

EDUCATIONAL VISITS POLICY & PROCEDURES

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Aims

- 1) Arnold seeks to serve its pupils and parents, meeting their educational needs and involving all Arnold families in the life of the school.
- 2) Arnold pupils will be responsible, articulate, courteous, compassionate young people of integrity, able and willing to contribute to, and lead in, our future society.
- 3) Each Arnold pupil will be guided and supported throughout their time in school by the highest standards of pastoral care.
- 4) Arnold pupils will experience a balanced academic curriculum and a rich extra-curricular programme, which together promote spiritual, moral, cultural, mental and physical development, thereby preparing pupils for the opportunities, uncertainties and responsibilities of adult life.
- 5) Arnold will have a strong and caring professional culture, which sets high expectations for staff and supports their individual professional development and needs with appropriate guidance, resources and facilities.
- 6) The Arnold organisation will operate as a team with clear leadership and governance, where each adult and pupil recognises their individual contribution and responsibility, where successful achievements are acknowledged and rewarded, and where actions are accountable.

Policy Statement (1)

Arnold places a high value on educational visits, tours and fieldwork and believes that safely managed visits, with a clear purpose, play an essential part in meeting the school aims, as above. Arnold ensures that all pupils can participate on a school visit, regardless of ethnic origin or religion. The needs of pupils with special medical and/or educational needs are also taken into consideration, to enable as much opportunity as reasonably possible. Where such pupils accompany a trip, the trip leader will talk to them beforehand to establish what special provision is required, and to ensure that the pupils understand what special provision is being made for them. The safety of pupils on visits is of paramount importance. Arnold accepts that visits cannot be completely without risk, but requires staff who lead and accompany visits to assess the risks that occur and to take all reasonable precautions to protect staff and pupils' health, safety and welfare (*Ref: Risk Policy*).

Arnold School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equal Opportunity* policy document.

Policy Statement (2)

- 1) This policy applies to all members of the Arnold school community, including those in our EYFS setting.
- 2) Arnold implements this policy through adherence to the procedures set out in the rest of this document.

- 3) This policy is made available to all interested parties, in accordance with our *Provision of Information* policy.
- 4) This policy is reviewed at least annually by the Deputy Head and the EVC, in liaison with appropriate colleagues, who will report to the Headmaster and Local Governing Body on its implementation on a regular basis.

Key Personnel

- 1) Mavis Thornton: Educational Visits Co-ordinator
- 2) Jim Keefe: Headmaster
- 3) Craig Jenkinson: Deputy Head
- 4) Katy Wright: Head of the Junior School
- 5) Jane Allen: Head of Foundation Stage
- 6) Katie Hartley: Kindergarten Manager

Introduction

The types of trips run at Arnold include:

Day trips

- a) Sporting fixtures
- b) Outdoor pursuits (CCF, DoE)
- c) Fieldwork and coursework visits (Art, Classics, Geography, History, Science)
- d) Theatre productions (Drama, English, MFL)
- e) Museum and gallery visits (Art)
- f) Visits to local universities, such as UCLan and Lancaster (Careers, GS, Psychology, Science)
- g) Local conferences (Careers, HE)

Residential visits

- a) Fieldwork and coursework visits (Geography, Science)
- b) Music and Sports tours
- c) Sports fixtures (distance)
- d) Cultural visits (Classics, History, MFL)

Requirements for Staff

Employees in charge of and assisting with school visits must be conversant with:

- 1) This part of the policy
- 2) Any other school requirements detailed elsewhere, e.g.
 - a) First Aid Policy
 - b) Child Protection Policy
 - c) Rules, Rewards and Sanctions
 - d) Minibus & People Carrier Policy
 - e) CRB Checks & Volunteers Guidance

Plus as appropriate:

- 1) Safety in Outdoor Education (DfEE).
- 2) Health and Safety of Pupils on Educational Visits (DCSF) (www.dcsf.gov.uk)¹

Together with the following three supplements:

- 1) 'Standards for LEAs in Overseeing Educational Visits'
- 2) 'Standards for Adventure'
- 3) 'A Handbook for Group Leaders'.

Initial Guidance on Risk Assessment

- 1) All trips and visits are preceded by assessment of the risks involved and there are written risk assessments and written arrangements for individual visits and activities.
- 2) When identified as necessary, training is provided.
- 3) Risk assessment training includes information on generic assessment, specific assessment and ongoing assessment.
- 4) The risk assessments and arrangements include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and the administration of medicines, safeguarding, security, welfare of pupils, 'plan B' procedures, emergency procedures, insurance, clothing and equipment, inclement weather, etc
- 5) Before the visit leaves, the party leader briefs all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.
- 6) Final authorisation for each visit, including approval of the risk assessments, is made by the Headmaster or the Educational Visits Coordinator (EVC), Mrs Mavis Thornton (MAT), who acts on behalf of the Headmaster.

General Functions Of The Headmaster/Educational Visits Co-ordinator

- 1) Formally review own training requirements on an annual basis and report to the school health & safety co-ordinator
- 2) Liaise with the employer to ensure that educational visits meet the employer's requirements including those of risk assessment
- 3) Support the Headmaster and LGB members with approval and other decisions
- 4) Assign competent people to lead or otherwise supervise a visit
- 5) Assesses the competence of leaders and other adults proposed for supervision of visits, these may need accreditations from an awarding body - it may include practical observation or verification of experience.
- 6) Organise the training of leaders and the other adults going on a visit - this will commonly involve training such as first aid, hazard awareness, etc

¹ The 'forms' contained in the publication or the forms at the end of this section should be used wherever practicable to formalise the arrangements for visits.

- 7) Organise thorough induction of leaders and other adults taking pupils on specific visits
- 8) Ensure that Criminal Records Bureau disclosures are in place as necessary
- 9) Work with group leaders to obtain the consent or refusal of parents and to provide the details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis
- 10) Organise the emergency arrangements and ensure there is an emergency contact for each visit
- 11) Keep records of individual visits including reports of accidents and 'near-accidents', sometimes known as 'near misses'
- 12) Review systems and, on occasion, monitor practice.

Planning a Visit

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance is often advisable to enable the party leader to identify any potential hazards. As a guide, for residential trips, a request for authorisation should be made at least six weeks beforehand, and risk assessments should be submitted to the EVC no less than two weeks before the trip. These times can be shortened for day trips, but in no case should risk assessments be submitted less than a week in advance.

Insurance

Visits are covered until the UCST Group Travel Insurance policy, details of which are held in the Bursary. If a hazardous activity is planned this must be discussed with the EVC to ensure that it is covered under this policy. If a tour operator is used then its insurance policy must be obtained by the party leader during the planning phase of the visit. The provider must hold at least £5 million Public Liability Insurance.

Guidance on Trip Supervision

- 1) Wherever possible, leaders and employees accompanying the visit are teachers employed by the school.
- 2) In general there is a minimum of two employees accompanying visits in the ratio of not less than:
 - a) 1 to 20 pupils in Senior School
 - b) 1 to 10 pupils in Junior School
 - c) for EYFS 1 adult to 3 pupils
- 3) Ratios will depend upon risk assessment and the Headmaster may make exceptions to the general rule, for instance, for games matches and for small Sixth Form groups.
- 4) Short trips, of no more than 1.5 hours travel time from school, are allowed with just one employee, but must follow the appropriate "sole adult" risk assessment .
- 5) Any trip involving just one employee, of more than one and a half hour's travel time from school, **must be approved by the Headmaster.**

- 6) Remembering that the ratios described are recommendations, that the Headmaster ensures that ratios are adequate.
- 7) When considering the ratio necessary for any particular visit the following points are taken into account:
 - a) The ages and temperaments of the pupils involved
 - b) The length and purposes of the visit
 - c) The method of travel
 - d) The nature of the locality and the activities to be undertaken
 - e) Whether or not any hazardous activities are involved
 - f) Medical/Special needs
 - g) Any special needs of any pupils taking part.
- 6) Trip 'supervisors' being accompanied by their spouse/partner and/or children are discouraged. Neither party is counted in the supervision ratio (i.e. the spouse of a member of staff accompanying on a trip is not included in the supervision ratio, and neither is the member of staff themselves). Research indicates that accompanying family members has proven to compromise the interests of the group as a whole. However, a trip involving a sole adult who is a relative of a pupil on the trip may take place but **must be approved in advance by the headmaster**, even if less than 1.5 hours' travel time from school.
- 7) If a joint visit is arranged with another school so that both schools share supervision, employees of the other school are included in calculating the appropriate ratio.
- 8) If female pupils are going on the visit a male employee is normally accompanied by a female employee and vice-versa. However, if compliance would result in difficulties for small groups of pupils, the Headmaster has discretion in this matter, in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

Guidance on Trip Supervision (2)

- 1) Whilst it is accepted that other suitable adults (who must be CRB checked if they will have unsupervised access to pupils on the visit or if the visit includes an overnight stay; names are held in a Single Central Register, administered by Sue Felton) may play a useful role in connection with accompanying school visits they are not taken into account in the calculation of the minimum number of employees required to supervise the group as set out above. The Headmaster may, however, make exceptions to this general rule for instance for:
 - a) Groups of 20 or more pupils where there are at least two employees accompanying the group
 - b) Sixth form outings
- 2) Parents or other suitable adults are only allowed to accompany the visit if:
 - a) Their inclusion is expressly approved by the Headmaster, who reserves the right to refuse any offer of help.

- b) They have been informed of the nature of the visit and made aware of their duties and responsibilities.
- c) Adults accompanying visits must be aware that their primary responsibility is the care of the pupils in their charge. Therefore, the consumption of alcohol must be taken with this duty of care in mind. Adults accompanying a visit might be required to provide first aid or transport a pupil to hospital at any time during a visit and so one member of staff must remain 'dry' at all times and, for all staff, the excessive consumption of alcohol is prohibited.

Employees Conveying Pupils in Minibuses or Private Cars

- 1) The use of private cars is discouraged.
- 2) Before allowing an employee to drive a minibus or to use his/her own car to transport pupils, the Headmaster checks as appropriate that the employee:
 - a) Has a satisfactory driving licence (employees must bring any endorsements to the attention of the Headmaster).
 - b) Has fully comprehensive insurance which covers use for the purposes of his/her employer's business
- 3) Before being authorised to drive a minibus, school employees are required as a minimum to attend a minibus familiarisation course (*Ref: Minibus & People Carrier Policy*)
- 4) Whenever employees are driving, the risk assessment relevant to the trip also includes reasonable measures to control driver fatigue.

Hazardous Activities

- 1) Where hazardous activities are involved it is important to ensure that appropriate employees accompanying the visit are qualified² and competent and that all equipment used is to the appropriate safety standards and properly maintained.
- 2) It is possible for the activities to be undertaken at a specialist centre where properly maintained equipment and qualified and competent staff are available.
- 3) It is important that parents are informed in writing of any hazardous activities to be undertaken and that these are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water-sports, pony trekking etc.
- 4) The Headmaster must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried out and that any activity centre to be used has a licence³, and must be provided with a copy of the centre's Health and Safety Policy.

²Qualifications must be those approved by the sports/activity's national governing body. See BAALPE 'Safe Practice in Physical Education'. Qualifications must be checked in advance by the party leader.

³ Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.

Shared Responsibilities (1) - External Providers

- 1) The provider's safety policy and risk assessments are obtained in writing and checked at the initial planning stage.
- 2) There are times when provider staff are responsible for the pupils and, in accordance with DfEE guidance, these times (and in what circumstances) are set out and agreed in writing prior to the start of the visit.
- 3) Pupils must know who is in charge at any given time.
- 4) If, as in the case of some field trips and work experience placements, the visit is unaccompanied, then this is made clear to parents and the Headmaster must be satisfied with the safety procedures.

Shared Responsibilities (2) - Joint Trips with other Schools

- 1) There is one overall party leader and the Headmaster is satisfied with the procedures in place for the partner school.
- 2) The responsibility of employees of each school for the pupils of the other is agreed and made clear to the pupils.

Regular Routine Curricular Activities off the School Premises

- 1) These include PE activities that do not take place on the school premises.
- 2) It is not necessary for parents to sign a consent form for these activities and the Headmaster may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.
- 3) With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out.
- 4) The arrangements are included in a risk assessment.

Short Duration Outings for example from Boarding Houses

When pupils are leaving site for short periods with their tutor or unaccompanied (for instance for shopping or going for a run) the pupils must use the signing 'in/out' system and when the tutor accompanies the pupils s/he ensures that telephone contact with the school will be possible.

Remote Supervision

After careful risk assessments, guidelines are laid down by the Party Leader and clearly understood by all members of the party. The following points maybe helpful:

- 1) Pupils must be in groups – appropriate group sizes are determined by the group leader, but bear in mind reasonable pupil action if a peer needs assistance, such that no pupil is, where possible, left alone.
- 2) The geographical area in which pupils must stay is clearly defined.

- 3) A time limit is set in proportion to the age of the pupils, the time of day and any other relevant factor.
- 4) Anyone who returns late should understand that they may be sanctioned.
- 5) Before dispersal, everyone knows where an employee can be found during the whole of the period and exactly where to re-assemble.
- 6) If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with employees.
- 7) Pupils are reminded that in the UK it is an offence for persons under 18 to buy alcohol in public houses, off licences or shops. Other laws apply abroad. Pupils are clearly informed of the school's policy in connection with consumption of alcohol.
- 8) Pupils away from home may well strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Any possibility of this occurrence is included in the initial risk assessment for the trip.
- 9) Attendance is formally checked regularly, say at meal times and whenever the party is about to move from one venue to another.
- 10) It is sometimes convenient to give small groups of pupils responsibility for one another, reporting to the party leader if anyone is missing. However, it remains the responsibility of the Party Leader to monitor pupil attendance.

Fire Procedures

The Party Leader checks the fire exits in any group accommodation and ensures that pupils are aware of them and of the fire procedures. If possible a fire drill is held on the first evening, before bedtime.

Exchange Visits

These usually involve groups of pupils travelling to a foreign country and staying with a host family and may be organised by a specialist company or in conjunction with a school in that country. The following points are borne in mind:

- 1) The Headmaster normally expects an employee to be resident in the country during the stay and considers whether appropriate procedures exist for contacting school and parents in case of emergency.
- 2) Pupils are given details of the employee's telephone number or other contact arrangements, and it is made clear to pupils and host families when the employee will be available at an agreed location.
- 3) Parents are fully informed of the arrangements and given all necessary details in connection with the host families.
- 4) Employees accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio on the flight, provided that the appropriate numbers of employees accompany the

pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.

- 5) Unambiguous instructions are given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing.
- 6) Host families are made aware of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever an employee is advised of the illness of/accident to a pupil s/he personally investigates immediately and if the situation warrants informs the pupil's parents straight away.
- 7) If activities are planned with a foreign school, the extent of responsibility of that school's staff is agreed in advance and pupils know when the foreign school staff are in charge and how to contact their own, if based at a location remote from the pupils.

Information Concerning Visits

- 1) Parents are fully informed in writing about the visit well in advance.
- 2) If appropriate, parents and pupils are invited to the school to discuss details with the organisers.
- 3) Where possible the Headmaster or a senior member of the teaching staff who is not involved in the visit will also attend, to give an objective view and independent advice.
- 4) Written information includes the following:
 - a) Purpose of visit
 - b) Accommodation type and meal arrangements
 - c) Travel arrangements including time of return
 - d) Activities (including remote supervision, if relevant) and visits in which pupils will be allowed to participate
 - e) Insurance cover (copy of policy) and name and address of insurers
 - f) Health and hygiene requirements, e.g. inoculations/safety or not of tap water
 - g) Names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for example in case of some exchange visits, details of a contact number in UK are given)
 - h) A contact number for the pupil will be given (if pupil staying in family it may not be possible to give this information immediately in which case further information will be given)
 - i) Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
 - j) Advice that the Headmaster reserves the right to exclude a pupil from a visit on behavioural or medical grounds
 - k) Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol.

- a) For major visits and all residential visits a behaviour agreement is signed by both parents and pupils.
- b) For visits of over twenty four hours, the parents are informed that any instance of severely unacceptable behaviour will lead to the party leader informing the parent that the pupil concerned may be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents; and that the pupil may jeopardise their chances of going on another school visit.
- c) Requirements in the code may include a statement that pupils are under the jurisdiction of the school (*Ref: RRS*) during the visit and therefore:
 - i. pupils must obey the instructions of group leader and supervisors;
 - ii. pupils must not possess, use or purchase cigarettes, illegal drugs or knives;
 - iii. pupils must take responsibility for their own possessions;
 - iv. pupils must use seat belts where provided and must remain seated on coaches and minibuses;
 - v. pupils must not put themselves or others at risk;
 - vi. pupils must remain in their allocated groups;
 - vii. and pupils must behave and dress appropriately.

Consent Forms

- 1) A pupil may not be allowed to participate in a school visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school.
- 2) Parents are asked to sign a blanket consent form at the start of each year. This is used to cover local visits such as those that will take place during normal lesson times under the supervision of school staff, and for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of the calendar/fixture lists/homework diary etc.
- 3) It is important to note that a blanket consent form is not used for any residential visits, visits abroad and any that involve any hazardous activities.
- 4) With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the employee responsible for each visit ensures he/she is aware of any medical condition affecting the pupils at the time of the visit. Procedures are drawn up to ensure these are noted by the employee concerned.

Information for Pupils

Pupils are given clear safety instructions:

- 1) On risks associated with the particular type of travel to be used.
- 2) On any local customs they may meet which might surprise them and warned of the possibility of giving offence.
- 3) That tap water abroad is not always safe to drink.

- 4) In some localities abroad, that salads may need to be avoided and fruit should be carefully washed in purified water or peeled.
- 5) That the strength of the sun should never be underestimated, especially at high altitudes, and pupils should use sun protection cream and may need a hat.
- 6) That rabies can be transmitted by bites or scratches from infected cats, dogs, foxes and farm animals.

Emergency Procedures (1) – School Contact & First Aid

- 1) Part of the written arrangements or risk assessments for the visit include details on how to contact the school or a designated senior member of staff. This member of staff should agree to being the 'contact' and should be provided with
 - a) a list of names
 - b) addresses
 - c) telephone numbers of all staff and pupils on the visit
- 2) This information is also lodged with the school office and held by the Party Leader.
- 3) It is necessary to contact school or the designated member of staff or parents as appropriate if there is "no show" by any pupil.
- 4) A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers are collected) should be carried.
- 5) Ideally there are trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine are included in the risk assessment. (*Ref: First Aid Policy*). The member of staff in charge of first aid will be responsible for the administration of any medication according to the school's First Aid policy.
- 6) Careful estimates are made of the need for cash (in the currency of the country to be visited). Employees have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

Emergency Procedures (2) - Serious or Fatal Injury

- 1) An emergency is unlikely to occur in circumstances where the following procedures are carried out to the letter, but all employees accompanying the party should be familiar with them and should be able to adapt them to the situation in which they find themselves. A copy of the procedures is taken on each visit.
- 2) The party leader (or other person in charge of small sub-group if out of contact with party leader until party leader can be contacted):
 - a) Establishes the nature and extent of the emergency, discourages pupils from contacting their parents until they are briefed/until contact is made with the Headmaster, emergency contact point or designated senior employee.
 - b) Calls whichever emergency services are required (carry initial services numbers with you)
 - c) If there are injuries has appropriate first aid administered

- d) Makes sure all other members of the party are accounted for and are safe
 - e) Establishes the name(s) of the injured
 - f) Advises other party adults of the incident and that emergency procedures are in operation
 - g) If possible arranges for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the police the name and address of the hospital concerned and write it down
 - h) Ensures that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base
 - i) Arranges for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for – no contact with media etc.
 - j) Commits to writing full details of the incident:
 - i. Name(s)
 - ii. Nature, date and time of incident
 - iii. Location of incident
 - iv. Details of injuries
 - v. Details of police who attended/witnesses names, addresses (and telephone numbers if possible)
 - vi. Action taken so far
 - vii. Telephone numbers for future communication
 - k. Submits a written report to the EVC as soon as is practicable
- 3) In any shared responsibility situation, the emergency procedures are agreed in advance with the centre/other school involved.

Emergency Procedures (3) - Procedures for Other Accidents/Incidents

Completes the school accident/incident report form or commit to writing full details as above.

Feedback

The Trip Feedback form is completed after each visit.

Blanket Consent Form

Please complete this form giving all relevant details. It will be referred to every time the pupil participates in either an off site visit within the school day or a local evening visit. You will be given written information concerning every proposed educational visit for your son/daughter and asked to sign a separate short permission form in each case if the trip is not part of the regular curriculum (including sporting fixtures).

Name of pupil:			
Form:		Pupil's mobile telephone no:	
Home address:		Home telephone no:	
		Work telephone no:	
		Mobile telephone no:	
Alternative emergency contact:			
Name:			
Address:			
Tel No:			
Medical information concerning pupil:			
a	Does the pupil have any special dietary requirements?		
b	Has the pupil suffered from any of the following?		
	Asthma or bronchitis		YES/NO
	Heart condition		YES/NO
	Fits, fainting or blackouts		YES/NO
	Severe Headaches or migraine		YES/NO
	Allergies to any known drug		YES/NO
	Other allergies, e.g. food, materials		YES/NO
	Other illnesses or disability not named		YES/NO
	If the answer to any of the above is YES, please give details below:		
c	Is the pupil currently vaccinated against tetanus?		YES/NO
	Date of injection	Date of booster	

Blanket Consent Form

d	Is the pupil prone to travel sickness?		YES/NO
	If YES, please give the name of travel sickness pills normally administered (by yourself) if any.		
e	Please give your family doctor's name, address and telephone number:		
	Name:		
	Address:		
	Tel. No.:		
	Is the pupil receiving medical or surgical treatment from your family doctor or hospital and/or has he/she been given specific advice to follow in emergencies?		YES/NO
If YES, please give details below and supply a doctor's letter confirming the treatment and that your son/daughter is fit to travel.			
f	Does the pupil require medication(s)		YES/NO
	If YES please give full details below and include name of medication(s), dose and frequency of administration		
g	Please write here any further information which you feel may be of assistance to the staff in charge of an educational visit.		

Transport

I consent to the pupil travelling by any form of public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorized by law and duly insured to drive.

Accident/Illness

I consent to the pupil receiving medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

Remotely supervised time (Senior School only)

I consent to the pupil having remotely supervised time in the daytime in a group of pupils with the prior permission of the party leader

Personal effects of the pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

Blanket Consent Form

Insurance

I understand the extent and limitations of the insurance cover provided, and know of no information that may affect the insurance. (Details of insurance cover are on the school website)

Signature of parents/guardians

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf.

I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of any journey.

Signed:

Relationship to pupil: Date:

I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of any party. I will obey the laws of the country. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the school.

Signed by the pupil: Date:

THIS FORM WILL BE KEPT IN THE SCHOOL OFFICE AND A COPY WILL BE TAKEN BY THE PARTY LEADER ON ANY EDUCATIONAL VISIT

Check List for Party Leader

NB. No bookings should be made until the Headmaster has given approval for the visit/activity and the dates have been checked to avoid clashes with other events or important classes and relevant staff informed.

Proposed visit:

Day and date		Party leader	
Destination with address		Accompanying persons	
Depart	am./pm.	Year group	
Return	am./pm.	Number of pupils	
		Employee : pupil ratio	

Check list of action to be taken:

Action	Tick + date	Comment
Agreed by Headmaster		
Checked by CWJ/KRW for feasibility		
Checked with calendar		
Checked with staff		
Initial costing done		
Parents informed in writing		
Consent/Permission forms sent *		
Copy of blanket consent form received for each pupil*		
Risk assessment completed**		
Meeting with parents arranged (residential only)		Date & time:
Coach booked		
Minibus booked		Drivers:
Other transport booked		
Canteen informed		
Packed lunch ordered		
Pupil list for notice board		
Office staff advised, travel form completed		
Pupil emergency contact numbers obtained from office		
Bursar informed if out of regular school hours		
Pupil medical details checked		
Adequate first aid cover, medical kit/ sick buckets etc ordered		Nominated staff in charge of first aid:
Awareness of site prior to intended trip/activity		
Visit evaluation form ready to be completed		Complete after visit

*A consent form is required for residential trips, foreign visits, field trips, hazardous activities, visits involving a long journey and visits well outside of school hours (except evening theatre visits).

All other short local visits may be covered by the 'blanket consent form' once this has been set up and signed at the start of the academic year. In these cases only the short permission form is necessary.

Every non curriculum off-site activity including sporting fixtures requires a separate parental signature via one or other of the consent/permission forms.

**If the risk assessment has been carried out previously this should be thoroughly reviewed and may then be used after resigning and redating.

Action: Party Leader must keep this on file. Copy to MAT/KRW before departure.

Application for the Approval of an Educational Visit

This form should be submitted to the Headmaster for all non-curriculum off-site activities before pupils are notified or bookings made.

Party Leader:			
Department:			
Year Group:			
Number of pupils:		Adult/Pupil ratio:	
Total number of accompanying employees including party leader:			
Names of ALL other accompanying persons: CRB evidence required			
Date and time of visit:			
Venue and purpose of visit:			
Details of visit, including travel arrangements, any free time and any potentially hazardous activities (attach a separate sheet if necessary):			
Cost per pupil: A costing sheet should be submitted for residential trips			
Additional cost to School: (incl. paid cover)			
For residential Visits: <ul style="list-style-type: none"> Type of accommodation Outline of any hazardous activities (attach a separate sheet if necessary): 			
Other relevant information: <ul style="list-style-type: none"> Name of organisations, e.g. coach company, travel firm. Awareness of site, e.g. previous visit 			
Approval is given to proceed with arrangements for this visit as outlined above. N.B. Any changes to the above must be communicated to the Headmaster for approval.			
Signed (Headmaster):			
Signed (Deputy Head): Approved subject to risk assessment and other written arrangements.			
Date:			

Risk Assessment Form

As a guide, this must be submitted to the EVC for approval six weeks a Headmaster of the departure date for hazardous, residential and foreign trips and two weeks a Headmaster of the departure date for other trips.

Venue including address:					
Date:		Number of pupils:		Year Group(s):	
Party Leader:					
Person in charge of first aid:					
Others:					
School contact:					
Tel. No:					
Mobile:					
Assessment undertaken by:					
Signed:					
Date:					
Review date:					

Hazard identification:

- Identify all hazards which have the potential to do you or others harm.
- Evaluate the Risk - the chance that someone will be harmed by the hazard- as Low, Medium or High
- For example: theatre trip = Low Risk; field work on sheltered shore = Medium Risk; cliff work, unprotected ramparts = High Risk
- Describe the control measures put in place to minimise the risk so the possibility of harm is unlikely.

Hazards (Assess risk)	Who is at risk?	Risk Rating	Control Measures
Consider: journey, activities, fire precautions, weather (winds, tides etc), medical conditions of pupils, first aid, biological/chemical hazards, man-made/natural hazards, personal safety of pupils , impact on general public, possible contact with animals and contraction of disease from animals.	Consider pupils (age, temperament etc), employees and general public	Low, Medium or High	Include: reference to travel company, risk assessments from field study centres, first aid cover and measures, past experience, supervision arrangements for activities, free time and travel

Hazards (Assess risk)	Who is at risk?	Risk Rating	Control Measures
Consider: journey, activities, fire precautions, weather (winds, tides etc), medical conditions of pupils, first aid, biological/chemical hazards, man-made/natural hazards, personal safety of pupils , impact on general public, possible contact with animals and contraction of disease from animals.	Consider pupils (age, temperament etc), employees and general public	Low, Medium or High	Include: reference to travel company, risk assessments from field study centres, first aid cover and measures, past experience, supervision arrangements for activities, free time and travel

Risk Assessment Approved by the Headmaster/EVC

Signed:

Date:

Consent of Parent/Guardian for a Residential, Hazardous, Long Distance, or Foreign Visit

Name of pupil: Form:			
Mobile phone number of pupil			
Proposed visit to:		Cost of	
Day and date of departure:		Departure time:	
Day and date of return:		Return time:	
Travel arrangements:			
Passport number:			
European health card (EHIC) no:			
Medical information about pupil:			
Does the pupil have any conditions requiring/which may require medical treatment/medication? Delete as appropriate YES / NO	Describe (use a separate sheet if necessary)		
Does the pupil have any allergies, e.g. to medication or specific foods?			
Does the pupil have any special dietary requirements?			
(If yes to any of the above, details must be supplied when returning this form)			
To the best of your knowledge has the pupil been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?			
Contact telephone number, parent/guardian:			
Work:		Home:	Mobile:
Home address:			
Alternative emergency contact:			
Name:		Tel .No.	
Address:			

Signature of parents/guardians

I, the undersigned who have parental responsibility for the above named pupil have completed the information requested above and overleaf. I have read and understood and I consent to the matters set out above and overleaf and in the visit programme or other relevant information. I agree to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

Signed:			
Relationship to pupil:		Date:	

I the above named pupil promise to observe the pupil code of conduct for visits. I will do my best to ensure the safety of myself and other members of the party. I will obey the laws of the country I am visiting. I will at all times act with courtesy and consideration for others and do my best to uphold the good name of the School.

Signed by the pupil:		Date:	
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Consent of Parent/Guardian for a Residential, Hazardous, Long Distance, or Foreign Visit

- Transport

I consent to the pupil travelling by any form of public transport and/or in a motor vehicle driven by the party leader or any other responsible adult member of the party who is authorised by law and duly insured to drive.

- Health

I certify that to the best of my knowledge and belief the pupil is in good health and (if applicable) has received all necessary inoculations. I am aware of no reason on medical grounds why the pupil should not be a member of the party for this trip.

- Passport etc (for foreign visits only)

I certify that the pupil has a current passport and (if applicable) all necessary visa and satisfies the entry requirements of the country to be visited, and requirements for readmission to the United Kingdom.

- Accident/Illness

I consent to the pupil receiving medication as instructed and any emergency dental, medical or surgical treatment, including inoculations, general or local anaesthetic, surgery or blood transfusion, as considered necessary by the medical authorities present.

- Remotely supervised time (Senior School only)

I consent to the pupil having remotely supervised free time in the daytime in a group of pupils with the prior permission of the Party Leader

- Swimming and other activities

I certify that the pupil *is/is not a competent swimmer. (Please delete one **and initial**) I agree to the pupil taking part in any/all of the activities (where applicable) contemplated as listed in the visit programme, (including, for senior school pupils only on foreign trips, drinking a modest quantity of wine with a meal), except for the following:

(N.B. all additions, deletions or amendments to entries in this box must be initialled by the parent)

- Personal Effects of the Pupil

I acknowledge that the pupil will be responsible for the safety of his/her own money and personal effects. I will not hold the school responsible for losses unless caused by the negligence of the school.

- Insurance

I understand the extent and limitations of the insurance cover provided, and know of no information that may affect the insurance. I understand that any pre-existing medical conditions must be referred to the insurers and may require a medical certificate of fitness to participate in the trip.

- Code of Conduct

I understand the consequences if the pupil does not adhere to the code of conduct.

A COPY OF THIS FORM WILL BE TAKEN BY THE PARTY LEADER ON THE VISIT

Permission Slip for Short Visit

For short educational off-site visits which depart from, and return to, school within the working day and for local evening visits, such as theatre visits. This form is not necessary for routine sporting fixtures.

An Educational Visit to	
Date Form	
Time of departure	
Approx time of return	
Transport is by	
Cost to be billed, £	
Party Leader	
Department	
Other details are as follows	

Pupil's name	
Form	
I give permission for the pupil to take part in the educational visit	
To:	On:

The pupil's emergency contact numbers and medical information are as detailed on the Blanket Consent Form signed in September 2011. I agree to authorize members of staff during the course of this visit to approve such medical treatment for the pupil as is deemed necessary in an emergency.

Signature of Parent/Guardian	
Date	
Please complete this slip and return to the party leader, by	

Travel Form

Purpose of visit:	
Date of visit:	
Employee organizing visit:	
Department:	
Other persons involved:	
Destination address:	
Emergency telephone number at destination:	
24 hour telephone contact number:	
Method of transport:	
Travel operator:	
Tour No. / Reference:	
Time and place of departure:	
Time and place of return:	
Flight Number/s:	
Insurance details:	
Catering staff informed:	
List of pupils and emergency contact numbers attached:	
Total cost per pupil for billing	£

Visit Evaluation Form

Please complete this form as soon as possible after your return by ticking relevant boxes.

Visit to					
Date					
Party leader					
	Excellent	Good	Fair	Poor	Comment
Educational value					
Transport arrangements					
Suitability of venue					
Value for money					
Pupil behaviour					
Timing					
Review of Risk Assessment – Any accidents/incidents?					
Other comment					
Worth repeating?					

