Sydenham & Dulwich Girls

GDST
GIRLS' DAY SCHOOL TRUST

Educational Visits Policy
Whole School: Senior School/Junior School: EYFS, KS1 and KS2

Introduction

Educational visits are concerned with providing students with the opportunity to extend the curriculum through the provision of an alternative learning environment and resource.

Specifically the educational visit should:
- have significant educational value;
- be linked with the normal work of the students by preparation and follow-up activities;
- be suitable to the students concerned, having regard for their ages, abilities & aptitudes;
- have a definite, specific and relevant learning objective;
- be carefully and efficiently planned, organised, supervised and conducted; and
- be organised and conducted with regard to GDST guidelines and recommendations.
- use the Evolve software as an administrative tool for planning, approving and managing all visits.

All trips are organised following guidelines stated in the Department for Education guidance on Health and Safety on Educational Visits, linked https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits and GDST guidance.

All staff use the online programme 'Evolve' and are supported by an administrative team. Sydenham & Dulwich Girls ensures that the person managing the trip has the skills, competence for the role, understands the risks and is familiar with the activity. For all school visits there is a designated safeguarding officer on call and a member of SLT/ PLT on call.

Through participation in educational visits, students will be encouraged to develop emotionally, socially and intellectually through enjoyable yet disciplined teaching and learning. The Head/Head of Junior School is responsible for both staff and students and also for any accompanying adult on a school visit. It is important for everyone involved that the Head/Head of Junior School is satisfied with the arrangements and that there is a record that they have been approved.

Aims
- To safeguard and promote health and safety of students on activities outside school in line with GDST policy.
- To be in line with the GDST and DfE guidance.

It is the policy of the GDST to ensure, as far as is reasonably practicable, the health and safety of all students, staff and other people who participate in educational visits organised by Sydenham & Dulwich Girls (GDST).

The GDST and Sydenham & Dulwich Girls are also committed to complying with the requirements contained within the DfES's guidance on the Health and Safety of Students on Educational Visits (HASPEV).

The School appoints a competent Educational Visits Coordinator (EVC) and provides appropriate information, instruction, training and guidance to staff leading and accompanying educational visits and school trips. This includes:

- the procedures for planning and preparing for an educational visit or school trip;
- the procedures for assessing the risks associated with an educational visits or school trip;
- the procedures for informing parents, gaining their consent and when appropriate involving them in educational visits and school trips; and
- defining the roles and responsibilities of group leaders and other supervisors during educational visits and school trips.

First Aid

The GDST adopts the minimum level of qualifications and number of first aiders required to accompany school trips as dictated by insurance requirements and the strong recommendations made in HASPEV. Consequently the School follows the guidance in the Health and Safety Section of the GDST portal and all trips will be accompanied by staff satisfying those requirements, which depend on the level of risk of the activity; the venue; and the age of the children. This will be part of the risk assessment of the trip.

This means that day trips (low risk) are always accompanied by at least one 1-day trained first aider, medium risk day trips are accompanied by at least one 2-day trained first aiders, sports activities are always accompanied by a 3-day at work first aider or 2-day sports first aiders.

All educational visits involving Early Years Children (age 5 or less) are accompanied by a paediatric first aider.

Low risk residential trips (including low risk abroad) are accompanied by at least one 1-day trained first aider. Staff at approved centres used for residential trips are checked to ensure they have adequate first aid training which is available 24-hours to the members of the trip.

High-risk trips are accompanied by appropriately trained and qualified Sydenham & Dulwich Girls staff or specialist staff provided by the tour operator or residential centre.

Sufficient First Aid kits and medications if necessary will be taken on the trip for smaller groups to be adequately provided for.

The Educational Visits Coordinator (EVC) at Senior School is a member of the SLT, supported administratively by a member of the support staff.

The EVC at the Junior School is the Head of Sydenham & Dulwich Girls Junior School.

They are responsible for overseeing the organisation and safety arrangements of all school trips. Staff organising trips must liaise throughout the planning stages.

The EVC will also advise staff on any updates to recommendations from the DfE etc. about good practice on trips.

All educational visits and other school trips should be planned according to the advice in this Policy and associated Procedures documents:

When organising a trip, a reconnaissance trip should be carried if at all possible to assess potential risks, travel arrangements, and the suitability of the venue or activities. If this is not possible, the EVC, staff at school, or other GDST schools should be consulted before making a decision on the suitability of the proposed trip.

Ratios

Staff : Pupil Ratios (non-hazardous activities) - wherever practicable:
- 1:20 (senior students under-18)
- 1:10 (Junior pupils in Years 4-6)
- 1:6 (Junior pupils in Years Reception-3)
- A higher ratio may be appropriate for students under 5
- Head should use their discretion for Years 12-13, including for any single-staff supervision
- The ratios for any one particular trip will take into account the event specific risk assessment and will be adjusted according to activity, venue and students.

Each trip will be accompanied and organised by a **Group Leader** who takes **responsibility** for ensuring that all aspects of the trip are planned, communicated, organised during the trip and evaluated as outlined in this policy.

All trips will be staffed according to the ratios recommended in the Health and Safety Section of the GDST portal, although some venues and providers, e.g. London Museums and Transport for London, require higher staff numbers which will be provided.

Supervision for Off-site Sporting Activities

Given the potential for injuries during sports matches that may necessitate hospital attendance, standard procedure recommends that two staff members accompany groups to away fixtures. However, acknowledging the high volume of events, a single member of staff may supervise a minibus trip provided safety is maintained and the following criteria are met:
- A comprehensive risk assessment is established, considering:
  - **Travel distance and time** (e.g., local trips within 10 miles or 30 minutes, accounting for traffic);
  - **Pupil demographics** – two supervisors are required for Junior school fixtures unless fewer than five pupils from Years 4-6 are attending;
  - **Emergency communication** – staff must possess a school mobile phone and all necessary contact information;
  - **Staff availability for support** – ensure backup member of staff is available to travel to the activity at short notice to assist if required;
  - **First aid provision** – the supervisor must hold at least a current one-day first aid qualification and carry a kit;
  - **Parental presence** – while helpful, attending parents do not replace the requirement for designated school backup staff.
- The Head or EVC must approve the supervision levels

For any fixtures located further than 10 miles or 30 minutes from the school site, a minimum of two staff members must be present.

Pupils over the age of 18

Pupils who are over the age of 18 during an educational visit are bound to the same code of conduct as other pupils.
Pupils over the age of 18 should not be included in supervision ratios for the visit or used for supervision of their peers, regardless of their age.

Behaviour of students

The same standard of behaviour expected at school is required on school trips. Students are fully briefed and the Group Leader will include this in the risk assessment. Students are encouraged to participate in the risk assessment, especially in terms of their responsibilities for the success of the trip. Specific advice about such matters as pedestrian/traffic hazards, behaviour in public places, meeting times and places will be given and this depends on the nature of the trip. On residential trips students sign a code of conduct.

Risk Assessments

The **Group Leader** will carry out a full risk assessment for each trip taking into account generic hazards, trip specific hazards associated with venue, transport, activities and participants and on-going hazards (dynamic risk assessment). Any accidents or incidents which arise will be reported back as required by GDST and HSE as part of the trip evaluation and any changes to procedures conveyed to staff by the EVC. The Group Leader will brief all accompanying staff as to their responsibilities. Some pupils may require their own, personal risk assessment if they have particular medical or mental health needs. This risk assessment will normally be carried out by the Group Leader, the school nurse and a member of the pastoral team. A decision on which pupils this applies to will be made following a conversation between the Group Leader, school nurse and EVC. Parents and the pupil themselves will need to be involved in this risk assessment, and further advice can be sought from Trust.

Risk assessments for educational visits should include consideration of the risks associated with educating and accommodating pupils older than 18 alongside those under 18.

Emergency Procedures

All staff accompanying school trips should carry the GDST **Incident and Emergency Management Card and Checklist** with them at all times. In the event of a serious incident, this document will remind staff of the key steps they must take, and will provide them with key contact numbers.

Summary of procedures

- All group leaders are supplied with an out-of-hours **contact number** for a member of the SLT/PLT.
- The Finance Manager will provide details of insurance as needed for trips.
- All staff accompanying the trip also have immediate access to **parents' emergency contact numbers** (from EVOLVE for day trips, and on parental consent forms and EVOLVE for residential trips).
- Parents have already given consent for emergency medical treatment if necessary on the Annual Consent Form or the specific residential trip consent form. No pupil is allowed on a trip without consent being given.
- All emergencies are dealt with according to the control measures written on the risk assessment relating to accident on the journey/during the trip i.e. Group Leader to call and follow the instructions of the emergency services if necessary, reassuring students and other staff, contacting SLT as soon as possible who will help contact parents and deal with the press as necessary. The GDST Incident and Emergency form is completed for all trips.
- Top priority is to care for those involved in the emergency and minimise further injury.
- All staff accompanying the group should be familiar with the procedures so that they are able to adapt them to the situation in which they find themselves.

Detailed procedures

These procedures should be used in the event of serious or fatal injury. In any shared responsibility situation, they should be agreed in advance with the centre/other school involved. An emergency is unlikely to occur in circumstances where these procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves.

The Party Leader (or staff member in charge of small subgroup if out of contact with the Party Leader until Party Leader can be contacted) should:-

- establish the nature and extent of the emergency;
- if there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid;
- establish the name(s) of the injured and call whichever emergency services are required;

- make sure all other members of the party are accounted for and are safe;
- advise other party staff of the incident and that the emergency procedures are in operation;
- ensure that an adult from the party accompanies casualties to hospital;
- ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base;
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for;
- control access to telephones until contact is made with the Head, emergency contact point or designated senior member of staff and until s/he has had time to contact those directly involved. Give full details of the incident, i.e.
    - Name
    - Nature, date and time of incident
    - Location of incident.
    - Details of injuries
    - Names and telephone numbers of those involved
    - Action taken so far.
    - Telephone numbers for future communication.

For serious incidents where the media may be involved, staff are to refer to the Incident and Emergency form and follow the instructions given in contacting key members of the GDST team. **It is not for the Party Leader or other party members to discuss matters with the media;** procedures for this are given below. **Under no circumstances should the name of any casualty be divulged to the media.**

- The Head or designated senior staff member should alert the Chief Executive Officer of the Trust (or in her absence, the GDST Educational Visits Advisor or the Director of Communications) giving details as above. They may identify further actions or help required (which might include financial assistance). Alternative and additional telephone lines may need to be identified at an early stage.
- The Head should arrange to contact parents/carers of those involved. For a serious incident, the Head should contact parents of all party members. It is also the Head's responsibility to act as a link between the group involved, the Chief Executive Officer of the Trust and parents.
- If it is necessary to talk to the media, the Head should agree with the Chief Executive Officer of the Trust who should make the initial statement. A designated person should then act as the ongoing point of contact with the media to whom all involved should direct questions and requests. This person will need to liaise with the emergency services, perhaps on site.
- The Party Leader should write down as soon as practicable all relevant details while they are still fresh in the memory. Other party staff members might also be asked to do so. A record should be kept of names and addresses of any witnesses. Any associated equipment should be kept in its original condition.
- Legal liability should not be discussed or admitted.
- All accident forms should be completed and insurers should be contacted.

Transport

- Use of staff cars is not recommended, but, where they are used to transport students, staff must have clean driving licences, current comprehensive and business use insurance, an MOT (if vehicle over 3 years old), and parental consent should be obtained. N.B. check the specific details of Trust insurance policy when a vehicle is being used for an occasional trip or school business use.
- Use of parents' cars is not recommended, but where they are used to transport students, parents must have clean driving licences and current comprehensive insurance, an MOT (if vehicle over 3 years old) and parental consent should be obtained.
- Students' cars should not be used. However there is no objection to students driving from home to an agreed meeting point.
- Minibuses must be used in accordance with GDST guidance
- Where coach transport is used, the company must be on the school's approved list. If coach companies local to the destination are being used, confirmation of insurance cover from the company's insurers and a copy of the operator's licence should be obtained. It is appreciated that

this may be difficult outside the UK and Heads must use their discretion in approving arrangements. All coach bookings (except for Sports Dept) must be made in consultation with the Director of Operations & Finance.
- If the trip is not in school time, it is preferable for parents to be asked to make arrangements for the pupil to be taken to and from the departure point e.g. theatre trips. This should be made clear in the parental letter.
- Walking and cycling to and from venues, or as part of the trip, will be separately risk assessed.

Insurance

The Travel Insurance provided by the Trust covers all pupils and staff as well as voluntary helpers and is comprehensive.
The Travel Insurance provides worldwide cover. If there are any concerns about safety within a country, advice can be found on the Foreign and Commonwealth Office's Travel Advice' website. Additional queries can be referred to the insurers.

In the event of a claim being necessary, the forms will be obtained by the Director of Finance & Operations from the GDST and completed by the parent or member of staff, as appropriate. Any activity not covered by insurance should be clearly explained in the parent briefing meetings and parent letters.

Chubb Assistance

Medical Emergency and Referral Services and Personal Assistance Services

From 24 hour emergency assistance, call: +44 (0) 207 173 7903

In respect of:
• Medical Expenses;
• Medical advice, referral or treatment;
• Emergency repatriation;
• Local payment of hospital bills; or
• Replacement of essential maintenance medication or drugs

Claims
From outside the UK on +44 (0) 207 173 7904
From within the UK on 0800 519 9927

CHUBB will provide advice and assistance, should someone on a trip become ill or sustain injury. They can be called 24 hours a day, 365 days a year and will help you with the most appropriate course of action, whether it is just advice, arranging for a local doctor or hospital, or repatriation to the UK.

All responsible **adults on a trip must have access to the above emergency telephone number.** They will also need to quote our policy number and give a telephone number on which they can be called back.

Medical Information

A list of students participating in any trip must be completed on EVOLVE at least one week in advance, if possible, before departure for a day trip and much earlier for a residential trip.

The School Nurse will supply background medical information including any health care plans for students with particular medical needs such as diabetes or epi-pens. **Students should be reminded and checked** before they depart that they have their necessary medication and equipment or they will not be allowed to go on the trip. The Group Leader should take the **medical information and contact details** for the students on the trip and ensure that any member of staff taking sole responsibility for a small group during the trip has the appropriate information with them at all times. If necessary, a

doctor's letter (dated within 14 days of departure) will be needed to confirm that a student is fit to go on the trip.

Safeguarding

All adults who have contact with the students during the trip have been recruited according to the Sydenham & Dulwich Girls Safeguarding Policy. This includes adult volunteers, coaches, instructors and guides, drivers and other accompanying adults. For foreign exchanges, all Sydenham & Dulwich Girls host parents need to complete a volunteer application form (references will be sought) and undergo an enhanced CRB check. The requirements for ISA registration will be met when the time comes. This is part of the risk assessment.

Communication and Consent Forms

Once permission for the trip has been granted by SLT, parents need to be fully informed of the details of every trip in a letter. A template for each letter must be used; the letter must be formatted by the School Office team and then checked by the SLT EVC before the letter is sent out. A consent form must be attached to the specific trip letter. Payment for a trip also equates to giving consent. Parents/carers must give their consent for their child to go on a trip in every instance. Trip Leaders must also inform staff of pupils out of school by emailing them the names of pupils on the trip.

Day Trips (within the school day, or earlier or later)

(For day trips outside the UK, please check the requirements and advice for residential trips too)

Advance Planning
Trip organisers are asked in advance to forecast their needs for the following year and confirmed termly before the calendar is published. As a rule of thumb, the allocation is a **maximum of one trip per subject per year group**, except for Geography and Biology, where fieldwork is an essential part of the examination specifications and additional day visits may be allowed.

The organiser discusses the trip with their Line Manager and relevant Head of Year who will confirm that the plans are acceptable, or query arrangements and make alternative suggestions. The trip is then referred to the EVC to review the impact on the calendar and then the Head/Head of Junior School and other members of the SLT before being added to the school calendar.

Trips in school time which are not on the calendar will not be permitted. The EVC will ensure that certain weeks are protected for exam feedback and report writing. In general, trips involving Years 11 and 13 are not permitted after the February half term.

Details of compulsory curriculum and residential trips giving appropriate details, including cost, should be clearly displayed for Open Days. Mention should also be made in Prospectuses and Schemes of Work.

Note: activities such as Drama rehearsals and performances, Music practices and concerts, PE fixtures and clubs etc., which take place **out of hours on the school site**, should be treated as a school visit. Parents need to be fully informed in writing of the times and dates of these activities.

Staff need to have access to emergency contact details and medical information of the students in their care. This is available on EVOLVE, although the School Nurse may need to be informed of these activities to enable her to provide staff with any specific medical information not routinely put on the medical information forms.

Procedure – see Staff Manual: Section 9 School Trips/Trips Checklist

Risk Assessment

All Group Leaders must complete a **risk assessment form** prior to departure, using an updated generic risk assessment that must then be amended in accordance with the specific trip. This form must be completed on EVOLVE at least **two weeks** prior to the visit; this allows time for amendments. When the EVC is happy that the document is acceptable and that all aspects of the trip have been safely considered, including **first aid** and **safeguarding**, they will sign it off on Evolve and this will be retained on Evolve for reference. As all risk assessments should be seen as working documents, the Group Leader has the responsibility of adding notes to Evolve in order to indicate control measures agreed for issues that arise during the visit.

Medical Matters

There are a number of medical protocols that need to be adhered to; the School Nurse will give further advice on these. They will also provide information on any **specific medical issues** that affect members of your party. Group Leaders must give her at least a **week's notice** of who they are taking to allow the nurse time to check her records. If necessary, they will provide a specific Health Care Plan for an individual (e.g. for a pupil with diabetes). The School Nurse will also provide training for epi-pens and other medical equipment, as necessary.

The School Nurse will provide the necessary **first aid kits** and medications for the trip. These must be carried at all times and should never be left on a coach. At times of remote supervision, students should be made aware beforehand of the location of the member of staff with the first aid kit.

Staff should be aware that they should not supplement the first aid kit from their own supplies e.g. headache pills. No aspirin should be given to any student under 16 years of age. If pain relief is provided from the first aid kit, then only one pill should be administered as a control measure. Staff should note the time the pupil took the pain killer. A **written record must be kept** of any medical incidents that occur during the trip and the measures taken to deal with it. First aid and medication given must be recorded by the staff member involved on CPOMS on return to school.

The first aid kits and any medications need to be returned to the School Nurse or her assistant immediately after the trip.

Staff must have access to the Medical Information Sheet from EVOLVE and take this on the trip via the trip mobile device. A copy of any medical information for students with specific needs must be obtained from the School Nurse.

On return, complete a trip evaluation form.

Document any first aid incidents, or medication given to pupils on CPOMS, and report any accidents (including any near misses) to the School Nurse and include in evaluation.

Timing and duration of trips

1. Trips arranged out of term time incur no cover costs and are therefore more likely to be approved.

2. Recreational trips (such as skiing) have always taken place wholly out of term time and should continue to do so.

3. Other trips should be arranged wherever feasible out of term time, but it is appreciated that some of these are long (e.g. foreign exchanges) and some use facilities not available during holidays and that staff have families themselves. So, where holidays and weekends are 'out', a **two-day maximum rule** should be observed, where of course the two days can be tacked on to a weekend or half term or longer holiday.

Residential trips, for example for Year 7, are in a different category as they are serving a special function of providing shared experiences and developing cross curricular skills and a sense of learning outside of the classroom and for the love of learning.

Finance

Costs should be kept to a minimum, in order to retain the goodwill of all - and indeed to retain our students. Some reject places because if their daughter comes here the parents would want them to participate in everything and fear that they will not be able to afford the extras. No parents want to say 'no', but current parents, even if to us they appear to pay up willingly, are quite likely to discuss trips in conversation with potential parents in the context of the 'demands' we make, which is how many see it.

The Director of Finance & Operations has the names of students on bursaries and special consideration should be given to these families. For those in financial need, an application can be made to the Expedition Fund (via the Head). **Students with fees arrears who sign up to non-curricular trips to be referred to the Head/Head of Junior School.**

It is important that parents and students should know about possible trips and their approximate cost before embarking on subject courses.

Planning

Do all preliminary planning **before** talking to the students; this is essential to keep goodwill on all sides.

We all have a responsibility not to arouse expectations which might have to be dashed, causing frustration and alienation.

1. A preliminary sounding of opinion of Head/Head of Junior School/Deputy Head (Pastoral) should be made well in advance, at least **a year prior** to when the trip is desired, in the case of a residential trip. This will aid the planning of the overall strategy, highlight clashes of interest and avoid unnecessary disappointment. A 'green light' at this stage need not imply a final favourable decision.

2. Research and planning should then go ahead to the stage when an actual request can be made. At this stage, benefits and costs of all kinds (such as cover for lessons and duties as well as money) must be worked out as far as possible (time tables for the coming year may not exist for instance and firms may not have published final prices). Proposals for Residential trips need to be submitted **at least one academic year in advance,** although final details can be left until later. All such planning must involve a meeting with the Director of Finance & Operations/ Finance Manager who will help you fill in a breakdown of costs form including admin and First Aid costs. Consent will not be given until this costings document has been approved by the Head/Head of Junior School and the EVC. Please consult the Residential Trips – a step by step checklist.

3. Students can then be sounded out and parents sent a preliminary letter, outlining the proposed trip in detail, so that they have time to budget and plan family holidays etc. Residential trips cannot be made 'compulsory', apart from compulsory Geography or Biology field trips. Deposits can be collected and the viability of the trip finalised. If the trip goes ahead, then these deposits are non-returnable if the pupil subsequently pulls out of the trip and a replacement cannot be found.

4. For **foreign trips,** including to the EU, **PASSPORTS** must be seen and the relevant pages scanned and uploaded on Evolve, so that they can be accessed by the Group Leader. Most countries require passports to have at least six months to run before renewal and time is needed to allow students to do this. If there are non-UK passport holders on the trip, special arrangements are needed with the British Council (http://www.britishcouncil.org/listoftravellers) and the EVC should be consulted. Students will be reminded to bring their passports with them on the trip and the Group Leader will check this before departure from Sydenham & Dulwich Girls school.

5. Plenty of time must be allowed for **visas** to be obtained for those countries that need them. It is up to the Group Leader to find out the visa requirements of the places they plan to visit. There may be different requirements for different nationalities and different passport holders.

6. **European Health Cards** (EHIC) or GHIC cards are needed for trips to the EU. The Group Leader will take photocopies well before the trip departs and check that each pupil has brought her card with her on the trip before departure.

7. Complete the forms when full information is available, making all the necessary arrangements.

8. **Safeguarding** includes getting written assurances that any adult who has contact with the students during the trip (e.g. instructors, guides) has been checked by their employer with respect to DBS checks and qualifications including first aid qualifications. With foreign trips, this may not always be possible and, in this case, such people are to be regarded as untrustworthy and the Group Leader must ensure that the students are adequately supervised at all times. With foreign trips involving host families, suitable checks must be made through the exchange school or agency. In the risk assessment provision will be made for students to have 24-hour emergency mobile phone contact with the Group Leader.

Appendix 1: Recommended Emergency Evacuation Procedures for Residential Trips

1. **Prior to the trip** appoint a member of staff as an **evacuation coordinator,** i.e. not directly responsible for completing the roll call for a group. In the event of an evacuation they should:
   i. Do an overall head count (as a double check),
   ii. Liaise with each of the group leaders to ensure everyone is accounted for,
   iii. Help maintain order if pupils start to panic and 'mob' the group leader,
   iv. Liaise with centre staff, e.g. if anyone is missing, there is a need to move to another location, or to find out when it is safe to re-enter the building.

2. **Prior to the trip** prepare **emergency packs** that all staff should have and keep by bedside (so it can be taken with them in the event of an evacuation):
   i. Torch – in case emergency lighting is too dim or not working. This could be on a mobile phone, a head torch or a hand torch,
   ii. List of <u>all</u> pupils in group, and list of pupils that each group leader will be checking are present in a roll call,
   iii. Floor plan of residential accommodation indicating which room each girl is sleeping in,
   iv. List of key codes for <u>all</u> doors to enable them to be opened from the outside, e.g. if someone is stuck inside and can't get out,

3. **Prior to the trip** all staff to be reminded of the **procedure for sweeping bedrooms and bathrooms/WCs** in the event of a night time evacuation:
   i. Identify who is responsible for checking each room/bathroom/WC,
   ii. Ensure all staff know the procedure for sweeping, including checking under the beds and patting all the way down/fully turning back bed covers on every bed in the room (NB girls may swap beds/ snuggle deep down under the covers/sleep at the opposite end of the bed).

4. **Prior to the trip** document a **Personal Emergency Evacuation Plan** (PEEP) for anyone in the group that needs one. (Think about sight and hearing impairments as well as mobility impairments).

5. **On day of arrival**:
   i. Ensure everyone knows what the fire alarm sounds like.
   ii. Staff and pupils walk all fire exit routes they might need to use – familiarisation exercise,
   iii. Staff and pupils familiarise themselves with all the muster points they might need to use,
   iv. Review Personal Emergency Evacuation Plans (PEEPs) if anyone in the group needs one.
   v. Organise a room buddy system so that each girl makes sure her friend is with her in the event of an evacuation,
   vi. Staff to remind pupils to take a coat/blanket and wear shoes for night time evacuations,
   vii. Staff to remind pupils about fire risks associated with hair straighteners/tongs, etc and to ensure they are unplugged when not in use. Also mobile phone chargers should not be left plugged in overnight.
   viii. Staff to check all fire escape routes to ensure they are clearly signed, free of obstructions, that fire doors can be easily opened <u>by children</u> in dim light (think – could the smallest child reach & open the highest locking device?), and that final exit routes are clear (no parked cars, bins or bushes preventing the door opening)
   ix. Staff to check emergency lighting works on both internal and external exit routes/ muster points (ask the centre staff to show you recent test records or demonstrate this to you).

6. **Conduct a fire drill** on the day of arrival.

7. **At the end of every evening** a member of staff should check that all fire exit routes are clear / unlocked.