**The Friday before an excursion:**

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| --- | --- | --- |
| **Step** | | **Done?** |
| Pick up Excursion backpack from East Room. Check contents: | |  |
|  | Excursion phone |  |
|  | First-aid kit |  |
|  | Handheld 2-way radios (if required) |  |
| Pick up clipboard of paperwork. Check contents: | |  |
|  | Bus/Attendance list |  |
|  | Junior buddy list |  |
|  | Junior welfare register for signing out |  |
|  | Emergency contacts list |  |
|  | Spare copy of Excursion Handout |  |
|  | Bookings/entry tickets (if required) |  |

**The morning of an excursion at Holgate Park:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Done?** | **What to do if not completed:** |
| Tick students onto coach (using bus list) **(EACH TIME)** |  | If not all students have arrived by the asked time:   * If the missing student is over 18: Make an attempt to contact them, but the excursion may leave. * If the missing student is under 18 but staying with their parents or guardian in York: Make an attempt to contact them, but the excursion may leave. * If the missing student is under 18 and not with their own parents or guardian: Attempt to contact the student and the host to get a location. If the excursion must leave without them, report this to the College. A member of staff will be present from the Guest House to take over. |
| Head count |  |  |
| Check seat belts are being worn |  | Remind students that this is UK law. |
| Notify Melton College WhatsApp group that the excursion is away |  |  |

**On the outward journey:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Done?** | **What to do if not completed:** |
| Pass back the Buddy List and check it once it gets back to you |  | Remind any under 18s who have not written names that they cannot have free time unaccompanied. If they are unwilling to go with other students, they must stay with the staff. |

**Arriving at destination:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Done?** | **What to do if not completed:** |
| Remind students of:   * Safety information for visit * Timings of visit * Rules for free time |  |  |
| Check the plan, meeting times and meeting points are understood |  | Repeat instructions! Check again! |

**Getting back on the coach:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Done?** | **What to do if not completed:** |
| Tick students onto coach (using bus list) **(EACH TIME)** |  | If not all students have arrived by the asked time, attempt to contact them. The excursion cannot return without them.   * If the excursion is split across two coaches, if the delay is significant, the larger coach may set off, leaving space on the smaller coach for the missing student(s).   If students are still missing and contact has not been made within 10 minutes of the meeting time, contact the College. |
| Head count |  |  |
| Check seat belts are being worn |  | Remind students that this is UK law. |
| Notify Melton College WhatsApp group that the excursion is setting off back to York. |  |  |

**On the return journey:**

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| --- | --- | --- |
| **Step** | **Done?** | **What to do if not completed:** |
| Pass back the Junior welfare sign-out register back and check it once it gets back to you |  | Remind any under 18s who have not written names that they cannot go to the city centre unaccompanied. If they are unwilling to go with other students, they must go home. |
| Notify Melton College WhatsApp group that the excursion is back |  |  |
| Notify the relevant host WhatsApp group that the excursion is back |  | If you are a member of this group, one of the members will do it after reading your message in the Melton College group. |

**Further Problems and Actions:**

|  |  |
| --- | --- |
| **Problem** | **Action to be taken** |
| Student(s) fail to arrive before excursion | If not all students have arrived by the asked time:   * If the missing student is over 18: Make an attempt to contact them, but the excursion may leave. * If the missing student is under 18 but staying with their parents or guardian in York: Make an attempt to contact them, but the excursion may leave.   If the missing student is under 18 and not with their own parents or guardian: Attempt to contact the student and the host to get a location. If the excursion must leave without them, report this to the College. A member of staff will be present from the Guest House to take over. |
| Student(s) fail to return to coach at meeting time | If not all students have arrived by the asked time, attempt to contact them. The excursion cannot return without them.   * If the excursion is split across two coaches, if the delay is significant, the larger coach may set off, leaving space on the smaller coach for the missing student(s).   If students are still missing and contact has not been made within 10 minutes of the meeting time, contact the College. |
| Student sustains minor injury (eg. a graze from tripping, a small bump etc) | First-Aid can be administered using the first-aid kit in the excursion backpack. |
| Student(s) suffer from travel sickness | Students are advised before the excursion to sit near the front of the coach if they know they suffer from travel sickness.   * If a student starts to feel ill during the journey, move them to the front of the coach and take sick bags from the first-aid kit in the excursion backpack as a precaution. * If a student knows they are going to be imminently very ill, the coach may pull over providing it is safe to do so. * If a student is sick on the journey, keep them seated and reassured. Sick bags are in the first-aid kit in the excursion backpack, and the coaches are also equipped with cleaning products. |
| Student sustains major injury and requires urgent medical care. | Call 999 and arrange emergency assistance immediately. Inform the College as soon as possible, once the emergency services have been contacted. One member of staff (or a group leader if they are part of a group) must remain with the student. The College will advise on the next steps to be taken once the circumstances have been communicated and clarified. |
| Adverse weather | In some cases, severe weather may affect parts of the excursion. If heavy rain, winds and storms pose a danger (especially in Robin Hoods Bay, Whitby, and Bolton Abbey) keep students away from water (e.g. beaches and river banks) and high edges (e.g. cliffs and hillside paths) |
| Heavy traffic | If traffic causes a significant delay, periods of free time and meeting times may be adjusted accordingly. It is, however, important to ensure that the return to York time is not changed. |