.

To satisfy the School requirements, all coach companies used by the School are required to complete a 'Coach Operator Form' (Form OV8) on an annual basis.

The Transport and Travel Officer should be made aware of any/all coach transport booked.

If a provider has not been authorised by the School, please consult the Transport and Travel Officer, who can arrange the necessary checks.

3. Staff Vehicles

Under the Health and Safety at Work Act 1974 the School has a duty of care to take all reasonable steps to manage the health and safety of those staff who drive private vehicles on School business. This is to comply with the School's legal duties as an employer and to demonstrate that the School has taken all reasonable steps to introduce safe systems of work.

Staff can be covered for occasional business use under the School Insurance provided that they are compliant with the information set out in the 'School Driving Policy' Document Ref. SS_SI_SPS_HR_

015. If you are not compliant, or if your circumstances change at any time, it is your responsibility to inform the HR Department immediately. It is an offence under the Road Traffic Act to make a false statement or withhold any material information for the purpose of obtaining a Certificate of Motoring Insurance.

Further information should be sought from the 'School Driving Policy' Document Ref. SS_SI_SPS_HR_015 and from the Transport and Travel Officer.

4. Minibus Travel

"A minibus is defined as a passenger-carrying vehicle having more than 8 passenger seats but no more than 17 seats including the drivers."

(Dorset County Council; Minibus & MPV Guidance notes: June 2013)

In order for a member of staff or volunteer to drive a School vehicle carrying students, they must first comply with the 'School Driving Policy', complete the triennial driver assessment and be listed as a driver on the school driver spreadsheet. This spreadsheet is held, monitored, and updated by the Transport and Travel Officer. The School requires an annual check of drivers' licences by the Transport and Travel Officer.

Under no circumstance should an employee drive a School minibus if circumstances recorded on the driver's licence have changed or the School driver assessment has not been successfully completed / has expired.

5. Driving licences

Drivers who wish to drive a minibus will need to have D1 category on their licence. Sherborne School does not allow minibuses to be driven on a B licence.

Staff who passed their driving test **before January 1997** will have this automatically but need to ensure that it is retained on their licence if the licence is renewed. Drivers passing their test **after January 1997** will have to take a PCV test to qualify to drive a minibus (more than 8 passenger seats) operated by the School. More details are available from the Transport and Travel Officer. The school does not operate under a PSV Operator's Licence so there is no requirement for Staff with D1 to have a Driver Certificate of Professional Competence.

Staff holding foreign driving licences should consult the Transport and Travel Officer to ensure that our insurance company will allow them to drive School minibuses. Drivers must have at least 3 years' experience post-test before being eligible to transport students. No-one under the age of 23 may transport students in any motorised vehicle.

Any person driving a minibus without D1 on their Licence and/or taking School vehicles without having received The Driver Assessment at the School within the last three years is contravening School policy and could be breaking the law; in such cases, this could be seen as negligent in the event of an accident.

All drivers are required to notify The Transport and Travel Officer immediately of any new endorsements.

Drivers' hours: breaks and tiredness

The following rules regarding drivers' hours are imposed by the School.

- No-one may drive for more than:
 - a) 9 hours in any one day
 - b) 4.5 hours without a break of 45 minutes
 - c) 2 hours / or a distance of 100 miles, without a break. The minimum length of the break is 30 minutes with refreshments.
- Drivers should have a minimum of 11 hours undisturbed rest from any work, in any 24-hour period. If the total planned journey time exceeds 4 hours, a second member of staff is required.

N.B. If these conditions cannot be met, the organiser should consider other options, such as hiring a coach.

Tired drivers are much more likely to have an accident. In addition to regular breaks, consideration must, therefore, be given to the nature and amount of work carried out preceding any journey. Drivers should not expect to do a full day's work and then be safe to drive for several hours in the evening. Again, if you cannot avoid working before a long journey, you should either take a second driver or hire a coach. Journeys must be planned in advance.

Tiredness can kill; if you feel tired, take a break.

Booking of minibuses, hired vehicles and people carriers

School vehicles are booked through Outlook and confirmed by the booking appearing on the booking calendar. Hired vehicles can be booked through the Transport and Travel Officer via Evolve or the 'External Vehicle Booking Form'. Once confirmed, you will receive notification. Keys to hired minibuses and cars are available from Custos, who are based in The Lodge, on the day of your booking. Please note that keys cannot be given to students or non-driving members of staff.

If you book and intend to drive a vehicle for School use, it is up to you to ensure that you are up to date with any necessary training. If in doubt, please consult the Transport and Travel Officer. For general booking support, please contact the Transport and Travel Officer or the CCF School Staff Instructor, who is responsible for the School minibuses.

Use of minibuses

School vehicles are only for School business and should not be used for private or personal purposes, either by staff, or for the benefit of others without consulting the Bursar. This applies to any vehicle owned or hired by the School.

Keys for School vehicles can be collected from the CCF block. The driver must complete the essential pre-drive safety checks on the vehicle before setting off to ensure that the vehicle is safe to drive. A laminated checklist can be found within the vehicle; further copies can be found on SharePoint - (Form OV24). Please return keys promptly when you have finished using the vehicle.

The driver is responsible for the completion of the mileage information sheet and must sign to confirm that the vehicle is clean, and all checks have been carried out. Any damage or defect affecting the safety of the vehicle must be reported to the School Staff Instructor immediately via email; keys must be removed from circulation and the next user informed that the bus may not be available. A record

must also be put on the reverse of the signing sheet. It is the responsibility of the driver to ensure that the minibus is left in a clean and tidy condition with a minimum of $\frac{3}{4}$ of a tank of fuel remaining. Please place all rubbish in the bins provided and ensure all food trays etc. are returned to the Catering Department. Buses returned and left in a condition which requires significant cleaning will be valeted at the budget holder's expense.

Checking of the vehicle

On a weekly basis all vehicles will receive a basic clean inside and out along with checks to include: lights, tyres, exhaust, engine, seat belts, and bodywork. This is carried out by the School Staff Instructor or CCF staff and is recorded to comply with the Section 19 Minibus Permit Regulations. Each minibus also receives a full garage check approximately every 10 weeks, a deep clean approximately every 6 weeks and a full valet every year.

It is the driver's responsibility to check the vehicle prior to every use. It is worth bearing in mind, that once the engine is started, the driver assumes legal responsibility for the condition of the vehicle. Consequently, if stopped by the police and the vehicle is found to have any defect, it is the driver of the vehicle who will be fined/prosecuted as well as the School. The VOSA pre-drive checklist is supplied on the shared drive and a copy can be found in each of the School buses. Where minibuses are away from School for more than a week, the management safety checks need to be carried out by the driver of the minibus. In this instance, the driver should contact the School Staff Instructor before the trip is due to begin so that all necessary check lists can be passed on. – It is a legal requirement that all doors are unlocked before driving off. Ensure you are aware of the dimensions and weight of the vehicle and plan your route to adhere to any weight, height and width restrictions.

Securing the vehicle

When leaving the vehicle, please ensure that all doors and windows are locked after use, including when within the School grounds. The vehicles have a central locking system. When parking, leave nothing on display which might attract the attention of a would-be thief. Minibuses parked overnight away from School must, where possible, be parked in a secure area without causing an obstruction. Avoid multi-storey car parks as the height restriction is usually too low for a minibus.

Loading of vehicle

The following rules on loading luggage into minibuses must be adhered to:-

1. Under no circumstance are exits (side / rear) to be blocked in any way. This includes putting any luggage in the passageway. Some minibuses have smash glass emergency exits. The windows to which this applies must not be blocked with luggage.
2. Any luggage stowed under seats must be made secure so that in the event of a collision it will not obstruct the free exit of any passengers.
3. If transporting equipment, seats must be allocated for large luggage to be belted / strapped in position so that it cannot move in the event of a collision.
4. Each Minibus is different and setting a 'one size fits all' approach in terms of loading is not appropriate. It is important that a suitable area is set aside for luggage which should be away from the passengers. When carrying more luggage, seats may need to be used to store bags, in which case, the number of passengers that can be carried will be reduced. This must be considered when planning the trip. If needed, trailers can be used (see section on trailers below) or a second vehicle may be required.

5. If a roof rack is used, the luggage should be secured with ropes/straps, available from the School Staff Instructor. Extreme caution should be taken when using any roof rack. Loading a roof rack causes extra risk, adds to the height of the vehicle and may change the vehicle handling. The driver is legally responsible for ensuring the load is secured. At present, the School minibuses / MPVs are not fitted with roof racks.
6. It is recommended that a trailer, or second vehicle, is taken on all camping / sailing / cricket / hockey / rugby or similar trips to stow the equipment.

Diesel

A fuel card is attached to each School vehicle key fob which is accepted at most UK garages. Please check with the garage before filling. If, at the end of a journey, the tank is less than $\frac{3}{4}$ full, please fill up, unless outside garage opening hours, in which case please report low fuel to the School Staff Instructor or the person who has booked the bus next.

Take care that you fill up with the correct fuel for the bus; currently, all School vehicles run on Diesel

For long journeys in hire buses other solutions to pay for fuel may be available, such as cash or a pre-charged card; please speak to the Purchase Ledger for more details.

Seat Belts

It is the driver's responsibility to ensure that all passengers wear a seat belt. It is a legal requirement that no child under the age of 4 may be carried in the front seats. The driver should check that all passengers have correctly fitted belts.

Mobile Phones and Other Portable Devices

Many incidents happen due to inattention and distraction. The School has a strict mobile phones policy: ***never use a mobile telephone when driving***. Such equipment must only be used when the vehicle is safely parked, and the engine is switched off. This also applies to the use of hands-free or other electronic devices when driving. Using a mobile phone when stationary with the engine running can still be classed as driving; verges and laybys can be classed as roads.

The law states that it is illegal to use a hand-held mobile phone whilst driving. "Holding" includes cradling the phone between your ear and shoulder. Satellite Navigation units (or phones that are being used as such) should be set and secured to the vehicle before the engine is turned-on. Drivers of goods vehicles, or vehicles adapted to carry more than eight passengers, are liable to a level 4 fine (£2,500) and three penalty points for using a mobile phone.

Minibuses in Europe

Following changes in legislation, only drivers who have obtained the higher PCV licence category and have a Driver's Qualification Card are allowed to drive a vehicle of more than 8 passenger seats in Europe. The School must also be licensed as a PCV operator. Section 19 permits are not valid in Europe and, as trips abroad usually involve an additional charge to parents, this is seen as 'Hire or Reward' in respect of the driver with the consequence that a full PCV license is required. Only minibuses with tachographs are able to go on European trips. For information on driving abroad, further guidance must be sought from the EVC and the Bursary.

Speed Limits

Below is a list of speed limits for all vehicles owned by the School. Buses registered post 2004 will have been fitted with a speed limiter, restricting their maximum speed to 64 MPH.

Road Type	MPV	Minibus	Vehicle and Trailer
Urban	30 mph	30 mph	30 mph
Single road	60 mph	50 mph	50 mph
Dual Carriage	70 mph	60 mph	60 mph
Motorway	70 mph	70 mph	60 mph

(<https://www.gov.uk/speed-limits>, 08/2019)

In all cases this represents the maximum speed limit, where no lower limit applies.

Remember minibus stopping distances and cornering abilities are very different from those of a car and acceleration is slower than that of a car. Avoid sudden acceleration and braking as these are uneconomical and tend to make passengers feel ill.

6. School MPV

The School MPVs can be driven on a standard car driving licence (category B). In order for a member of staff or volunteer to drive a School vehicle with students on-board, he / she must first comply with the 'School Driving Policy', complete the triennial driver assessment and be listed as a driver on the School driver spreadsheet. This spreadsheet is held, monitored, and updated by the Human Resources department delegate. The School requires an annual check of drivers' licences by the line manager or the Transport and Travel Officer.

7. Trailers

At present the School has some trailers for general use and a number of boat trailers. The maximum authorised mass (MAM) for each trailer is displayed on the main frame (chassis) of each trailer. For non-braked trailers the maximum laden weight is 750kg; some trailers may be lower. The gross train weight (GTW) refers to the maximum weight that a vehicle can weigh including trailer. This is displayed on a plaque inside the driver, passenger door and / or under the bonnet of the minibus / MPV. It is illegal to ignore the MAM and GTW.

Trailers will be serviced by a competent engineer to ensure continued road worthiness. All trailers should be checked before each trip to ensure that the tyres are correctly inflated; that the trailer is in good repair; that there is no wear on wheel bearings (tested by checking that there is no lateral wobble on the wheels); that wheel bearings and hitches are regularly greased.

Any driver who passed their driving test before Jan 1997 is likely to be able to drive a minibus with any School trailer. For this, the driver must have category D1E displayed on the reverse of their licence. Drivers who passed their driving test after this date must complete the full DVLA test to gain the category D1E (Minibus). Due to new laws regarding towing with a car / MPV, many more people can tow with such vehicles. Extreme care must be taken, and advice / support sought by those not experienced in the techniques. The Transport and Travel Officer and EVC will be able to help. Trailers are bookable through the School Staff Instructor; the keys are available from the CCF block; number plates are located inside the back door of the minibus. Number plates must be replaced in the relevant bus at the completion of the journey.

Please remember:

- Do not overload the trailer.
- Load heavier items in the centre towards the bottom of the trailer to keep the centre of gravity as low as possible.
- Check weight distribution along the trailer's length as well as side to side. (The centre of gravity should be as low as possible and just in front of the trailer's axle).
- Ensure that the trailer is suitably lit at its widest point and that the light board/lights are working correctly.
- Ensure that the brake application safety cable / breakaway cable is attached to the vehicle.

8. What to do in the event of an accident

In the event of an accident it is essential that the following procedure be adopted: -

- a. The safety of all passengers should be addressed as soon as possible. All passengers that are not hurt should be removed from the vehicle to a safe area, if safe to do so.
- b. If the vehicle is in a safe position, leave all the wounded passengers where they are. Any seriously injured or unconscious passengers must be left in the vehicle.
- c. Using a mobile phone, call 999 / 112 and ask for all the relevant services. If a mobile phone is not available or a public phone is not in sight, flag down a passing vehicle and ask for help.
- d. Put on the hi-vis vest, remove the warning triangle from the vehicle and place 50 to 70 m on the road behind the vehicle.
- e. Keep all passengers calm and explain what happened to the emergency services when they arrive. **Do not allow students to use mobile phones**
- f. Full details of the accident must be reported immediately (or as soon as possible) to any of the following:

Bursar	01935 810501
School Staff Instructor (Paul Wilson)	01935 810527 Mob: 07967 552181
Finance Officer (Kay Stanfield)	01935 810503
Custos	01935 810550 Mob: 07785 568450
- g. Stop and exchange the following particulars with the other parties concerned:
 - Name and address of owner
 - Name and address of driver
 - Vehicle registration number
 - Description of damage
 - Insurance – *Please see pack in vehicle*
 - Name and address of witnesses should be obtained, if possible
 - Make a plan of the accident and, if possible, take photographs.(No statement regarding liability and no offer or promise should be made to third parties)
- h. Any correspondence or summons received must be forwarded immediately to the Bursar, unanswered and unacknowledged.
- i. In the case of any accident involving personal injury, injury to other, damage to a vehicle, property or animal, you must report to the police as soon as reasonably practical or at least within twenty-four hours. Please note that for non-emergency situations, the 101 non-emergency number should be used. If emergency situations 999 should be called.

j. Broken windscreens should be replaced through our insurers. – *Please see pack in vehicle.*

9. What to do in the event of a breakdown

1. Remove the vehicle from the road into a safe position.
2. If passengers are in danger, take them away from the vehicle.
3. Place warning triangle 50m behind the vehicle.
4. Contact Motor Fleet Breakdown Cover – *Please see pack in vehicle.*

10. Miscellaneous

- Remember the extra width and length of a minibus, particularly when parking and overtaking.
- Where possible, avoid motorway travel in fog; if you must travel in fog, take an alternative route
- Avoid travelling in snowy or icy conditions.
- Consult weather forecasts and take note of weather warnings.
- Do not allow passengers to throw objects out of the window; if any damage is caused to persons or property in this way, the driver can be held legally responsible.
- Do not overload vehicles with passengers or luggage / equipment.
- If you have any problems relating to transport, please contact the School Staff Instructor on the following numbers: Mobile 01935 810527 Office 07967 552181.

Payment of fines occurred whilst driving

Any fines imposed by local authorities (parking) or the police (speeding / telephones / loading etc.) with regard to vehicles owned/ hired by the School will be paid by the driver. The School will not entertain paying such fines. It is the driver's responsibility to inform the Human Resources Department as soon as they are aware of such fines/penalties.

Annex D

Emergency Procedure

Many incidents may happen on offsite visits and will be managed by the visit leaders. However, some of these incidents may become emergencies and require support from School.

Definition of an Emergency

- incident involving a life-threatening injury or fatality;
- incident where there is serious risk;
- where someone (or a group) is missing for a significant and unacceptable period or
- any incident that is beyond the normal coping mechanisms of the staff team.

Overview

Group Leaders must follow the School Emergency Procedures. Such procedures are an essential part of all visit planning. Whilst taking reasonable care of themselves and others, leaders should not hesitate to take life-saving action in an extreme situation. The Group Leader should take charge of an incident until relieved by the emergency services, or by a member of the Senior Leadership Team. In the event that the Group Leader is incapacitated, other members of the Visit Leadership Team should have the competence to take charge and to initiate the Offsite Visit Emergency Plan. By their nature, emergencies are usually unexpected and can therefore be stressful. However, training and careful pre-planning beforehand can mitigate the trauma. The following points are intended to assist with planning for and dealing with a visit emergency.

Additional information regarding *Lost or Missing Students* and *Terrorist Attacks* can be found at the end of this annex. The Emergency (gold) card should be carried by staff on the trip.

Before the visit

Follow the guidance provided by the School in the form of the Offsite Visits Policy and other related policies.

During the Incident

During an Emergency you will not have time to read this guidance and therefore should be reliant on training and prior knowledge of effective systems.

Immediate action

1. Assess the situation, establishing the nature and extent of the problem, but ensuring that no-one is put at further risk.
2. Make sure all other members of the party are:
 - accounted for
 - safe
 - adequately supervised
 - briefed to ensure that they understand what to do to remain safe
 - informed NOT to use their mobile phone or make contact outside the situation.
3. If there are injuries, take action to establish their extent and administer appropriate first aid.

First Aid

Aim to:

- preserve life;
- prevent the condition worsening;
- promote recovery (treat for shock, reassure and keep warm).

Communications

Direct contact with a parent of a group member from the scene of the incident should be avoided. This task should be carried out from School led by the SLT/escalation person on-call.

1. Contact the appropriate emergency service(s). They will guide you through the information they need, which may include:
 - your name and the name of the Group
 - location
 - nature of emergency, number in party and number of injured persons
 - action so far
2. Alert the School Emergency Contact. You may be in shock and need support. Also, news travels fast and the School will need accurate information.
3. Consider other people who may need contacting:
 - Police
 - Embassy/Consulate if abroad
 - Local accommodation/contact
 - Tour operator/provider
 - Insurer
4. **DO NOT speak to the media.** Refer all media interest/enquiries to the School Marketing Department (not to the Emergency Contact).
5. Control any communications by the rest of the group. Rumours spread very quickly and can cause serious and unnecessary upset.

Secondary action

1. Arrange appropriate protection from the elements.
2. Uninjured group members should be moved to shelter or away from the immediate vicinity of any casualties.

Ensure that they:

 - are adequately supervised throughout
 - are returned as early as possible to base
 - receive appropriate support and reassurance.
3. Avoid splitting the group – unless it is the only way to get help – and leave nobody on their own.
4. Manage the incident; - ensure that all appropriate actions have been/are being attended to.

5. It is useful to keep an accurate record of events and actions as close to real time as possible. Any leader with spare capacity should, therefore, keep notes.
6. Ensure that an appropriate adult accompanies any casualties to hospital, taking with them parental consent forms and appropriate medical information for the injured persons. For local trips this information will need to be brought from School arranged by the SLT member on call.
7. Maintain contact with the emergency services and the School Emergency Contact until the emergency is over.
8. Monitor, reassess and review; – ensure nothing has been forgotten and all leaders and young people are coping, cared for and secure.

Post-Incident action

1. Consider the emotional needs of any leaders or young people who may have been adversely affected.
2. Follow the School's reporting requirements, including completing any accident and incident forms.
3. Review the lessons learned and ensure that these feed into future visit plans, emergency plans and staff training.
4. Share the experience and learning with colleagues.

Media / legal points

- Do not admit anything.
- Do not sign anything.
- Avoid discussing legal liability with others.
- Do not talk to the press; – refer them to the School Marketing Department.
- Record all events, times and details; – establish witness contact details and get statements from leaders.

Recording an incident

Make an accurate record of all details as soon as possible; – do not leave this until later when your memory of details may be confused.

Record the following:

- time, date, and nature of the incident
- accurate incident location
- names of casualties
- details of injuries
- actions taken, including all communications
- names of others involved but not injured
- details of any moves from the incident site (times, who moved, where to, how)
- names and contact details of witnesses
- proposed actions.

Terrorism

In this current climate of unrest there is the ever-present possibility that a school trip may become subject to disruption due to or involved in the event of a terrorist attack.

The priority above all other considerations must be the safety of the group

Prior to submitting a trip proposal

Before arranging a trip to an area of potential unrest and marketing it to students and parents the Foreign and Commonwealth Office travel website should be consulted and trips to areas where the advice is contrary to FCO advice will not be approved.

Destinations declared unsafe on the lead up to departing

For trips to areas previously thought safe, when the trip was proposed, but which have become unsafe so that travel to them is no longer recommended by the FCO, the trip must be cancelled.

The School is insured to cover claims for cancellation where the Foreign and Commonwealth Office has declared the destination country unsafe for school travel.

The School insurer also covers the School for disruption, delay or curtailment in the event of terrorism. If, however, following a risk assessment, the School / group makes an independent decision to cancel a trip due to a perceived threat of terrorism, it is not covered by the School Insurance. Should there be a question of cancelling a trip because of a risk perceived by the School or parental pressure, a decision needs to be taken by Bursar and Headmaster as the School would be liable for the costs.

As part of the planning;

When visiting a major city, venue, or event, where there may be a risk of attack, consider:

- possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter;
- how to minimise waiting time at busy transport venues;
- how you would get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option;
- alternative routes and emergency funds which might be needed;
- the possibility of an enforced overnight stay and what this might entail – for example reserve of critical medication;
- how the leadership team might manage an enforced group split.

In this case the priority MUST be the safety of the group above all else.

There may be some **essential** steps **to ensure the safety** of the students which have to be taken before it is possible to make contact with Sherborne. The person 'on the ground' has **full authority to take any and all such steps**.

During the visit:

- be vigilant and aware of your surroundings; – know where the exits are and where you would run; to.
- when staying at any place for more than 30 minutes, identify emergency meeting points in case the group is forced to move and becomes split;
- avoid congregating too long around entrances to major public sites;
- at ports and airports, do not linger unnecessarily on the public side of security screening;
- be aware of the 'Stay Safe' principles: 'Run, Hide, Tell' and know what to expect if you encounter armed response officers

The visit staff must escort the group to a place of safety in the first instance.

Contact with School should be made at the first opportunity when it is safe and possible to do so. Further authority for action and guidance will then be provided. The British Embassy should be contacted for advice. This may be difficult as in some situations mobile networks become swamped or switched off.

The emergency contact at School will be in a position to authorise alternative means of return transport, at short notice.

The trip leader must have a reserve of money or access to a cash card that can be loaded at short notice at any time of the day or night to allow for the payment of emergency accommodation or escape transport.

The emergency contact at School will be in a position to authorise emergency expenditure for the group in circumstances where the FCO has not banned travel. The School contact will also manage and organise the proceedings in the UK including contacting families and dealing with the press. For such a situation as this, the SLT will follow the School Critical Incident Plan.

Terrorism – Pre-trip Briefing

Before major city travel consider the following points in the brief to students and staffs.

STAY SAFE: Terrorist Firearms and Weapons Attacks

Firearms and Weapons attacks are rare in the UK. The 'STAY SAFE' principles provide simple actions to consider in the case of an incident.

RUN

- Escape if you can.
- Consider the safest options.
- Is there a safe route? If yes, RUN.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

HIDE

- If you can't RUN, HIDE.
- If you can see attackers, they may be able to see you.
- Cover from view does not mean you are safe; bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet; silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

TELL

- What do the police need to know?

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

ARMED POLICE RESPONSE

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.
- Officers may
 - point guns at you
 - treat you firmly
 - question you
 - be unable to distinguish you from the attacker
 - evacuate you when it is safe to do so.

Missing student

Preparing a Trip

Sherborne School has the highest regard for the safety of all adults and students within the School community. The following steps will be taken to reduce the risk of students going missing:

- All trips are planned, and risk assessed; it may be appropriate to state further controls, in addition to this policy, to ensure student safety.
- Staff to student ratios should be appropriate; refer to the main Educational Visit Policy
- All students attending a trip are given a briefing by the Director of Short Courses or delegate, the Events and Excursions Supervisor or Activities Group Leader
- Even in familiar settings, students are always made aware of the boundaries, both in terms of their expected behaviour and the areas they are permitted to be in at any given time.
- Registers will be completed every morning, afternoon, and evening when a group is away so that an accurate record is kept; head counts and registers can be used at other times as appropriate.
- When entering a new environment, a meeting place will be agreed at the earliest opportunity.

In the event of a student going missing

If, for any reason, the whereabouts of a student cannot be accounted for, whilst on a School trip, the following procedures are to be followed with minimum disruption or distress to other students, staff and the general public (in all cases, the 'senior member of staff present' will be the Events and Excursions Supervisor or Activities Group Leader or, in their absence, the next most senior individual present):

- All staff should remain calm at all times.

- The senior member of staff present will conduct a thorough register to ascertain who and how many people are missing.
- The senior member of staff present will send another member of staff to any pre-agreed meeting place.
- The senior member of staff present will inform the Director of Short Courses, via the School emergency contact number, to give early warning of the potential issue; the Director of Short Courses will stay in contact with the senior member of staff present and will make the decision when to contact parents or police.
- Where possible, if the party has split into smaller groups, the groups should be brought together at the pre-agreed meeting point so that staff, not immediately required, to supervise can be mobilised.
- The senior member of staff present will arrange a search of likely places that the student may be; this task may be delegated to a second member of staff so that the leader can contact others at the same time; an appropriate number of staff must stay with the other students and the member of staff in charge may ask other professionals to help e.g. museum or activity staff hosting the visit.
- The immediate area should be searched first and then the surrounding areas.
- If the student is not found within thirty minutes from the time they were reported as 'missing' and the Director of Short Courses (or SLT member on duty) feels it is appropriate, the Director of Short Courses (or SLT member on duty) will inform other agencies (e.g. police) and parents / guardians. Where appropriate follow the Critical Incident Plan.
- The Director of Short Courses (or SLT member on duty) will be responsible for taking instructions from the Police, and for communicating with and reassuring parents / guardians, while other members of staff continue to search.
- Once the missing student has been found, the Director of Short Courses (or SLT member on duty) will contact all relevant parties involved.

As soon as possible, after the missing student has been found, a full report will be written by the senior member of staff on the trip and signed by all the other staff present. A second report will be written by the Director of Short Courses (or SLT member on duty) who organised the proceedings at School. Both reports will then be submitted to the Headmaster, who will be responsible for reviewing any relevant policies, procedures and safety issues that can be revised to prevent similar incidents occurring in the future.