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1. **Doucecroft School Services**

**Ethos:**

We welcome individuality and provide a safe and positive learning environment, to enable our students to thrive and meet their full potential preparing them for their future.

**Our Mission:**

At Doucecroft School Services our mission is that our students are/have:

- Developing – Independence and life skills
- Opportunity – to experience and learn new things
- Understanding – to be understood and valued as an individual
- Creativity – to express myself as an individual
- Encouraged – to try new things and realise my potential
- Confidence – to achieve and develop my self-esteem
- Respect – to feel accepted and accept others
- Openness – to share experience and feelings with others
- Fairness – to be recognised for achievement
- Tolerance – accept that everybody is different

2. **Introduction**

2.1 Off-site trips provide valuable opportunities to enrich students’ learning across a wide range of curriculum areas.

2.2 Learning outside the classroom is most effective when it becomes an integral element of long-term curriculum planning and where the learning outcomes are precisely defined.

2.3 Under the Health and Safety at Work etc. Act 1974, the employer in a school must do everything reasonably practicable to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off school premises.

2.4 Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training is given to employees on health and safety matters.
3. **The Importance of off-site trips for students at Doucecroft**

3.1 For students within Doucecroft School Services, accessing the community and public facilities forms an essential part of developing independence. Off-site trips enhance the curriculum by offering opportunities for students to develop their social and communication skills, to transfer and generalise skills in different settings, and to benefit from real life experiences. Off-site trips form an integral part of the 24 hour curriculum offered by the school services.

3.2 Health and safety issues, the unpredictability of students’ behaviour, costs, logistical and practical considerations can sometimes be seen by schools as barriers to off-site trips. However the benefits of offsite activities supporting social interaction skills and the generalisation of learning for students with autism means that Doucecroft School Services are committed to providing a full and varied programme of offsite activities across the school day and residential setting.

3.3 Whilst the school site offers a range of educational facilities, the range of learning opportunities can be extended through access in the community. Physical education activities such as trampolining, swimming, kayaking, sailing, horse riding and running are provided off-site. Utilising the services of off-site providers also enables students to benefit from the expertise of external trainers and instructors. The wealth of venues accessed also includes colleges, libraries, theatres, youth clubs, cafes, work experience placements, trips to the coast and to London etc.

3.4 Doucecroft School Services aim to offer students regular opportunities to participate in off-site trips, to enhance and enrich their learning. The vulnerability of each student must be recognised and their welfare and safety paramount. It is essential that all trips, whether within the school day, or of a residential nature are well researched, well planned and risk assessed. The school’s out of school trips procedure aims to be thorough and robust. Having an established system in place helps ensure that out of school trips are successful, safe and fit in with other school activities.

3.5 In order to ensure that off-site activities provide the right balance between protecting students and others from risk but also prepares the students for their future, Doucecroft School Services ensures that:

- Staff focus on real potential risks when planning off-site activities
- Those responsible for the off-site activities understand their roles, are supported and are competent to lead or take part in off-site activities
- The risks are managed throughout the off-site activity
- Learning opportunities are experienced to the full
4. **Risk Management**

4.1 No school trip can be entirely risk free. Most trips will include activities that are low risk as well as those with more significant risk, which must always be contained to acceptable levels.

4.2 The risk assessment process involves identifying the hazards (ie things with the potential to cause harm), assessing the risk (ie the likelihood that harm will be caused by a potential hazard) and then taking steps to control the risks.

4.3 Individual and Venue Risk assessments to be reviewed from February 2019 must be completed using the new risk assessment form. A generic risk assessment to be completed for all venues e.g. supermarkets and travel on school vehicles. Trips to PE and Sporting venues which will need a risk assessment for each venue/activity due to the higher risk of activities.

4.4 A number of factors will be relevant in assessing risk. These include;
- the activity/activities and how well these are matched to the student group
- the venue
- the quality and suitability of the facilities and equipment
- the travel arrangements
- the experience and qualifications of supervisory staff
- the staff/student ratios
- the special educational/medical/sensory needs of the students
- the seasonal and environmental conditions, including the weather
- communication between staff
- emergency procedures

4.5 The staff team allocated to support students visiting a venue are required to prepare a venue risk assessment.
A preliminary visit to the venue must occur and should be used to gather information for the risk assessment, and should also serve to confirm the location, routes and modes of transport, check timings (ie length of walks, tides etc if relevant). **N.B. This is still applicable if a venue risk assessment is due to be renewed or is out of date.**
Venue risk assessments must be approved and signed by a senior manager before they are used. The person responsible should be familiar with the venue and have checked that the risk assessment is appropriate for the students that are attending the trip.

4.6 Venue risk assessment must be reviewed at least every 6 months or sooner if required.

4.7 For “occasional” trips a venue risk assessment will need to be prepared or an existing one revised. If the venue risk assessment is revised the person responsible is to sign in/ near the “Prepared by” box to show that they have checked the content of this venue risk assessment.

4.8 On any out of school trip there needs to be a continual assessment of risks by all staff taking part. Planned events can change, the weather may change, a student’s
behaviour may become a cause for concern, and supervision arrangements will constantly need reassessing. Whilst adhering to formal venue risk assessment, the person responsible needs to constantly reassess the risks during the actual trip, and take appropriate action as necessary.

4.9 For all PE/sporting trips, the Person Responsible will need to obtain a copy of the risk assessment from the venue that will be visited. If planning an activity that will involve caving, climbing, trekking, skiing or water sports, the senior responsible for the venue risk assessment must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

4.10 Students that are new to the school will not be included in off-site trips until they are settled within the school and a period of mutual familiarisation and adjustment has taken place. This usually takes about a term. Prior to be placed on an off-site trip, the person responsible and the class teacher/ team leader need to ensure that they agree protocols for preparing the student, such as a photo book will be shown to the student so that they are aware what they may be doing.

4.11 Individual Management Plans and Individual Risk Assessments are prepared for all students by the class teacher or Team Leader, in consultation with classroom staff, therapists, residential staff, parents and the Positive Behaviour Support Team. These documents detail information such as: Any

- medical information that needs to be known, such as they have an allergy/ asthma
- sensory and communication needs, such as the need for a now, next and then visual aid, the need for a fire alarm symbol etc.
- behavioural/ sensory issues
- road safety issues
- specific fears/ obsessions that may be encountered
- issues when travelling in the vehicle

4.12 The original IMP is to be stored In the Blue Imps and IRA folder stored in Abbotts Hall.

4.13 In the instance where a student is on a one-to-one with a staff member accessing off site trips, or independently, the students risk assessment has to reflect that they are aware of what to do in an emergency, what controls are in place. Staff to ensure that they are in possession of the SOS Fob lone working device.
4. **Step by Step approach to following the procedure**

The following procedures detail the arrangements in place that must be adhered to whenever a student leaves the premises, whether as part of a group, paired or an individual activity that they may be accessing independently.

All trips must have a clearly identified purpose.

For any off-site activity, irrespective of numbers involved the “Out of School Activity Plan, Register and Report” form must be used. The procedure listed in this policy must be adhered to.

In all situations, staff have responsibilities to ensure that:

| SMT responsibility                                                                 | - To ensure that the venue risk assessment, students’ IMPs, IRAs and medication protocols are all in place, in date and with the out of school trips form. These should be signed by parents and/or member of SMT (as appropriate).  
- Check that venue and individual risk assessment is signed by all staff on the trip  
- The person approving the form must not be included on the trip, and must be contactable whilst the trip is underway.  
- The “approving person” should remain aware of their responsibilities, particularly if approving more than one trip. After school hours, the on-call person should be the first point of contact, should assistance be required and should be made aware of all of the trips planned. The person approving the form may be called upon, during the trip, should assistance be required and would be expected to make any arrangements necessary. |
| “Person Responsible”                                                              | - To have read and understood and signed to say that they have done so the “Out of school Policy and Procedure”  
- To have completed their induction period  
- To have participated in an off-site trip as a supporting member of staff  
- To have completed a training session with a member of senior management regarding the Out of School Trips Procedure. |
| Supporting staff members responsibility | - To ensure all equipment such as PE kit, sensory bag, chewy snacks, I-Pod, communication aids, medication etc accompany the student that they are supporting from class/boarding house. The supporting staff member signs the off-site form to initial that they have taken all equipment (Check A)  
- To ensure that they have read the out of school trips policy, the medication policy, the first aid policy and any other relevant policy  
- To have read and signed the venue risk assessment, students’ IRA and Medication Protocol (if required) and to have read IMP prior to supporting a student off site.  
- To ensure that they use their training as and where necessary, such as de-escalation techniques, administration of medication etc |

- To write or amend the venue risk assessment and gain approval from a member of SMT prior to the trip. If you have checked the venue risk assessment and it does not need to be adapted, then you must sign the original copy in the “checked by” box to acknowledge that you have checked that the risk assessment is relevant and appropriate to the groups that are going off site.  
- To write the Out Of School Trip form detailing:  
  - venue and address,  
  - the registration of the vehicle being taken,  
  - names of all students/ staff attending the trip,  
  - contact details of the Person Responsible,  
  - has signed (using a signature) to say that they have collected in date IMPs, IRAs and Medication protocols  
- To check that all equipment such as medication, communication aids, sensory bags etc are available at the start of the trip (Check A)  
- To ensure that any medication is stored securely, in line with the Medication Policy and Protocol.
### 4.1 Organisation of an off-site trip, involving more than two students, irrespective of support levels.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The &quot;person responsible&quot; completes sections 1 and 2 of the Out of School Trips form in advance of the trip. The person responsible ensures that the venue risk assessment, students IMP, IRAs and medication protocols are available with the out of school trip form. The person responsible ensures that the vehicle registration is recorded on the form. In this instance, the person responsible MUST be a senior staff member – Teacher, TA, SLSA, Team leader, senior manager, sports coach.</td>
<td>The person responsible must be a senior staff member (see 4.11 or a member of staff specifically designated by a senior manager, see 4.13). In planning the trip, reference may be made to students IMPs, IRAs and to medication protocols. Care should be taken to avoid the departure or return time coinciding with shift handover times.</td>
</tr>
<tr>
<td>2. Person responsible passes the form to a member of the management team for approval. The form, alongside the venue risk assessment, individual risk assessments, seating plan and, if appropriate, additional action plan, are checked and signed by that member of SMT.</td>
<td>Forms can only be approved by a senior manager **. Once the form has been approved and signed, no changes can be made to any of the entries’ without the authority of one of the SMT.</td>
</tr>
<tr>
<td>3. Person responsible displays the yellow copy in the administration block.</td>
<td>Retaining one copy of the form at school whilst the visit is in progress provides the person who has approved the trip with information to co-ordinate actions should any problem or emergency arise. This is to enable an audit of the medications that are taken off site.</td>
</tr>
</tbody>
</table>

At the end of the day, the Health and Medication co-ordinator takes the yellow forms. In the case of after school hours trips, the yellow form is left in the boarding house and then given to the Health and Medication coordinator when the school is open next. The other copy remains with the person responsible and is taken on the trip.
<table>
<thead>
<tr>
<th>Procedure</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Staff included on the trip refer to the form for details of student/staff allocation and details of the trip.</td>
<td>Any concerns or queries about the trip should be raised with the person responsible.</td>
</tr>
<tr>
<td>5. Staff collect the students from the class they are working with and enter the time of departure in student’s daily record book.</td>
<td>Staff are responsible for ensuring students are properly clothed for the activity, prior to them departing, have sensory/communication aids; medication etc available with them.</td>
</tr>
<tr>
<td>Staff and students to meet in a mutually agreed place (usually by the vehicle allocated to the trip)</td>
<td></td>
</tr>
<tr>
<td>6. Person Responsible takes mobile phone on the trip whenever possible. A supply of school business cards should also be taken. Person responsible distributes the individual management programmes (IMPs) and risk assessments (IRAs) to staff with respect to their allocated students. Staff initial in column titled IRAs present that they have read students IMP and IRA. Person responsible ensures all staff on the trip have read, signed and understood the venue risk assessment. The person responsible ensures any specific medication is included, and its removal, return and safe keeping is in accordance with the medical procedure. Supporting staff member sign in Check A that they have bought medication/communication aids/sensory equipment etc.</td>
<td>Information contained in the sheets should not be broadcast or discussed in front of students. Some staff will be identified as requiring their mobile phone to be switched on. These mobile phones should be switched on at all times during the trip (unless prohibited by the venue being visited. Mobile phones to be used for work purposes only. Occasionally a situation may arise where a student’s behaviour may cause concern to others and it may not be possible to offer full explanations at the time. Providing members of the public with a school card offers them the opportunity to contact the school to discuss their concerns or indeed to find out more about the school.</td>
</tr>
<tr>
<td>Procedure</td>
<td>Notes</td>
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<tr>
<td>6. Person responsible takes the register again (Check B) once on the vehicle (if using a vehicle) or at the school gate (if accessing the venue on foot). In the case of two vehicles being used, the Person Responsible must carry out the checks on all vehicles.</td>
<td>If travelling by mini bus, check B takes place prior to the vehicle setting off - and check should make sure seat belts have been fastened.</td>
</tr>
<tr>
<td>7. At the destination person responsible manages the whole trip, including the overall supervision of staff and students.</td>
<td>Once the trip is underway if, for any reason, it is not possible to visit the intended destination, the Senior Manager who approved the form must be contacted before any changes are made.</td>
</tr>
<tr>
<td>8. Staff members are responsible for their allocated students throughout the trip. If responsibility for a student changes during the trip (ie one member of staff may be allocated for the mini bus journey and another when at the venue) this must be indicated on the form so that all are aware.</td>
<td>Although allocated specific students, staff members are expected to be alert to and aware of the group as a whole, and retain a sense of shared responsibility for others on the trip. School staff are still responsible and accountable for students even when the student is with an instructor or another person not directly connected with the school.</td>
</tr>
<tr>
<td>9. Person responsible contacts the SMT who signed the form if difficulties arise on the trip, if assistance or advice is needed or if the return time is delayed by 20 minutes or more. Another member of SMT will advise if the Person who signed the form is unavailable.</td>
<td>The “appropriate person” would normally be the person who has approved the trip during the school day, but would be the “on-call” person or senior staff at the school outside of school hours. The person responsible assesses who should be contacted, depending upon the situation. The school must be contacted if the return time is delayed by 20 minutes or more.</td>
</tr>
<tr>
<td>10. Person responsible takes register and records on form (Check C) immediately before leaving the destination (on vehicles trips this would take place once everyone is back on the vehicle). In some instances, a child will be collected at the venue by a parent/ carer. In these cases the senior responsible for the trip must ensure the person receiving responsibility for the student has signed the “discharged to” section.</td>
<td>This check ensures all students are present prior to leaving the venue.</td>
</tr>
<tr>
<td>Procedure</td>
<td>Notes</td>
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</tr>
<tr>
<td>11. Upon return to school, staff members should ensure their allocated student(s) is safely returned to the class/boarding house and to the member of staff responsible for them, and enters the time of their return in the student’s daily record book.</td>
<td></td>
</tr>
<tr>
<td>12. The person responsible verifies the student has returned to the school by obtaining the signature in the “discharge to” column on the form from a member of the permanent staff team, who has not been on the trip.</td>
<td>In signing the last column on the form, the member of staff is verifying the student has returned to school. The person signing is therefore affirming the student’s safe return to the location, and so must have actually seen the student before signing.</td>
</tr>
<tr>
<td>13. The person responsible must return the IMPs and IRAs to the Out of School trips folder and completes Section C of the form, and forwards it, at the earliest opportunity, to the person who has approved the trip for counter signing and filing</td>
<td>If the person who has approved the trip is not immediately available to counter-sign, any significant incidents/concerns pertaining to the trip must be reported by the person responsible to another senior member of staff (as appropriate).</td>
</tr>
<tr>
<td>14. Having read and counter-signed the form, the “approved person” assesses whether any further action is needed, and actions this accordingly.</td>
<td></td>
</tr>
<tr>
<td>15. In the event of vehicle breakdown, accident or incident wither during the journey or at the venue, staff to follow protocol available in the vehicle and contact school immediately to seek advice.</td>
<td>Please ensure that on return to school that the Out of School Trips form and/or incident reflect what occurred.</td>
</tr>
</tbody>
</table>
## 4.2 Organisation of an off-site trip, involving one or two students, irrespective of support levels

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The “person responsible” completes sections 1 and 2 of the Out of School Trips form in advance of the trip</td>
<td>The person responsible ensures that the venue risk assessment, students IMP, IRAs and medication protocols are available with the out of school trip form. In planning the trip, reference may be made to students IMPs, IRAs and to past complete forms relating to the same or a similar activity. Care should be taken to avoid the departure or return time coinciding with shift handover times.</td>
</tr>
<tr>
<td>In this instance, the person responsible MUST be a permanent member of staff that has completed their induction period.</td>
<td></td>
</tr>
<tr>
<td>2. Follow Step 2 – 15 of the protocol for Organisation of an off-site trip, for more than two students.</td>
<td></td>
</tr>
</tbody>
</table>
# 4.3 Organisation of an off-site trip, during weekends/ holidays.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The &quot;person responsible&quot; completes sections 1 and 2 of the Out of School Trips form in advance of the trip. They must have collected all individual risk assessments, venue risk assessments and medication protocols.</td>
<td>The person responsible ensures that the venue risk assessment, students IMP, IRAs and medication protocols are available with the out of school trip form. The person responsible must be a senior staff member (see 4.11 or a member of staff specifically designated by a senior manager, see 4.13 ) where there are three or more students. In the instance of 1 or 2 students going off site, the person responsible MUST be a permanent member of staff that has completed their induction period. In planning the trip, reference may be made to students IMPs, IRAs and to past complete forms relating to the same or a similar activity.</td>
</tr>
<tr>
<td>2. The Person Responsible is to contact the person that is on-call. The on call person will authorise the trips through verbal authorisation. The Person Responsible needs to record on the form who they spoke to and the time that this discussion occurred.</td>
<td></td>
</tr>
<tr>
<td>3. Follow Step 3 – 15 of the protocol for Organisation of an off-site trip, for more than two students.</td>
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</table>

** Senior managers authorised to approve off-site trips are:**

Head Teacher, Care Manager Deputy Care Manager, Assistant Head Teachers, Head of FE, Behaviour Support Manager
5.2 Unescorted trips off-site

(a) In developing independence and promoting life skills, some students work towards accessing the community independently.

(b) A carefully structured, planned, written programme, detailing the steps involved, will be in place for students working towards unescorted trips and written consent from the student’s parents will be required.

(c) A detailed risk assessment will also be completed prior to an unescorted trip off site. This may involve, for example, using local shops, libraries or sports facilities, using public transport, as well as having the opportunity to transfer and demonstrate skills learned at the school within the wider community. Careful consideration is given to students’ individual needs, strengths and difficulties in devising the programme which includes an assessment of risks and consultation with parents/carers.

(d) The adult allocated to the student remains responsible for that student, even if not physically with them during the trip. The programme, once approved by, a senior manager remains subject to ongoing review and monitoring.
Appendix (a) Out of school activity plan

<table>
<thead>
<tr>
<th>Section 1</th>
<th>Destination Name:</th>
<th>Date: ____ / ____ / 20 ____ Day ______</th>
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<tbody>
<tr>
<td></td>
<td>Address:</td>
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<td></td>
<td>Phone no. (if any)</td>
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<table>
<thead>
<tr>
<th>Type of activity:</th>
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<tbody>
<tr>
<td>Means of transport:</td>
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<td>Driver (if applicable):</td>
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<table>
<thead>
<tr>
<th>Section 2</th>
<th>Person Responsible</th>
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<table>
<thead>
<tr>
<th>Staff Names</th>
<th>Students Names</th>
<th>IRAS present</th>
<th>check A</th>
<th>check B</th>
<th>check C</th>
<th>Discharged to: (signature)</th>
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Time of departure: ________ Expected time of return: ________ Stamp and signature: ________

Section 3 | Report on Trip: Actual time of return: ________

Person responsible: (print) __________ Signature: __________ Counter signed: __________ Date: ____ / ____ / 20 ____
Appendix (b) Venue Risk Assessment form

**Autism Anglia Risk Assessment Form**

Risk assessments should be reviewed at least every 6 months and following any incidents, near misses or when significant changes in personnel or work practices occur.
Service Area: Doucecroft School  
Date: Click here to enter date.  
Risk Assessor (person completing this form): Click here to enter your name and job title.

Type of assessment: **Generic**

Details: (Include the details of any relevant location(s), individuals or activities being undertaken)

### Risk Assessment

<table>
<thead>
<tr>
<th>Hazard / Area of risk</th>
<th>Who might be harmed &amp; how?</th>
<th>Existing Control Measures (what is already being done?)</th>
<th>Further Actions (what else will be done to further reduce risk)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

References  
*IMP – Individual Management Plan  
Risk Assessment – see Risk Assessment policy

This policy is written using guidance from:  
- "Health and Safety advice: advice for schools" (DfE, February 2014)  
- “School Trips and outdoor learning activities: Tackling the health and safety myths” (HSE, June 2011)
Appendix (c) Protocol for Vehicles

VEHICLE BREAKDOWN & ACCIDENTS

If the vehicle breaks down or there is an accident, the ‘responsible person’ must:

- Contact the emergency services, if required
- Contact the school
- Assess the situation and decide if it is safe to unload passengers. Passenger safety is the priority and, if safe to do so, they should remain in the vehicle.
- If it is necessary to unload the vehicle, passengers need to be moved out of the nearside of the vehicle, and as far away from it, and other traffic as possible. No-one should stand between the vehicle and oncoming traffic. On motorways or other busy roads, the passengers should be taken onto the embankment or grass verge. Passengers should be kept together in one group and students kept under close supervision.
- **Note**: If a breakdown happens on a motorway, it is better to use the roadside emergency phone as this will enable the police to pinpoint the vehicle’s location.

<table>
<thead>
<tr>
<th>In the event of an accident, breakdown, or windscreen damage ... call</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AVIVA HELPLINE: 0800 246 876</strong></td>
</tr>
<tr>
<td><strong>Policy No: 44FLW2064246</strong></td>
</tr>
</tbody>
</table>

ACCIDENT / INCIDENT

In the event of an accident or incident you must first ensure that all students and staff present are safe and not in any further danger. The following information **MUST** then be exchanged by all parties involved:

1. Your name
2. The registration number and make of the vehicle
3. The address of the School
4. Insurance details
5. Obtain the third party details
6. Obtain the name, address and telephone number of any witness to the accident

**Do not blame, discuss or admit any liability to any party**
All accidents, however minor, should be reported to a senior member of staff by the driver when he/she returns to school and a Vehicle Accident Report (AA/H&S/23) completed.

**MOBILE PHONES**

It is a criminal offence to drive while using a handheld mobile telephone. A mobile phone can only be used by a driver of a vehicle if the vehicle safely and legally parked and with the engine of the vehicle switched off.