

RISK ASSESSMENT – SCHOOL TRIPS GENERAL

This “Risk assessment - School trips general” is the generic risk assessment document for any school trip. Please refer to our [other risk assessment documents](#) for specific parts of our school trips. No rights can be derived from this document.

Hazards	Risk	Control measures ¹	Notes
Inadequate or inappropriate planning and execution of programme	Programme unsuitable for students' age, interest or ability, inadequate communication between group leaders and Spark staff, students not properly supervised or looked after.	✓ Spark Languages has been running school trips since 2012 and counts with many years of experience providing high quality, safe and educational trips for students from abroad. This experience is drawn upon continuously when putting together each individual trip. ✓ The Spark Director of Educational Programmes, as the overall responsible of all school group trips, together with the Academic coordinator, in charge of all logistical arrangements, carefully plan and put together each school group programme. They are in constant communication with the school trip's leader (if booked directly) or the agency (if the booking took place via an agency) to ensure all requirements are met and that the programme is suitable for all students signed up to the trip, taking into consideration the students' age, maturity, interests and language and physical abilities. ✓ All school tour programmes are completely customizable, if there are any concerns about the programme, its contents or suitability, trip leaders are asked to reach out so we can find a solution. ✓ Each school group has a chaperone assigned, who is the group's main person of contact and who will be with them 24/7 for the duration of their stay. This chaperone is in theory the same person throughout the group's stay though if the chaperone cannot run the programme for whatever reason (illness, other obligations) Spark will see to having a different acting chaperone jumping in at the earliest possible moment. ✓ The chaperone is in constant communication with the Director of Education Programmes as well as the Academic coordinator, to make sure they are fully aware of their responsibilities and the programme itself. Meetings are held before each group's arrival to go over all details and unique aspects of each trip. ✓ The chaperone leads the excursions and activities and might also teach some of the classes (if applicable). They are furthermore in contact with any third party suppliers together with the Academic Coordinator, to ensure a smooth running of the programme. ✓ The chaperone is available during the school's stay to discuss any queries or issues	Unless otherwise informed or agreed, Spark staff members, including the group's chaperone, work of the following premises: * The group leaders are the overall responsables for the students' safety and conduct at all times. * The group leaders (and not the Spark chaperone) are responsible for making sure all students are present when moving from one area to another and for conducting head counts. * The chaperone would not normally give permission to students to go anywhere on their own, including visits to the toilet, unless agreed with the group leaders. * The group leaders are at all times responsible for the supervision of the students to ensure their wellbeing and safety during any organised activity by Spark (transfers, excursions, time in residence - including paella cooking and shower times). If group leaders decide not to participate in a

¹ **Group leaders** = any staff members or volunteers from the visiting school (teacher, assistant, head, governor etc) on the trip with the students who have assumed responsibility for the wellbeing, safety and behaviour of the students. **Trip leader** = staff member from the visiting school who is overall responsible for the trip.

		from the students or the group leaders at any moment and they have an emergency contact number in case of any emergencies. ✓ Apart from the chaperone, the Academic coordinator as well as the Director of Educational Programmes are furthermore available at any time to discuss any matters of concern and will check in at regular intervals with the group leaders to answer queries or deal with issues. ✓ The trip leader is provided with the mobile numbers of both the group's chaperone and the Director of Educational Programmes approximately 1 week before the start of the programme and is encouraged to share this with the other group leaders. ✓ Support to the chaperone, the group leaders and any students at any moment of the day is available from the Spark team during regular office hours (Mon – Fri: 10:30 – 13:30 and 15:45 – 19:15 Sep - June and 9:00 - 14:00 July and August) in case of need, and from the Spark Director of Education 24/7 (or from the General Manager in case the Director is not available) via the emergency phone contact provided just before a group's arrival. ✓ All group leaders are generally invited for a coffee on their 2nd (in some cases 3rd) day of the trip with the Spark Director of Education, the Spark General Manager or the Spark Academic Coordinator. Whilst the idea behind the coffee is principally a social one, this is another opportunity to discuss any unresolved queries or issues if that were applicable. ✓ The group's chaperone is a native Spanish speaker and qualified teacher of Spanish with a high (normally minimum B2 / higher intermediate) command of the English language in order to facilitate communication if needed in case of welfare or emergency situations. ✓ The group's chaperone is able to assist and advise in case of an emergency, but since they are not the overall responsible of the group's safety and usually unaware of the group's specific requirements and procedures in terms of emergencies, they know to always respect the group leader's final decision taken to safeguard the students' wellbeing. ✓ In case of need, the chaperone knows and is prepared to supervise a group of students on their own if needed to deal with an emergency situation. Though this should only happen in case of emergency, as it should be the group leaders who should normally assume the responsibility for the supervision, safety and wellbeing of the students <u>AT ANY TIME</u>. Unless otherwise agreed / an emergency, group leaders should NOT leave their students unsupervised or supervised only by the Spark chaperone. ✓ In order to ensure the safety and wellbeing of the students, Spark offers a free group leader per 10 students for the full programme (lodging, meals, excursions, transfers and activities)². Please let us know if your school requires a 1:8 or alternative ratio so we can adjust our booking. ✓ If a group decides to bring more staff members to supervise the students, these members of staff will be offered a reduced price of the tour.	certain excursion or event, the group leaders MUST communicate this to the chaperone and the Director of Education to see if this is acceptable for the safety of both the students AND the Spark chaperone.
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² Per 10 students, 1 staff member would be free, meaning that for a group between 11 and 20 students, there would be 2 free staff member places, for a group between 21 and 30 students there would be 3 free staff member places etc.

		✓ Spark encourages schools to pre-visit the facilities during an inspection visit ahead of time to allow the group leaders to inspect accommodation options, activities and discuss risk assessments or concerns to make sure Spark can cater for the needs, challenges or expectations of their specific group and meet the requirements and expectations of the group. (More details: https://spanishschooltours.com/portfolio/inspection-visit/). ✓ All teachers will be given a teacher information sheet (which can be viewed here and the link is also provided in the group's booking pack) with our general code of conduct and recommendations for supervision to help all group leaders assess during which times they might need to be more vigilant to avoid any issues.	
General safety and accidents, health and diets	First aid and general accidents	✓ The Spark chaperone is NOT necessarily trained in first aid. Schools are encouraged to bring at least 1 trained first aider on the trip. ✓ In the case of groups who are from a country where the traffic drives on the left hand side of the road, schools must ensure students know this ahead of time before their journey to Spain and again remind them when they are in Spain. ✓ Group leaders should indicate ahead of time whether they are aware of any students who might have difficulties with some of the activities in the programme (due to physical problems, swimming ability, behavioural conditions etc.) ✓ Spark will ask for a list of all dietary requirements for all students and staff to be completed latest 1 month before arrival and will check any doubts. If we feel that we cannot cater for a specific diet, options will be discussed with the group leaders. Please also refer to the separate Meals and diets risk assessment for more details on the management of dietary requirements. ✓ For medical care (both first aid as any non-emergency treatment) in El Puerto, visitors should go to the hospital. Students should be accompanied by at least 1 group leader. (See details to the right). ✓ In terms of emergency dental care, the recommended dentist details can again be found on the right.	Emergency number in Spain: 112 Hospital: General Hospital Calle Valdés, S/N, 11500 El Puerto de Sta María, +34 956 01 70 00. 2 minutes' walk from Spark. (First aid as well as GP consults). Dentist: Vitaldent calle de las Magnolias 37 11500 El Puerto de Santa María +34 956 86 14 71 20 minutes walk from Spark
Misbehaviour and conduct	Accidents, injuries and misbehaviour	✓ Spark expects students to have been briefed regarding conduct and behaviour throughout their stay. ✓ Upon arrival the chaperone will give a general briefing of rules and the Spark code of conduct to the group. ✓ The chaperone consults the leaders if they feel that any additional guidelines of acceptable behaviour need to be explained or in the case of problems or issues. ✓ We expect all students as well as all group leaders to adhere to the general expectations and will ask group leaders to follow up on misbehaviour.	The group leaders are responsible for supervising student behaviour and following up on misconduct that requires further action in our opinion.

For any questions, please contact Inge Hol - Spark Director of School Tours - inge.hol@sparklanguages.com