32. EDUCATIONAL VISITS POLICY

PART 1: GENERAL INFORMATION

Introduction

At Bruern Abbey School not all learning takes place inside a classroom: we believe that educational visits are an important component in our curriculum. Visits give our pupils opportunities to develop resourcefulness and initiative, whilst spending time together more informally. Each trip is different: some are directly related to the curriculum, others are designed to promote social awareness, or enhance physical skills, self-reliance and team-work. Others will extend their knowledge of the world. The common factor is that they all broaden the educational experience of boys at Bruern.

Our trips and visits

We regularly take pupils on day trips to historic sites, museums, galleries, natural features, etc. to support the curriculum. There are also regular opportunities to travel overseas, particularly during the school holidays. You can find more about the trips, visits and activities that are available to each year group from our website and our termly diaries.

Information on planned trips and activities

The termly Diary lists the trips and visits that are due to take place over the coming term, together with a list of planned home and away sports fixtures. You will also always be notified via the Headmaster's weekly newsletter. Often in addition we send details of planned trips and activities (particularly those involving overnight stays) well in advance to the relevant parents. Specifically, you will receive information for the following:

- If your child has been selected for a sports team; we welcome family and friends at all our matches, both home and away
- If your child is going to be out of school during the school day in order to visit a local museum, theatre, nature reserve or historic site. We will always seek your permission
- If your child is engaged on an overseas trip, parents are often invited into the school for a briefing before their son departs on a trip or visit that involves an overnight stay, either in the UK or overseas or on a day trip abroad, which is likely to involve a very early departure and a late return

Consent

We require your specific, individual written consent if we are to take your son or daughter on a trip or visit that extends beyond the normal school day, involves an overnight stay, involves a particular high risk activity, collection from a different venue, an overseas visit or extra cost to you. Please note that we are unable to take your son without signed consent, details of where you may be contacted in an emergency and your son's medical and dietary requirements. The majority of this information is imparted during your son's registration and medical registration. Consent is given by signing the clubs and trips letter at the start of each term; the clubs and trips letter contains a section for parents to inform the school of any changes to their son's medical history. This is sent to you well in advance and must reach the school at least 1 working day before the start of the trip. For overnight or overseas trips a separate letter and permission slip may be used as additional information may be required.

Safety

Safety is top priority for us. We expect parents to support the school in ensuring that your son follows the instructions given either by a member of staff, or by a qualified instructor, and uses the proper equipment. We reserve the right to send any pupil home early, or ask him to sit out activities, at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the school's behaviour code.

PART 2: GUIDANCE FOR STAFF INVOLVED WITH SCHOOL VISITS

Introduction

We have a large number of trips, out of school activities and visits at Bruern Abbey School, which are an important part of our educational ethos. We expect that every member of our staff endorses the educational value of activities outside the classroom. We encourage everyone to participate in them, and to help with the arrangements. We always welcome suggestions from staff for new trips.

Role of the education visits coordinator

The Headmaster is our Education Visits Coordinator (EVC). He is supported by the Housemaster in the process of approving visits, ensuring that they are spread through the different age groups, and the school year. He helps staff involved with organising tours, with checking parental consent forms and keeps records of all the appropriate paperwork. He also keeps reports of any accidents or near misses. All staff receive Inset training on planning school visits.

Role of the group leader

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is charge of organising and running it. He or she will always have had experience of accompanying school visits before taking on the role of Group Leader. At Bruern Abbey School we arrange for the EVC to hold a training session with all potential Group Leaders, which covers practical guidance on conducting risk assessments, emergency procedures, budgeting for visits and the circumstances under which a visit might be terminated or curtailed; for instance, if weather conditions suddenly deteriorate. With the exception of the very shortest visits, we expect all Group Leaders either to hold a valid First Aid certificate, or ensure that one of the other teachers accompanying the visit holds one. A Deputy Leader is nominated for all trips; they may not hold the qualifications of the Group Leader, but should be nevertheless capable of taking over that role, if necessary.

Personal liability and insurance

The law places the Group Leader "in loco parentis". Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Bruern Abbey School, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

Bruern Abbey School has Employers' Liability Insurance and public liability insurance, as well as a group travel policy that covers most visits inside the UK and overseas. This cover includes that vast majority of activities that could possibly occur on school trips. However any member of staff organising an adventurous or hazardous activity should check, via the Bursar, whether or not the activity is covered by the school's policy. An extension can usually be arranged. The Group Leader should ensure that she/he takes a copy of the school's travel insurance with him/her on all but the shortest of visits.

Bruern Abbey School's policy is to discourage staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school).

Preparatory arrangements

The amount of advance preparatory work needed will obviously vary considerably with the type of activity. Very little preparation may be needed for walking with a group of pupils to the local Church, spending an hour there and walking back. By contrast, a visit lasting a week or more to a country outside the EU, requires considerable research and preparation. Repeat visits and shorter visits will need less planning, and can be arranged at shorter notice, though it is always desirable to give parents as much notice as possible when planning visits for school holidays and half-terms. (Group Leaders may draw upon the EVC's stock of existing background material when planning regular repeat visits to familiar destinations, such as museum visits).

The list that follows is designed to cover all the planning that a Group leader needs to undertake for a longer type of visit. It is designed to be as comprehensive as possible. *Text in italics indicates that the action may not be required (or the timescale may be shortened) for: trips within the school day, theatre and museum visits, sports fixtures, or day visits using school transport.*

At least one term in advance

- Obtain advice from the EVC on suitable dates, precedents etc
- Discuss preliminary plan, including purpose, location, transport, hotels, activities, itinerary, number & age of participants with EVC
- Calculate the staff to pupil ratio (see below)
- Prepare a draft itinerary, fully costed, to be sent to parents when they sign permission
- Decide mode of transport for all legs of the journey
- Prepare fully inclusive costs for the visit, including an appropriate contingency for delays and emergencies. (The costs of the accompanying staff must be included)
- Check that the provider of adventurous activities is licensed and the individual instructors possess a recognised qualification from a national body, such as the Adventure Activities Licensing Authority
- Obtain clear statement from the Centre about their responsibilities for the safety of the pupils before making any commitment. Ask for copies of their risk assessments
- Prepare the risk assessment(s), (see below)
- *Check the school's insurance cover, (see above) if the visit involves hazardous activities*
- Find other members of staff who are willing to participate in the trip. It is desirable to have at least one member of staff who speaks the language of the country to be visited. They are also welcome to help with other visits. Office staff may assist with day trips and theatre visits. We do not usually encourage parents to accompany school visits, although we welcome them at all sports fixtures
- If parent volunteers participate: Arrange for any volunteers participating in the trip to obtain an enhanced CRB disclosure. (The Bursar's office will make the necessary arrangements)
- *Check that the tour company/airline is ATOL/ABTA bonded to provide cover in the event of the bankruptcy of the provider*
- *Carry out a reconnaissance visit if the location is not one that the school has visited before, and the Headmaster or his Deputy deems it necessary. (If a reconnaissance visit is impossible, a reference from another school that has visited the site may suffice)*
- *Establish the minimum and maximum numbers for the visit to be viable (bearing in mind that the costs of the accompanying staff will be divided amongst the participants)*
- *Ascertain the medical and visa requirements*
- *Establish when the deposits are required by tour operators/airlines/activity centre etc, and ensure that the size of the deposit requested from parents is sufficient to cover these costs (including the costs of deposits for accompanying staff)*
- *Depending upon the destination: check with the Travel Advice Unit of the Foreign and Commonwealth Office*
- *If necessary attend a First Aid course beforehand*

Staff/Pupil Ratios

The DCSF recommended staff to pupil ratios for visits and off-site activities is shown below. However this may be adjusted in consultation with the EVC given the nature of certain activities and the pupils involved.

Ratio	Pupils' Year Group
1:10	Years 4 – 6
1:15/20	Years 7 upwards
1:10/11	All visits abroad

The risk assessment

All Group Leaders at Bruern Abbey School are trained in conducting risk assessments on the potential hazards involved in a visit, trip or activity that they are planning. The School uses a set pro-forma (see Annex 3) approved by the Health and Safety Committee. The steps that they should follow are explained at Staff meetings and a number of previous examples are available on the Staff drive. Further guidance is set out by the DCSF: "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," (www.teachernet.gov.uk). This form can be downloaded and guides the user in:

- Identifying the potential hazards of the place being visited
- Listing the groups of people that are especially at risk from the significant hazards
- Listing existing controls or notifying where the information may be found
- Considering how he or she would cope with the hazards which are not currently identified or fully controlled.
- Carrying out continual monitoring of hazards throughout the visit.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that he or she is satisfied, it will meet the requirements of Bruern Abbey School, for the activity part of the visit. Any uncertainties should be referred to the EVC. Additional risk assessments will probably be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and re-used, unless there has been a change of circumstances. At Bruern Abbey School, the EVC maintains a dossier of generic risk assessments that cover sports fixtures, theatre and museum visits and most of our regular visits.

After permission is granted *(one month in advance for overseas or overnight trips, one week in advance for daytime visits)*

Group leaders will:

- For overnight or overseas trips, a *preliminary* letter will be sent to parents and guardians of the target age group, outlining the purpose of the trip, the programme and the expected maximum cost. At Bruern Abbey School, we expect that these letters should always be cleared in advance with the EVC. The letter will:
- seek expressions of interest and/or acceptance, together with a deposit by a specific date or full payment
- Mention that parents will be invited to a briefing meeting prior to departure
- Explain any restrictions on numbers
- Brief the pupils about the visit, its dates and purpose
- Check names of all pupils wishing to participate with Matron. Discuss with EVC concerns about special arrangements that may be required for handling any specific medical, behavioral or SEN issues
- Collect payment/deposits and arrange with the Bursar to set up a unique cost centre in the school accounts for the trip or use the appropriate Department budget
- Arrange for the Finance Department to pay appropriate costs
- Insist that all coaches are fitted with seat belts. (This may not be possible in every country)
- Work out the cost for parents (including contingency to cover delays etc)
- Inform parents of the medical and visa requirements. Advise parents of non-British passport holders that they are responsible for ascertaining the visa requirements of the country to be visited
- Arrange for the Bursar to bill parents for the balance of the cost of the trip/ collect the balance directly
- Arrange for the Bursar to pay the balance to the airline, hotel, travel company etc.

- Arrange with EVC that the Group leader and deputy have mobile phones that work at the proposed location
- Brief and prepare the pupils in advance
- Ensure that they are given plenty of advance notice if they need special equipment (e.g. for skiing)

For overseas trips (four weeks in advance)

Group leaders will:

- *Arrange meeting with parents to brief them on all aspects of the trip, including:*
- *The itinerary, including the meeting and collection points*
- *Contact details for the hotels/hostels/ names and addresses of the host families*
- *The number of the mobile phone used by the Group Leader*
- *The money, kit and equipment that the pupils need. The appropriate dress code of the country*
- *The medical and visa requirements*
- *The expected standards of behaviour, and the potential risks of irresponsible behaviour*
- *Remind parents those pupils who ignore or flout the behaviour code risk being sent home at their parents' expense. Pupils remain subject to school rules throughout the visit*
- *Arrangements for handling illness and accidents, and arrangements for informing parents in such circumstances*
- *Arrangements for communicating with parents in the event that the return is delayed*
- *The need to notify the school in the event of contact with an infectious disease within four weeks of traveling*
- *The reasons why a completed consent form is essential*
- *The need for a copy of each pupil's passport*
- Send all parents a copy of the consent form (see annex) with specified return date
- If appropriate, book picnic lunch from the Kitchen
- Brief pupils on expectations of standards of behaviour and cultural differences
- Arrange traveling first aid kit with Matron

The week of the trip

- Chase parents who have not returned their consent forms. Remind them that their child cannot participate unless the form is received within 1 working day of departure
- *Obtain photocopies of each pupil's passport*
- Check all tickets for accuracy. Store them in the school safe until collection
- Meet with the other members of staff to discuss the itinerary, the risk assessment, the respective roles of the Group Leader and other accompanying staff, and emergency procedures
- Prepare packs for the School Office, the School EVC and for each member of staff, that contain the following information:
- The itinerary (*including address, phone numbers etc of all locations where the party is staying*)
- The number of the mobile phone used by the Group Leader
- Mobile numbers of all participating staff
- A list of pupils, together with copies of their parental contact forms (which includes details of each pupils' medical conditions)
- *Copies of all passports and travel documents*
- Emergency contact numbers for the Headmaster/the EVC, and any Member of Staff designated to be on-call
- *The address and contact details of the nearest British Consul*
- A copy of the tickets, travel insurance document (including emergency contact details)
- A copy of the risk assessment
- Location of local hospital

The day prior to departure/ day of departure

The Group Leader will:

- Collect tickets
- Give trip information packs to designated school recipients and to other staff participants
- Give each pupil the names, addresses and phone numbers of their accommodation
- Remind pupils about the rendezvous, dress code, standards of behaviour etc.
- Remind pupils of the potential risks of irresponsible behaviour
- *Remind pupils to bring passports. Ask to see each passport.*
- Collect traveling first aid kit(s). Check contents
- Collect packed lunch

During the visit or activity

Primary responsibility for the safe conduct of the visit rests with Group Leader. He or she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. He or she will liaise with the school in the event of difficulties with a pupil. She/he may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc.
- Checking that all pupils wear their seat belts
- Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor)
- Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff)
- Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups
- Enforcing expected standards of behaviour
- Looking after – or reminding pupils to look after – passports and valuables
- Storing cash, travellers' cheques and tickets in the hotel safe
- Keeping an account of all expenditure
- Recording all accidents and near misses

Illness or minor accidents

If a pupil has a minor accident or becomes ill, a member of staff will take him to the local hospital or clinic. If the trip is outside the UK, She/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. At Bruern Abbey School we expect the Group Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require professional medical treatment.

Emergency procedures

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Group Leader's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital. Ensuring that the rest of the group were safe and looked after, and informing the Headmaster or on-call member of the SMT of what had happened would be the next tasks for the Group Leader, who would need to give as full, calm and factual account as the circumstances permitted. Where the full facts had not yet emerged, he or she should say so, and ensure that follow-up communications with the Headmaster are maintained. He or she would also need to arrange (perhaps using the Deputy Leader or another member of staff) for the school's insurers to be contacted as quickly as possible, together with the British Consul, if the accident happened overseas. A full record should be kept of the incident, the injuries and of the actions taken.

At Bruern Abbey School, depending on the nature of the incident, we may implement our own model communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (SMS, email, messages on our web) for communicating with those whose children are not affected.

Communication with the media should be left to the Headmaster. The Group Leader should refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

Delayed return

If a visit is delayed, the Group Leader should phone the school office, and the EVC (out of school hours), who will in turn phone all the parents on their contact numbers to alert them to the delay and the revised time of arrival.

On return

Each group leader is asked to provide the EVC with reports of accidents and near misses on his/her return. Personal observations and lessons learned are also valuable. The group leader should return all school property, together with a report of any lost or damaged property. He or she should also:

- Instruct all pupils to delete their records of any staff mobiles
- Remind all staff to delete any records of pupils' mobile numbers that they may have acquired during the visit

Expenditure

The Group Leader is responsible for returning any unused monies to the Bursar. The school credit card should be returned (if it was taken), together with all related transaction vouchers. The group leader is also responsible for producing a schedule of all expenditure on the trip. Unused balances will be returned to the parents by way of credits shown on the next school bill.

COVER SHEET

This cover sheet should be attached to the final paperwork (pupil list, contact details and itinerary) relating to the visit and be given to the Headmaster at least one week before departure

1) DESTINATION: ……..……..

2) DATES of VISIT: FROM …….. TO ……..

3) TEACHER IN CHARGE TRAVELLING WITH VISIT GROUP

Name…….. Phone No (emergency)……..

4) TEACHER SECOND IN CHARGE TRAVELLING WITH VISIT GROUP

Name…….. Phone No (emergency)……..

5) ALTERNATIVE EMERGENCY CONTACT NO(S) FOR CONTACTING VISIT GROUP

Name…….. Phone No (emergency)……..

Dates/ times……..……..

Name…….. Phone No (emergency)……..

Dates/ times……..……..

6) For visits that extend beyond the school day (8.45 a.m. – 6.00 p.m. during term time) and those that take place during school holidays: NOMINATED CONTACT

Name…….. Phone No (emergency)……..

7) Attached are the following details

a) Nominal roll of all pupils together with home contact numbers

b) Nominal roll of all staff, parents and other helpers together with contact numbers

c) Risk Assessments on pro forma (see Appendix 3)

d) Detailed itinerary including:

i) Departure times/Flt No/port or airport (inc terminal)

ii) Expected arrival time at destination (inc details of port or Airport) and details of tour/bus company etc

iii) Details of hotels etc including telephone numbers

iv) Details of daily programme

e) Procedures for informing the School of any enforced change to the planned time of return and details of the arrangements for informing parents of any change of plan.

f) Any other information that may be relevant

Date: …… Signed ……

New consent form for Overseas and Overnight trips as of September 2016

[Year] Visit to …… …….

(The proposed itinerary is attached).

Departing at ……hours on…… from [the school],

And returning [to the school] at …….hours on …….

Maximum number of pupils [ ], who will be accompanied by [ ] members of the teaching or medical staff, including both male and female staff.

[Where a proposed visit is over-subscribed, places will be offered on a first-come basis].

Type of accommodation: (1) [Hotel in … for …..nights]. Pupils will be accommodated in [ ] bedded rooms.

(2) [Youth Hostel in ……..for ….nights where there is simple dormitory accommodation]

Transport: (1) School to [ ] by coach /school minibus

(2) Outward Flight No [ ] on [ ] hours on [ ], Air [ ] to [ ]

(3) Coach to hotel

(4) Inbound Flight No [ ] on [ ] hours on [ ], Air [ ] to [ ], arriving at [ ] hours.

[Please note that although it is school policy always to book coaches fitted with seat belts, this is not always possible outside the UK]

Medical Information

Any allergies or sensitivities to food, medication, pets or to insect stings:
Any chronic or recurring medical conditions needing regular or occasional medication or treatment:
Does he suffer from travel sickness? If so, may we have your permission to give him a travel sickness tablet?
Do we have your permission to give him a prescription pain reliever, such as paracetamol?
To the best of your knowledge, has he been in contact with any infectious disease over the past four weeks? If so, please give brief details.
Does he suffer from any phobia which might make it unsafe for him/her to participate in any of the planned activities?
Date of last tetanus injection?

CONSENT TO EMERGENCY TREATMENT

1/We authorise the Group Leader, or an authorised deputy acting on his/her behalf to consent on the advice of an appropriately qualified medical specialist to mylour child receiving emergency medical treatment, including general anaesthetic, blood transfusion and surgical procedure [under the NHS]/[under the school's travel insurance cover] if He or she is unable to contact me/us time.

Signature of both parents: _____ _____

Or Guardian:

Contact Details for the period covered by the trip:

NAME:…….. Tel .no:……Mobile: …….

Email:. …… Work no:……

NAME:…….. Tel .no:……Mobile: …….

Email. :…… Work no: ……

FAMILY DOCTOR:…….. Tel .no:…….

Address: ……..

Behaviour code:

I understand that my son will be subject to the normal school rules of behaviour throughout the visit. I agree to him following the guidance on health and safety given either by a member of staff [or by an Instructor at the Activity centre] at all times. I accept that where his disregard for the code of behaviour either causes danger to him/herself and to others, or is a serious breach of school discipline, that he may be sent home forthwith at our expense.

Signed: …… Signed…….

Name: …….. Name:……

Date: …….. Date: ……..

Please note that your son/daughter will not be allowed to participate in this visit unless this form is completed and returned to [ ] School by [ ]and returned to [ ] School by [ ]

Assessment carried out by: Assessment Date: Next date to review risk assessment:

Signed:

Hazards		Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if in Place	Outcome H/M/L risk
Exposure to weather	H/M/L risk?	Pupils Staff	Consider possible weather conditions and plan appropriate programme, clothing and equipment Maybe shorten trip if weather is bad.	Provide clear information re suitable clothing and equipment to pupils and parents		L
Pupil lost or separated from group, inadequate supervision		Pupils	Ensure all supervising staff are competent and understand their roles and responsibilities Ratios comply with School guidance 1:15 pupils (occasionally 1:16/18 but minimised where at all possible) Plan and use suitable group control measures (e.g. buddy systems, large groups split into smaller groups each with named leaders, wearing uniform Discuss fully the itinerary and arrangements with all pupils (expectations clearly understood) Briefing to all on what to do if separated from group. Regular head counts by leaders especially at arrival/departure points and when separating and reforming groups.	Plan supervision before visit and brief staff and pupils Review if any changes to group occur		L

			Regular head counts by leaders during time in busy areas and when separating and reforming groups.			
Illness or injury to any group member		Pupils Staff	At least 1 leader has first aid kit carried when off site Leaders know how to call emergency services (999) Pupils and parents are reminded to bring individual medication and this is securely kept Mobile phones carried by XXX and all have contact with JF if necessary Emergency contacts with school and parents arranged	• Check first aid certificate is current and organise training for those requiring it • Medication brought by pupils if necessary	Done	L
Special needs of specific pupils – medical, behaviour, educational (AEN)		Pupils	Obtain information from parents Take advice from SENCO/AENCO if appropriate (all information on file n.b. Dyspraxic pupils) Make necessary arrangements from individual pupils including individual risk assessment and additional staffing if necessary Seek advice as appropriate from Deputy head /Headmaster	Refer to SENCO notes	Not needed for this trip	L
On foot		Pupils Staff	Journey is planned and assessed as all staff will have walked the routes prior to taking pupils – key risk points identified Careful supervision particularly in crowded areas and entry, exit and change points with regular pattern of head counts Large groups divided into smaller groups each with leader(s)	Planning pre-visit does the whole route at a time appropriate to the visit Pupils are silent as they cross roads Pupils never cross roads without permission		

			Pupils know their group and leader(s) Emergency plan in place – pupils briefed where they are going, what to do if separated from group. Visit Information desks or security guards in tube or at venue			
Use of London Underground/train travel		Pupils Staff	• Since some pupils may be unfamiliar with an underground system, they should be carefully prepared for a visit to the underground and instructed on how to cope if they become separated from their group • Tickets can be purchased in advance from London Underground Limited who may provide an Inspector to escort the party, if requested to do so in advance • Since some pupils may be unfamiliar with a national rail system, they should be carefully prepared for a visit to the underground and instructed on how to cope if they become separated from their group • A member of staff should always be last on and last off the train • Clear instructions should be given to pupils as to the procedure to be followed if by mischance they are left on the platform or fail to alight.	• Make fellow staff aware of this expectation		