

Sample Generic Risk Assessment – Exchange Visits With Foreign School

Generic Risk Assessment – Exchange Visit			
Hazard	People Harmed	Risk Control	Further Action
Inappropriate programme arranged by foreign school - high risk activities or insufficient supervision	Young People	<ul style="list-style-type: none"> • Good understanding between both schools on standards required • Agree detailed programme from host school well prior to departure • If programme involves swimming, adventure activities etc check procedures with LEA • Ensure supervision arrangements for your pupils meet LEA standards 	<ul style="list-style-type: none"> • Early face to face planning with host school essential
High risk activities during home stays	Pupils	<ul style="list-style-type: none"> • Good understanding between schools re standards required • Pupils well matched with hosts • Parents and host family encouraged to make contact • Foreign school inform host families re their “duty of care” to under age guests • Briefings to pupils and parents re pupils’ responsibility to take sensible decisions • Agree rules re higher risk activities including evening free-time, alcohol, relationships, swimming, cycling etc • Pupils have telephone contact number (mobile no?) for accompanying teachers at all times 	<ul style="list-style-type: none"> • Check information host school provides to their parents • Information to pupils and parents –parents informed and agree to participation in higher risk activities such as cycling, riding, mountaineering etc if these are arranged by host family • Remind parents that children are not in direct supervision of teachers
Child abuse	Pupils	<ul style="list-style-type: none"> • Host school has adequate vetting procedure for host families (ask if criminal record check is available) • Pupils have telephone contact with accompanying teachers at all times. • Check with families who will have access to the accommodation where the young people will be staying i.e. extended family, family friends etc. 	<ul style="list-style-type: none"> • Check adequate procedures followed; make level of checks clear to parents

		<ul style="list-style-type: none"> • Check that there is suitable sleeping accommodation available in the host accommodation and that dietary requirements can be met. • Organise a 'code word' or 'phrase', which young people can use if there is an emergency and they need to get out quickly. 	
Lost child	Pupils	<ul style="list-style-type: none"> • Give each pupil a card with details of staff contact numbers, school (U.K.), staff accommodation address, transport details in both English & language of the Country being visited. 	
Road traffic accident	Pupil Staff	<ul style="list-style-type: none"> • Train everyone re right hand traffic. Explain host country's traffic systems, pedestrian crossings etc. 	<ul style="list-style-type: none"> • Plan training