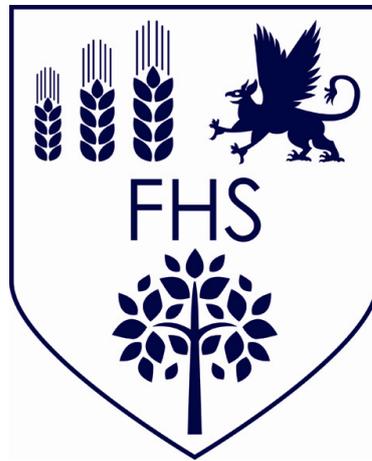


Featherstone High School



Educational Visits Policy

Prepared by:
Kamal Thacker, Director of 13-19 Curriculum
Ratified by governors on:
26th March 2012
To be reviewed:
2014

Educational Visits Policy

1.1 Introduction to Educational Visits at Featherstone High School

The school undertakes Educational Visits as part of its Curriculum offer.

Educational Visits are off site activities that enrich and broaden pupils' curricular experience and consolidate their learning.

An Educational Visit should be organised to compliment an existing programme of study or scheme of work.

All visits are planned by teachers / support staff with the support of the Educational Visits Officer (EVO). All visits must to be planned in accordance with this policy and require the written authorisation of the AHT i/c educational visits followed by that of the Headteacher.

For category 1 or 2 visits completed SV forms should be passed to the EVO at least **10 working days** before departure.

For category 3 visits e.g. residential visits, completed SV forms need to be passed on to the EVO at least **12 months** before departure.

(Refer to Appendix 1 for descriptions of the different categories of visits).

1.2 The Purpose of Educational Visits

- To inspire, enthuse, motivate and generate interest and curiosity
- To reinforce, consolidate and enrich learning; giving pupils an opportunity to learn outside of the classroom
- To broaden pupils' experiences of their local, national and global community
- To improve pupils' personal learning and thinking skills.
- To enhance pupils' social, moral, spiritual and cultural development and enable them to represent themselves, their school and their local community positively.
- To reward pupils for their positive behaviour; and outstanding progress and / or achievement

2.0 Provision

- Visits to Parks, Zoos, Museums, Art Galleries, Exhibitions and other popular tourist destinations
- Field trips
- Reward visits e.g. bowling, cinema and ice skating
- Attending competitive events such as the Jack Petchey Youth Speaks Out competition and Young Enterprise
- Sports' fixtures
- Visits to employers such as British Airways
- Visits to colleges and universities
- Visits to places of worship such as Churches, Mosques, Synagogues, Temples and Gurdwaras
- "Local" residential visits to places such as Bath
- "Global" residential visits to places such as Washington DC, Paris, Malaga and Brussels

3.0 The Management of Educational Visits.

3.1 Overall responsibility resides with the Headteacher. The management, monitoring and evaluation of educational visits are the responsibility of the AHT i/c Educational visits, who will present a review to Governors in an annual report.

3.2 The AHT i/c Educational visits and the Educational Visits Officer are responsible for the planning procedures for any visit taking place.

3.3 Lead teachers (group leaders) are responsible for planning their individual visit. They are also responsible for briefing accompanying staff and students on the proposed educational visit.

4.0 Staff Development and Induction

The EVO, supported by the AHT i/c Educational visits will induct staff / visit leaders.

5.0 Resources including external links

For most local visits parents / carers will be asked to make a voluntary contribution towards costs. Parents / carers of pupils on free school meals who have requested financial support may have their voluntary contribution in part or substantially deducted. All contributions requested from parents / carers should be written as precise amounts (SV7). A payment schedule with deadlines may be required. Trips may be cancelled if insufficient funds are raised (SV3).

Funding for externally led workshops, reprographics and other material resources is devolved to subject budgets

The school has a large bank of partner organisations and contacts

6.0 Assessing the impact of educational visits on pupils' learning

- Evaluation, self-evaluation and review forms, peer evaluations and on-line reviews using survey monkey
- Discussion and presentation
- Worksheets pertaining to the Educational Visit
- Verbal feedback and questions asked by pupils as well as answered by them
- Written assignments including coursework
- Completion of a formal review / evaluation during tutorial following reflection
- Following up on the learning gathered during visits / programmes in the classroom
- Making connections between the visit and classroom learning objectives
- Exercise in linking the visit to the curriculum
- Teacher intervention
- Comments from members of the public / staff of venues visited i.e. museum officials referring to pupil conduct and involvement
- Increased attendance and participation rates after visit
- Monitoring use of Fronter and department websites on weebly
- Exam results
- Any follow on work completed independently by pupils

7.0 Developing the Featherstone Skills (PLTS)

- Through prior research
- Class work and extension homework
- Presentations
- Independent exploration of themes *in situ*
- Ability to gather relevant information from a variety of sources
- Interactive exhibits, tours of museums and galleries
- Exposure to different environments including work related outings and exposure to other teams
- Teamwork
- Enterprise based projects
- Improving time management skills
- Writing journal / review of skills applied and practiced
- Nature of questions on any work sheet, open or closed?
- Nature of any task, whether it stimulates problem solving

8.0 Monitoring, Evaluation and Review

The AHT i/c Educational visits and the EVO are responsible for the regular review and evaluation of this policy in light of national guidelines. All individual educational visits should also be reviewed by participants (students, staff and external contributors). Visit organisers should always complete a formal evaluation (SV5).

9.0 Relationship to other Policies

This Policy has been developed with regard to other FHS Policies including the Curriculum Week Policy, Teaching and Learning Policy, the Behaviour Policy and Careers Education and Guidance Policy.

10.0 Guidance to staff leading Educational Visits

10.1 – The role of the Educational Visits Officer

The Educational Visits Officer (EVO) ensures the smooth running of visits by co-ordinating risk management procedures and maintaining accurate records of all educational visits.

10.2 - Risk Assessment

Risk Assessment forms are completed by the visit organiser (normally an experienced member of staff who has made a preliminary visit to the venue) with the support of the EVO. These should be submitted in time as required. Visit organisers should identify and evaluate potential risks and make arrangements to control these risks.

10.3 – Preparing pupils and advising parents / carers

Group leaders and other accompanying staff are responsible for the close supervision and health and safety of pupils from the time of departure from the school until pupils return home. Pupils and their parents/carers must be notified by the visit organiser of the times for arrival, departure and any lunch or break; the mode of travel and the dress code for the visit.

Any visit taking place within the timetabled school day does not require any specific further permission. Parents / carers complete a generic permission letter during Target Setting in September. This is kept on file.

For any trip arranged outside of the normal school day further written permission is required.

Letters to parents / carers for category 1 and 2 visits (SV7) should detail any travel arrangements and request relevant medical information.

Letter to parents / carers for category 3 (SV7) require additional information from parents e.g. passport expiry details for global visits.

Pupils must be well briefed prior to any visit (SV6):

- to be aware of the aims, objectives and learning outcomes of the visit,
- any equipment they need to bring,
- any expectations of them (the ground rules still apply),
- be able to identify the adult directly responsible for them whilst off site,
- understand what they should do in the event of being approached by a stranger or if they are separated from their group,
- recall the designated meeting point in case of separation and recount relevant emergency procedures,

A spreadsheet detailing emergency contact information for all participants should be retained on site by the school contact specified in the SV1 form. A copy of this should be taken by the visit leader to the venue.

10.4 Planning an Educational Visit

- The EVO can help with this.
- The AHT i/c Educational visits must assent to your proposed visit.
- The AHT i/c Global links must also assent to any overseas residential.
- If female pupils are in attendance there *must* be a female staff member accompanying the group.
- If male students are in attendance without an accompanying male member of staff, the risk assessment (SV4) must specify what controls and arrangements are to be made.
- Provisions must be made for access to First Aid. A first aider should be accompanying the group if possible. When this is not possible contingencies must be planned in the event of an emergency. (SV1)
- Parental consent (SV7) is normally required and obtained in September during target setting for visits that take place during the school day. However visit organisers must inform parents / carers of any specific requirement or arrangement e.g. attire or mode of travel
- Visit organisers must consult the Personnel manager and the AHT i/c Educational visits when selecting staff to accompany them. Most visits require at least 2 staff in attendance. The AHT is able to advise staff with regard to the minimum staff: pupil ratios. The personnel manager should note the absence of attending members of staff in the staff absence diary well in advance of your visit.
- The pupil to staff ratio depends on the nature of the visit and the special educational needs of pupils. Visit Leaders, must consider pupils' Special

Educational Needs and any environmental factors appertaining to the venue when making arrangements for staffing. Minimum staffing ratios must be approved by the AHT i/c Educational visits.

- Visit Leaders must leave the full details of their venue and itinerary with the specified School Contact (SV1). If using public transport, state train operators, departure and arrival times, (SV1). Visit leaders should also plan contingency travel routes in the event of unforeseen circumstances.

10.5 In the Event of an Emergency

- The name, address and telephone number of the contact person at school, including their out of hours contact details must be carried by the Group Leader at all times. The nominated school contact person must also have details of the students in attendance, details of any specified medical conditions and the contact details of the transport company and the venue to be visited.
- The visit leader must contact the school in the event of a serious incident. Please call the Head teacher.

10.6 Following the visit

The visit must be reviewed by the visit leader (SV5). This should be submitted to the AHT i/c vists.

Check list – Procedure to follow when planning educational visits

Risk Category 1	Local area visits, educational establishments, museums, theatre, cinema
Risk Category 2	Off-site swimming pool, ice skating, use of 2 or more modes of public transport
Risk Category 3	Theme parks or fun fairs, activity and field centres, visits by canals and waterways, zoo and farm visits, adventure (skiing, rock climbing and canoeing etc), residential stays, global visits

- 1**

- Present your proposals to your line manager and / or Assistant Head Teacher for approval.
 - Complete an Educational Visit Proposal form (SV1). Ensure it is signed by your line managers and submit it to Kamal Thacker.
 - Most visits should be approved one year in advance and published in the annual calendar. Where this is not possible, a provisional entry may be made on the calendar to indicate when a visit is scheduled to take place.
 - You must submit an Educational Visit Proposal form (SV1) for an extraordinary day visit at least 6 working weeks prior to the visit
 - Proposals for global visits should be presented to the Global Staffing Committee for approval

✓
- 2**

- If the visit is approved, confirm the category of risk with the EVO. This will help you determine the level of detail of any risk assessment.
 - Complete the risk assessment form (SV4) as advised and supported by the EVO.
 - Final approval for the visit is given by the head teacher following the submission of an adequate risk assessment (SV4).
 - For regular or routine low risk visits a standard risk assessment should be kept on file and there is no need to complete a risk assessment for each visit.
 - For off site swimming activities the SV10 checklist must also be completed.
 - On all category 3 visits First Aiders are expected to be included in the staffing unless the venue to be visited is able to provide emergency first aid treatment

✓
- 3**

- For all visits including extraordinary day visits, check the calendar and cover with Harjinder Johal or Kamal Thacker.
 - Check that the cover arrangements in place are satisfactory.
 - Speak to Alka Patel if you require TAs to accompany you.

✓
- 4**

- Write a letter (SV7) advising parents and requesting consent (depending on the nature of the visit as generic consent for category 1 visits is obtained in September), medical and emergency contact details and voluntary contributions.
 - Ensure any draft letter is approved by Kamal Thacker before you distribute it.
 - Use form SV2 to keep an accurate log of permission slips received.

✓
- 5**

- Only voluntary contributions can be requested for curricular trips. Attendance on non-curricular trips is voluntary.
 - For visits requiring a contribution of more than £20 per pupil, ensure a non-returnable deposit is obtained prior to booking any places. For all other visits contributions must be collected before a visit is booked and returned if the visit is not viable.
 - You are responsible for the financial viability of the proposed visit. Any shortfalls in funding will come out of department budgets. Use form SV3 to keep an accurate log of contributions received and receipts issued.
 - Book your visit and make any arrangements for transport, (coach companies need to submit a completed SV11 form)

✓
- 6**

- Prior to the visit brief all staff that are to accompany the visit
 - Brief pupils on the code of behaviour and your expectations of them. Pupils should complete and sign SV6 forms.
 - For some category 3 visits such as Global visits and residential parents and pupils should be asked to complete a signed statement with respect to adherence to the school code of conduct
 - Ensure a full list of the school journey party, including addresses and telephone numbers (including mobile nos) are kept by both the Group Leader on the visit and the Designated Emergency Contact at the school, (SV8 and SV9 forms).
 - The school has a mobile phone available for Visit Organisers to use.

✓
- 7**

- During the visit, it is vital all supervising adults follow the letter and spirit of the risk assessment.
 - Ensure pupils abide by the school code of conduct.
 - Report any serious accidents to the head teacher, Kamal Thacker or another member of the SMT immediately
 - Following the visit, complete the review (SV5)

✓

SV1 = Proposal	SV2 = log of parental consent	SV3 = log of contributions	SV4 = risk assessment and head teacher's approval	SV5 = review
SV6 = pupil code of conduct and expectations	SV7 = letter to parents	SV8 = Group leader's summary of information about all participants in the visit	SV9 = emergency contact information	SV10 = swimming pool checklist
SV11 = bus or coach company checklist				

Justification - use this box to explain why this visit is necessary, e.g. its purpose and learning objectives, how it relates to your subject curriculum or syllabus, why it cannot take place during curriculum week, how it relates to the SDP; and what impact it will have on students' learning?

Viability of proposed visit – use this box to explain how you intend to fund the visit, e.g. have you raised a deposit from parents / carers to secure a place on the visit for each participant? Do the number of places on the visit accord with the deposits taken? Please note visits should only be booked after you have raised the necessary funds. Visits must be cancelled if you are unable to raise the necessary funds in advance. Any shortfalls, should they arise, will be made up from department capitation.

Date of application:

- **Proposals for all non-curriculum week visits (day, residential and global) should be submitted one year in advance and published in the annual calendar. For global visits, proposals should first be submitted to the global staffing committee for discussion. For some visits a booking one year in advance may not be possible however a provisional entry must be made in the annual calendar to indicate the time when the visit should be taking place**
- **Proposals for extraordinary day visits to venues inside the UK should be submitted at least 6 working weeks in advance. At KS4 and KS5 these must include a list of the students participating in any visit and note the lessons that they would be missing.**

EDUCATIONAL VISITS ARE A VERY IMPORTANT PART OF PUPILS' ENRICHMENT AND ENJOYMENT OF SCHOOL LIFE. STAFF GIVE A LOT OF TIME AND EFFORT TO ENSURE THAT THESE WORK WELL. IN RECENT YEARS, HOWEVER, THERE HAVE BEEN A NUMBER OF HIGHLY PUBLICISED ACCIDENTS THAT HAVE OCCURED DURING SCHOOL VISITS. STAFF MUST BE AWARE THAT THEY ARE PERSONALLY LIABLE IF NEGLIGENCE IS PROVEN (INCLUDING INADEQUATE ASSESSMENT AND RESPONSE TO RISK).

Checklist:

1. A **detailed risk assessment** must be completed for all **residential, global, agricultural, open water and adventure visits**. A **first aider** should accompany all of these visits. For all low risk visits the Visit Organiser must be aware of the location of any provision of medical assistance at the venue.
2. Legislation requires the school to be **very careful in the wording of any letters to parents**. For most visits that take place during the school day, a generic letter of consent is obtained from parents at the beginning of the academic year. Parents / carers may be asked to make a voluntary contribution towards the cost of a curriculum visit. Where a visit is non-curricular a charge may be levied although attendance on such visits is voluntary. The **draft of all letters must be submitted to Kamal Thacker before they are distributed**.
3. For all visits, **medical and emergency contact details** must be obtained from parents using the SV7 form, (this would normally be done at the beginning of the academic year when generic consent is obtained).
4. A **full list of the school journey party, including addresses and telephone numbers**, must be given to the Group Leader for that journey. A copy should be given to the Education Visits Officer and Student Services. The Group Leader should have the designated school contact's out of hours telephone number. The contact numbers of all adults participating in the visit (where possible) should be let with the Education Visits Officer.
5. The Group Leader or Visit Organiser is responsible for ensuring all **permission slips** (with medical and emergency contact information supplied) and **voluntary contributions** have been collected; and that risk assessments are adequately adhered to. S/he must **liaise with the Finance Manager** to ensure the visit is **financially viable**.

6. The Group Leader is responsible for **pupils' adherence to the school's code of conduct**. Expectations should be made very clear. For high risk visits pupils and their parents must sign a separate declaration with regard to adherence to the code of conduct.
7. For global visits, Visit Organisers must ensure that students have **valid travel documents** and if appropriate a **European Health Insurance Card**.
8. For any visit requiring a contribution of more than **£20.00 a non-returnable deposit** must be secured prior to booking places for the visit
9. **Individual risk assessments must be drawn up for students with additional medical needs or disability**; or for those attending foreign language exchange visits!

Signature of Visit Organiser / Group Leader:	
Kamal Thacker Signed:	YES / NO Date:

Once completed this form should be e mailed as an attachment to Kamal Thacker and a hard copy (signed by your Line managers), placed in his tray in the main office.

RISK ASSESSMENT (SV4)

Calculate Actual Risk Rating by using the formula:

SEVERITY	LIKELIHOOD	RISK RATING (S X L)
1 = no injury or illness	1 = very remote	High 14+
2 = first aid injury/illness	2 = improbable	Medium 5 – 13
3= minor injury/illness – up to 3 days away	3 = possible	Low 1- 4
4= 3(+) days injury/illness	4 = probable	
5 = major injury / illness	5 = likely	
6 = fatal or disabling injury/illness	6 = certainty	

RISK ASSESSMENT FOR: _____ Visit Leader: _____

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where The Information Is Kept	Note Any Action You Will Take To Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)

I have ensured that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary.

Visit Leader _____ Dated _____

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of the visit. Approval is given:

AHT i/c of Visits _____ Dated _____

Head teacher _____ Dated _____



EVALUATION TO BE COMPLETED BY THE VISIT LEADER FOR REVIEW PURPOSES (SV5)

School Group:	
Group Leader:	
Number in Group:	Boys: Girls: Supervisors:
Date(s) of visit:	
Purpose(s) of visit:	
Venue:	
Commercial Organisation:	

Please comment on the following features:

	Rating out of 10	Comment
1. The Centre's pre-visit organisation:		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Instruction:		
5. Equipment:		
6. Suitability of environment:		

Form SV5 continued:

	Rating out of 10	Comment
7. Accommodation:		
8. Food:		
9. Evening activities:		
10. Courier/Representative		
10. Other comments and evaluation including "close calls not involving injury or damage":		

Signed: _____ **Date:** _____

Visit leader's full name: _____

To be detached and completed after all ventures and logged in the EVO's central records.



CHECKLIST FOR STUDENTS GOING ON A VISIT (SV6)

QUESTION	ANSWER
<ul style="list-style-type: none">• Who is the visit leader?	
<ul style="list-style-type: none">• Where am I going to visit?	
<ul style="list-style-type: none">• How can I contact my visit leader?	
<ul style="list-style-type: none">• How do I use the phone if help is required?	
<ul style="list-style-type: none">• What will be done to keep me safe and secure on the visit?	
<ul style="list-style-type: none">• What must I do if I get lost or into difficulties when not with the group leader?	
<ul style="list-style-type: none">• What is written in the code of conduct for my visit?	
<ul style="list-style-type: none">• What do I do to keep my money and valuables safe?	
<ul style="list-style-type: none">• The address(es) and telephone number(s) of the place(s) where I shall be staying?	
<ul style="list-style-type: none">• How must I behave (house rules) where I am staying?	
<ul style="list-style-type: none">• Where am I to sleep and where am I to dress?	
<ul style="list-style-type: none">• What do I do if I am worried/unhappy about anything when staying with a host family?	



PARENTAL CONSENT FOR A SCHOOL VISIT (SV7)
(to be distributed with an information sheet giving full details of the visit)

N.B. This is an SV7 form that covers all categories of school visit activity, you may decide to edit the below questions for local visits:

School/Group: _____

1. Details of visit to: _____

From: Date _____ Time: _____ **To:** Date _____ Time: _____

I agree to _____ (name)
taking part in this visit and have read the information sheet. I agree to his/her participation in the activities described. I acknowledge the need for him/her to behave responsibly.

2. Medical and dietary information about your child

a. Does your child have any conditions requiring medical treatment, including medication?

YES/NO

If YES, please give brief details. For medication, include details of dosage, and ensure your child brings a supply of this medication on the visit:

b. Please outline any special dietary requirements of your child

c. Please outline any special type of pain/flu relief medication your child may be given if necessary:

d. Is your son/daughter allergic to any medication?

YES/NO

If YES, please specify:

e. When did your son/daughter last have a tetanus injection?

f. Name, address and telephone of family doctor:

3. Swimming ability

- **Is your child able to swim 25 metres?** YES/NO
- **Is your child water confident in a pool?** YES/NO
- **Is your child confident in the sea or in open inland water?** YES/NO
- **Is your child safety conscious of water?** YES/NO

Giving consent below does not remove the need for group leaders to ascertain for themselves the level of the pupil's swimming ability

4. For residential exchanges only

To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If yes please give brief details:

I will inform the Group/Leader/Head Teacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

5. Parental Declaration

5.1 I would like my child named above to take part in the specified visit and having read the information provided agree to him/her taking part in the activities described.

5.2 I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

5.3 I confirm that my child is in good health and I consider him/her fit to participate

Signed: _____ **Date:** _____

Full name of parent/guardian: _____

Telephone numbers:

Home: _____ **Work:** _____

My home address is: _____



SUMMARY FOR GROUP LEADER OF INFORMATION ABOUT PUPILS AND ADULTS PARTICIPATING IN VISIT (SV8)

SURNAME	FORENAME	DATE OF BIRTH	ADDRESS	NEXT OF KIN	CONTACT PHONE NUMBER	RELEVANT MEDICAL INFORMATION



EMERGENCY CONTACT INFORMATION (SV9)

(To be completed before the visit. Copies to be held by the visit leader and school home contact)

1. School/group: _____

2. Name of group leader: _____

3. Visit departure date: _____

4. Return information: **Date:** _____ **Time:** _____ **Location:** _____

5. Group: **Total Number:** _____ **Adults:** _____ **Group Members:** _____

6. Do you have an emergency contact list for everyone in the Group? **YES/NO**
(If no, obtain one. If yes, attach it to this sheet.)

7. Emergency contact information:

a. During school hours:

Head Teacher: _____ **Tel:** _____

AHT i/c: _____ **Tel:** _____

b. Out of school hours:

Head Teacher: _____ **Tel:** _____

AHT i/c: _____ **Tel:** _____

c. Travel Company:

Name/Address: _____ **Tel:** _____ **Fax:** _____

Company Travel Rep: Name: _____

Insurance/Emergency Assistance: _____ **Tel:** _____ **Fax:** _____

Hotel: _____

Address: _____

Tel: _____ Fax: _____

Hotel contact (eg Rep/Manager: _____

d. Other emergency numbers: _____



SWIMMING POOL CHECKLIST (SV10)

POOL NAME:

COMPLETED BY:

DATE:

	YES	NO
<ul style="list-style-type: none"> • Is there regular testing of water quality? • If YES, how often? (Please write in) 		
<ul style="list-style-type: none"> • Are records kept of the water quality • If YES, for how long? (Please write in) 		
<ul style="list-style-type: none"> • Are accurate signs displayed indicating the depth? 		
<ul style="list-style-type: none"> • Is the depth of the water less than 1.5 metres? (if so diving must not be permitted) 		
<ul style="list-style-type: none"> • Is there a resuscitator? 		
<ul style="list-style-type: none"> • If there is a resuscitator, are the lifeguards trained in its use? 		
<ul style="list-style-type: none"> • Is there poolside rescue equipment? 		
<ul style="list-style-type: none"> • Is there a poolside telephone? 		
<ul style="list-style-type: none"> • Is there a poolside alarm? 		
<ul style="list-style-type: none"> • Is an emergency action plan displayed? 		
<ul style="list-style-type: none"> • In the case of an indoor pool, is the swimming pool room locked when not in use? 		
<ul style="list-style-type: none"> • Are the Pool's normal operating procedures available for inspection by authorised persons? 		
<ul style="list-style-type: none"> • Is there constant pool supervision during lessons? 		
<ul style="list-style-type: none"> • Do you check for adequate poolside supervision during lessons? 		
<ul style="list-style-type: none"> • Do you provide appropriately qualified swimming coaches for the lessons? 		
<ul style="list-style-type: none"> • If not, do you check that those who do the coaching are appropriately qualified? 		
<ul style="list-style-type: none"> • Do you provide lifeguards with National Pool Lifeguard Qualifications? 		

<ul style="list-style-type: none">• What is the lifeguard to pupil ratio? Please write in here.		
<ul style="list-style-type: none">• Are the changing facilities in keeping with basic hygiene?		
<ul style="list-style-type: none">• Do you ensure that tudents are not left alone at any time in the pool?		



BUS OR COACH COMPANY CHECKLIST (SV11)

COMPANY NAME:

COMPLETED BY:

DATE:

QUESTION	YES	NO
Do you have the appropriate public service vehicle (PSV) operators license?		
Does the driver have a PSV licence.		
Do you have the appropriate Insurance? See note 1 below.		
Do you comply with legislation covering the drivers hours, rest periods and driver competency?		
Do you keep a Maintenance Schedule?		
Do you keep an Operator History?		
Do you have Breakdown Recovery protection, including international if a visit abroad is planned? See note 1 below.		
Do all seats have forward facing seat belts?		
Do the seat belts comply with current legislation?		
Are there enough seats for every pupil and adult intending to travel on the coach to have their own seat?		
Will the driver will be responsible for the coach at all times during the visit?		
Are there written emergency incident procedures? See note 1 below.		
Is there disabled access?		
Do you have a vetting procedures do you have for drivers? See note 1 below.		
Do you have procedures for the driver to contact your office in an emergency during the visit?		
Do you ensure that the driver knows the emergency contact procedure?		