



# **Educational Visits Policy**

**Author/owner: Principals/Directors**

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## The Three Saints Academy Trust Educational Visits Policy

All staff intending to take a school trip are required to understand the content of this policy and follow the appropriate procedures. Staff intending to take charge of a school visit should also read the *DfE Health & Safety Advice (February 2014)*, *Health & Safety Executive: School Trips and Outdoor learning Activities (2011)* – available from the Staff shared drive.

The pupils' safety on trips is a paramount concern. The school accepts that trips, visits and outdoor activities cannot be completely without risk and it requires that those staff involved with a trip take all reasonable precautions to protect staff and pupils' health, safety and welfare and to minimise the risk of untoward or dangerous situations.

The information in this policy has been written to ensure that all members of staff involved with educational visits, trips etc. are aware of the requirements that must be observed to ensure the safety of those involved.

### **AIMS**

The aims of our off site educational visits are to:

- Enhance curricular and recreational opportunities for our pupils
- Provide a wider range of experiences for our pupils than could be provided on the school site alone
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments

The Three Saints Academy Trust has a strong commitment to the added value of learning outside the classroom, some of which takes places beyond the statutory school day and beyond the school premises. We believe that educational visits contribute positively to the quality of teaching and learning that we can offer our pupils.

### **GENERAL**

- All trips require approval from the Head teacher and must be organised well in advance (Appendix 6)

Off-Site activities are categorised as follows:

- I. **Low risk**, i.e. simple country walks and local field studies and trips within the local areas in safe environments, trips to museums, churches and theatres, for which there need only be minimal training for accompanying staff
  - II. **Medium risk**, i.e. open country walking or forest school trips, farms, town & city centres for which more formal training may be appropriate
  - III. **Potentially high risk**, i.e. canoeing, mountaineering, sailing, moorland walking, trips near open water e.g. Albert Dock, seaside or residential visits, for which teachers will need specific training or school will use a recognise external company to lead the activities
- A risk assessment must be carried out by the party leaders for all trips. (Appendix 1). For the avoidance of doubt the Head teacher will inspect RISK assessments as part of the checking of compliance. The application form for final approval of the trip must be accompanied by the risk assessment and the letter to go out to parents.

- The party leaders should ensure that at least one member of staff accompanying the trip has a first aid qualification and that an adequate first aid kit is taken for all trips(Appendix 6). All adults in the group should know how to contact the emergency services.
- All party leaders should have a copy of the agreed emergency procedure. (Appendix 4 )
- All travel companies used should be ABTA/ATOL bonded and any adventure activity companies used should be licensed by the appropriate authorities (BAPA/AALA).
- There are minimum levels of teacher supervision which must be strictly observed. (Appendix 3)
- For high risk or residential visits written parental consent must be obtained. Parents must be provided with an itinerary, financial arrangement , details of staff supervision and emergency contact numbers. For all trips it is essential that there be a parent briefing setting out expectations for behaviour and other practical details.
- Financial arrangements for all trips are agreed with the Head teacher and school office.
- Details of all trips (application form, budget outline, risk assessment, parental letter, itinerary, accompanying staff names), are held in the principal's office and by the trip organiser.
- The procedure in respect of transport must be followed (Appendix 8).
- Staff accompanying school trips must be aware that their primary responsibility is the care of the pupils in their charge, so any consumption of alcohol on residential visits must be taken with this duty of care in mind. Staff accompanying a trip might be required to provide first aid or transport a pupil to hospital at any time during the trip. For all staff the excessive consumption of alcohol on school trips is unacceptable and is a disciplinary matter. At least 2 members of staff must refrain from drinking on any residential. All participating staff should have clearly assigned tasks and the party leader should have a nominated deputy.
- The school mobile must be taken on all school trips. Pupils may not take mobile phones on school trips.

## DAY TRIPS

- The party leader should discuss the proposed visit with the relevant staff before proceeding with an application. In particular, approval in principle must be obtained from the principal **before** organising any details of the trip.
- The application form should be completed and submitted at least 4 weeks in advance of the trip. *The risk assessment form and letter to parents must accompany the application.* If costs to pupils are necessary the application form must be submitted to the head teacher prior to the proposed trip and before any money is collected.
- In the event of an incident which may change the plan, contingency plans will be put in place before the visit i.e. an alternative venue.
- Once approval has been obtained the party leader may proceed with the rest of the organisations of the trip.
- The parental information letter, parental consent form(Appendix 5),and other relevant letters should be sent to parents.
- All accompanying adults must have an enhanced DBS certificate
- A list of all those on the trip together with details of the itinerary, contact numbers (if relevant) and the name of the staff contact must be left with the school office and with the staff contact at school (normally the principal).
- When pupils are out of school on visits they must be supervised by the appropriate number of supervisory staff ( Appendix 3 )
- On all trips party leaders must take with them a copy of the approved risk assessment form, which should be shared with all supervisory adults, consent forms/medical forms ( for residential trips a list of party members addresses and contact numbers of party members).

## **TRIPS INVOLVING AN OVERNIGHT STAY, TRIPS ABROAD AND POTENTIALLY HIGH RISK TRIPS**

- The party leaders should discuss the projected trip with all relevant staff and approval must be obtained **before** organising any details of the trip. Approval for the trip must be obtained from the Executive Principal and the Board of Directors.
- Notification of all proposed trips for the following year with financial arrangements will be submitted to the Directors the summer term (1 year before) the proposed trip.
- The application form for final approval, together with the final financing arrangements and insurance details, the risk assessment form and the letter for parents, should be submitted at least 4 weeks prior to the proposed date of departure and all relevant details forwarded to parents.
- A parents' information meeting will be held 2 weeks before the trip. Party leaders will ensure that parental consent forms and medical forms are handed out at the meeting with the expectations that these are returned within the next 2 days. The itinerary, equipment list, emergency contact details and behaviour expectations will be provided.
- Completed medical forms will be taken on residential visits by the trip organiser, together with a full list of travelling personnel. A summary of the medical details of pupils should be given to all members of staff travelling with the party in a supervisory capacity.
- Copies of the final approval form should be given to the head teacher and the party leader. These will be kept in their possession at all times during the trip.
- A list of those on the trip together with details of the itinerary, contact numbers and staff contact should be left with the school office and the head teacher.
- A school contact, whose name should be given to the parents, should be given all the relevant details and the parental consent forms. The school mobile should be used for this purpose.
- On all trips party leaders must take with them a copy of the approved risk assessment form/medical forms/list of party members/addresses and contact numbers of all party members.

### **SAFETY AND OTHER ISSUES**

- A risk assessment must be carried out before any trip can take place (Appendix 3)
- Party leaders must be satisfied that all appropriate insurance arrangements have been made.
- Party leaders should ensure that the school mobile that is taken on visits is fully charged and has adequate credit.
- Party leaders should ensure that they have the contact numbers of the Executive Principal and the Headteacher (this includes a hard copy)
- Pupils must be given clear information about the trip including what they should do in the event of an accident or if they get lost. Name bands with school contact details on them and high-visibility vest should be worn where appropriate.
- If the school visit is classed as being potentially high risk, the appropriate precautions must be set down in the risk assessment form.
- For any residential or high risk trip a parents meeting will be held prior to the trip.
- The minimum levels of supervision must be observed (Appendix 3).
- It is vital that staff ensure acceptable levels of behaviour from pupils on any school visit/trip. School will not take on trips/visits any pupils who they have serious behavioural concerns about as this could put everyone on the trip at risk.

- For adventurous activities or residential trips at least one of the group's teachers must have first-aid training. An adequate first-aid box should be taken (Appendix 2).
- Where a pupil is on regular medication it is important that the party leader ensures that the pupil has the medication with them. This will be identified in the trip application and risk assessment. For residential visits the storage of medication will be considered. Party leaders will contact parents to discuss issues with them prior to the trip.
- Staff should consider and be aware of any special needs (e.g. dietary or learning etc) that pupils on the trip may have.
- Party leaders and accompanying staff on all trips should carry with them a list of all pupils.
- On school visits staff must be aware of the need for regular roll calls throughout the day using the check lists. Head counts cannot be regarded as satisfactory, particularly when a party has been broken up into a number of groups. In the latter case it should be made clear which member of staff is in charge of each group.
- The Lost Child Policy will be followed in the case of a lost child.
- On any trip pupils must be given explicit instructions as to what they can and cannot do. Under no circumstances should pupils be ever allowed to wander on their own.
- Pupils should be supervised as far as is practicable all the time.
- If an accident occurs, the appropriate procedures must be followed (see Emergency Procedures-Appendix 4). The head teacher must be informed as soon as possible.
- If a very serious accident occurs, the party leader must telephone the Executive Principal/Headteacher as soon as possible and convey the full circumstance of the accident. It is essential that the party leader has the contact details of the Executive Principal/Headteacher. The Executive Principal/Headteacher will inform the Chair of Directors at the earliest opportunity. Any families concerned will be contacted by the head teacher. The families of the other pupils participating in the visit will be contacted and given necessary reassurance.

## TRANSPORT ARRANGEMENTS

All minibuses and coaches used by the school will be fitted with seat belts.

Before booking any coaches or minibuses school will carry out necessary checks around insurance etc. This also applies where a member of staff is transporting pupils.

On trains, ferries, boats the party leader must ensure students remain within sight of staff and are supervised at all times.

Pupils will be briefed on what to do in an emergency.

## ACTIVITIES ORGANISED BY THE SCHOOL OFF THE SCHOOL PREMISES

- Off-Site activities are categorised as follows:
  - I. **Low risk**, i.e. simple country walks and local field studies and trips within the local areas in safe environments, trips to museums, churches and theatres, for which there need only be minimal training for accompanying staff
  - II. **Medium risk**, i.e. open country walking or forest school trips, farms, town & city centres for which more formal training may be appropriate
  - III. **Potentially high risk**, i.e. canoeing, mountaineering, sailing, moorland walking, trips near open water e.g. Albert Dock, seaside or residential visits, for which teachers will need specific training or school will use a recognised external company to lead the activities
- Parental permission is required for any activities which take place off the school premises except for routine activities such as sports fixtures, off-site games sessions, walking to church, swimming which are all covered in the annual school permission letter.

- All activities which are not routine must follow the trips procedure.
- When pupils are involved in activities which take place off the school premises the teacher or trip leader must leave a list of the names of all involved in the school office.

APPENDIX 1 – Risk Assessments

## Risk Assessment Form

**Task/Activity: Educational Visits**

**Location/Dept:**

**Date Assessed:**

**Issue Number:**

**Assessed by:**

**Review Date:**

**Reference Number:**

Hazard/Risk	Persons at risk	Controls in place	Tick if yes	Comments	Risk Rating L/M/H	Additional controls required
TRAVEL BY COACH Unsuitability of the coach company	Pupils Staff General public	<ul style="list-style-type: none"> <li>Only coaches from a bona fide, reputable company will be hired</li> </ul>	<input type="checkbox"/>			
Inappropriate driving by driver	Pupils Staff General public	<ul style="list-style-type: none"> <li>Group leader to discuss concerns with driver</li> <li>Stop the journey and 'phone the company for a new driver if it is felt the group is at risk.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>			
Travel sickness	Pupils	<ul style="list-style-type: none"> <li>Identified potential sufferers to be seated near the front or coach toilet.</li> </ul>	<input type="checkbox"/>			
Misbehaviour	Pupils Staff	<ul style="list-style-type: none"> <li>Staffing ratios will be in line with the school policy and will be sufficient to maintain good behaviour</li> <li>Staff will sit at various points on the coach</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>			
Injury getting on/off the coach	Pupils Staff	<ul style="list-style-type: none"> <li>Appropriate adult supervision at the entrances to the coach</li> </ul>	<input type="checkbox"/>			

In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation	Pupils Staff	<ul style="list-style-type: none"> <li>• Follow directions of coach driver</li> <li>• All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles</li> <li>• If above is not possible, passengers will be instructed to sit on side of vehicle furthest from moving traffic and remain wearing seat belts.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Luggage falling from overhead luggage racks	Pupils Staff	<ul style="list-style-type: none"> <li>• All luggage to be appropriately stored in luggage hold compartments</li> </ul>	<input type="checkbox"/>			
TRAVELLING ON FOOT  Collision with vehicular traffic (roads with pavements)	Pupils Staff General public	<ul style="list-style-type: none"> <li>• The planned route will cross roads only at designated crossing points or at specified locations which are considered to be low risk</li> <li>• The route will be planned to avoid fast or dangerous junctions or sections of road</li> <li>• One supervisor (or appropriate group member) will be at the front of the group, one at the back, with the others positioning themselves alongside the group between the pupils and the road itself</li> <li>• If abroad, pupils will be briefed regarding right-hand traffic and any local traffic rules</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Collision with vehicular traffic (roads with no pavements)	Pupils Staff General public	<ul style="list-style-type: none"> <li>• Walking beside roads with no pavements will be kept to a minimum, and only undertaken if the risk is considered reasonable, and there is no suitable alternative</li> <li>• Pupils given appropriate briefing regarding required behaviour i.e. – <ul style="list-style-type: none"> <li>- to stay together as one group, on one side of the road only</li> <li>- to walk in a single file close to roadside</li> <li>- to walk off the road and on the verge, if at all possible</li> </ul> </li> <li>• The group will normally walk on the side of the road facing oncoming traffic, but the group leader will choose the safest side according to road conditions</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			



TRAVEL BY MINI BUS	Pupils Staff	PLEASE REFER TO SEPARATE RISK ASSESSMENT FOR TRAVEL BY MINIBUS				
<b>All eventualities:</b>  Lost pupil Illness Injury Death	Pupils Staff	<ul style="list-style-type: none"> <li>• Group Leader will be familiar with and will be required to follow Educational Visits Policy and Guidelines</li> <li>• Group leader and staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities</li> <li>• Staff meet prior to departure to discuss and share risk assessments and implement management plans</li> <li>• All staff will be made aware of their roles and responsibilities prior to departure</li> <li>• Pupils to be briefed regarding hazards and involve them in the risk assessment and management process when appropriate</li> <li>• Contingency plan prepared in the event of an incident or other cause for a change to the original plan</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>			
Illness or injury	Pupils Staff	<ul style="list-style-type: none"> <li>• Minimum one leader per group first aid trained</li> <li>• Leaders know how to call emergency services</li> <li>• Pupils and parents are reminded to bring individual medication and this is securely kept</li> <li>• Take medical needs information on all trips</li> <li>• First aid and travel sickness equipment carried</li> <li>• Mobile phones available</li> <li>• Emergency contacts with school, head teacher and parents arranged</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Check first aid certificates are current.  Medication brought by pupils.  Brief staff on pupil medication issues.  Check mobile phone fully charged/credits available.
Pupils with special needs – medical, behavioural, educational	Pupils	<ul style="list-style-type: none"> <li>• Obtain information from parents</li> <li>• Take advice from SENCO if appropriate and consider need for individual assessment</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>			Implement pupil specific controls.  Consider need for additional supervision.

<p><b>Exposure to weather:</b></p> <p>Cold injury Heat injury Over-exposure to sun</p>	<p>Pupils Staff</p>	<ul style="list-style-type: none"> <li>• Consider possible weather conditions and plan appropriate programme, clothing and equipment <input type="checkbox"/></li> <li>• Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares <input type="checkbox"/></li> <li>• Daily weather forecast obtained and plans adjusted accordingly <input type="checkbox"/></li> </ul>			<p>Provide clear information about suitable clothing and equipment to pupils and parents.</p>
<p>Pupil lost or separated from group, inadequate supervision</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>• Ratios in line with school policy <input type="checkbox"/></li> <li>• Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system) <input type="checkbox"/></li> <li>• Discuss itinerary and arrangements with pupils <input type="checkbox"/></li> <li>• Briefing to all on what to do if separated from group <input type="checkbox"/></li> <li>• Head counts by leaders particularly at arrival / departure points, and when separating and reforming groups <input type="checkbox"/></li> <li>• Emergency procedures agreed - what to do if a pupil becomes lost or separated from group (please refer to school policy) <input type="checkbox"/></li> </ul>			<p>Plan supervision before visit and brief staff and pupils.</p> <p>Plan for no shows / back up staff.</p> <p>Consider digital photos of all pupils to give to emergency services if required. (Images to be deleted after the trip).</p>
<p>Indirect / remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc)</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>• Check location as suitable for this mode of supervision <input type="checkbox"/></li> <li>• Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised) <input type="checkbox"/></li> <li>• Clear guidelines and emergency procedures set and understood <input type="checkbox"/></li> <li>• Pupils remain in pairs or groups (buddy system – each responsible for named other) <input type="checkbox"/></li> <li>• Rendezvous points and times set <input type="checkbox"/></li> <li>• Pupils know how to contact staff <input type="checkbox"/></li> <li>• Staff informed they are still responsible <input type="checkbox"/></li> <li>• Parents informed and consent given <input type="checkbox"/></li> </ul>			<p>Included in information to parents.</p>



## Risk Rating Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK RATING PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-10	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

## **APPENDIX 2 – First Aid**

First-aid should form part of the risk assessment. The party leader should have a first aid knowledge and at least one member of the party will have first aid training with a current certificate.

An adequate first aid kit should be taken on all trips.

All adults will know how to contact the emergency services.

The Health & Safety Executive recommends the following minimum contents for a travelling first aid kit where no special risks have been identified.

- Leaflet giving general advice on first aid
- 6 individually wrapped sterile, adhesive dressings
- 1 large sterile un-medicated wound dressing approximately 18cm x 18cm
- 2 triangular bandages
- 2 safety pins
- individually wrapped, moist cleansing wipes
- 1 pair of disposable gloves

All minibuses are required by law to carry a first aid kit.

### APPENDIX 3 – Supervision

The following minimum levels of supervision must be observed:

Age of pupils	Minimum number of staff :pupil ratio
Nursery	1:4
Reception, Y1, 2, 3	1:6
Y4, 5, 6	1:15
SEN	1:1

- Party leaders must be aware that these are the minimum levels of supervision. There may be occasions when a higher level of supervision should be provided. The level of supervision for a particular trip must be agreed with the head teacher before any trip can be approved.
- Party leaders should bear in mind the possibility of sickness or accidents disrupting a school visit and should be satisfied that adequate adult supervision is available to meet such emergencies.
- A single sex party of pupils involved in a visit must be accompanied by at least one adult of the same sex. A mixed party must have at least one male and one female adults.
- All adults on school trips must have DBS certificates
- Accompanying adults must be clear about their roles and responsibilities throughout the visit and will be acting in loco parentis.
- The head must be informed if members of staff or other supervising adults will be accompanied by their family as the presence of relatives may represent a conflict of interest with their supervisory responsibilities.

## APPENDIX 4 – Emergency Procedures

Teachers in charge of pupils have a duty of care to make sure that the pupils are as safe as possible during the visit. They also have a common duty to act as a reasonable parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation. All those involved in a school visit, including supervisors, pupils and their parents should be informed of who will take charge in an emergency (normally the party leader), and what they are expected to do in an emergency. If an emergency occurs on a school visit the main factors to consider include:

- Establishing the nature and the extent of the emergency as quickly as possible
- Ensuring that all the group are safe and looked after
- Establishing the names of any casualties and getting immediate medical attention for them
- Ensuring that all group members who need to know are aware of the incident and that all group members are following the emergency procedures
- Ensuring that a teacher accompanies casualties to hospital and at the same time ensuring that the rest of the group are adequately supervised at all times and kept together. Note it may be necessary under certain circumstances not to accompany casualties to hospital, providing they are in the care of the professional emergency services, if such an action puts in jeopardy the safety of the rest of the party.
- Notifying the police if necessary
- Notifying the British Embassy if an emergency occurs abroad
- Informing the school staff contact, usually the head the headteacher will ensure that parents of pupils involved in an accident are notified and advised to take their child to be checked over by a medical professional (eg Walk in Centre/ A&E Department).
- Notifying insurers, no one in the group should discuss legal liability with other parties
- Notifying the tour operators, (if appropriate)
- Writing down accurately and as soon as possible all relevant facts and witness details
- If a very serious accident occurs, the party leader must telephone the Executive Principal/Headteacher as soon as possible and convey the full circumstance of the accident. It is essential that the party leader has the contact details of the Executive Principal/Headteacher. The Executive Principal/Headteacher will inform the Chair of Directors at the earliest opportunity. Any families concerned will be contacted by the head teacher. The families of the other pupils participating in the visit will be contacted and given necessary reassurance.
- No one in the group should speak to the media. Following liaison with the Chair of Directors and the Liverpool Diocese, all communication with the media will be undertaken by the Executive Principal. .

**APPENDIX 5 – Parental consent for a School Visit**

*(To be distributed with an information sheet giving full details of the visit)*

School/Group \_\_\_\_\_

1. **Details of visit to** \_\_\_\_\_

From \_\_\_\_\_ (Date/Time) To \_\_\_\_\_ (Date/Time)

I agree to \_\_\_\_\_'s participation in the activities described.

I acknowledge the need for \_\_\_\_\_ to behave responsibly.

2. **Medical Information about your child**

**A. Any conditions requiring medical treatment including medication? YES/NO**

If YES please give brief details

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**B. Please outline any special dietary requirements of your child and the type of pain/flu relief medication your child may be given if necessary:**

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**For residential and exchanges only**

**C. To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious disease or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO**

If YES please give brief details

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**D. Any conditions requiring medical treatment including medication? YES/NO**

If YES please specify:



**E. When did your son/daughter last have a tetanus injection? YES/NO**

If YES please give brief details

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I will inform the Group Leader/Headteacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

**3. Declaration**

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

**Contact telephone numbers:** \_\_\_\_\_

Work \_\_\_\_\_ Home \_\_\_\_\_

Home address: \_\_\_\_\_

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Alternative emergency contact: \_\_\_\_\_

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Name: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address: \_\_\_\_\_

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Name of family doctor: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address: \_\_\_\_\_

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full name (capitals) \_\_\_\_\_

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL CONTACT

APPENDIX 6 – Approval Form

EDUCATIONAL VISIT PLANNING

<u>DATE &amp; TIME OF TRIP</u>
<u>VENUE</u>
<u>NUMBER OF CHILDREN/NAMES</u>
<u>SUPERVISION RATIO</u> FS - 1:6 Years 1-3 1:6 Years 4-6 1:10 to 15 SEN 1:1
<u>NAMED STAFF TO SUPERVISE</u>
<u>TRIP LEADER</u>
<u>PERMISSIONS SIGNED AND RETURNED</u> YES/NO
<u>MEDICAL NEEDS</u>
<u>SIGNED (HT)</u>

## APPENDIX 7 Checklists

### APPENDIX 7A – Checklist for the school trip organiser –trips abroad/overnight stay/potentially high risk day trips.

School Trip to: \_\_\_\_\_

Dates of the trip: \_\_\_\_\_

#### Key dates for submission of forms and approval

	Date	Date submitted to Finance Director-where appropriate	Date of approval-where appropriate
Read Educational Visits Policy			
Approval <b>in writing</b> after initial discussion with the Headteacher.			
Details of trip entered into school calendar			
Make detailed financial plan and arrangements			
Send letter to parents with trip details			
Parental consent forms signed by parents including contact details			
Insurance confirmed with insurers. Details sent to parents			
Medical forms completed and returned by parents			
Transport Arrangements-including safety etc Mini bus drivers are on the approved list? Passports required? Visas needed? EHIC?			
Completed <b>final approval form</b> to the Headteacher with final details of visit plus completed signed RISK ASSESSMENT FORM, letter to parents and staff cover forms , <b>(8 weeks before departure)</b>			
List of participants and details of trip sent to General Office <b>one week before trip starts</b>			
List of participants sent to all (or affected) staff <b>one week before trip starts</b>			
Final Accounts submitted to Finance Director			

## APPENDIX 7A – Checklist for a low risk Day Trip

Example of a low risk trip: visits to art galleries or theatre, field studies trip

School Trip to: \_\_\_\_\_

Dates of the trip: \_\_\_\_\_

### Key dates for submission

	Date completed by Trip Leader	Date of Approval-where appropriate
Read Educational Visits Policy		
Approval <b>in principle</b> after initial discussion with the Headteacher.		
Details of trip entered into school calendar		
Completed <b>final approval form</b> to the Headteacher with final details of visit plus completed signed RISK ASSESSMENT FORM, letter to parents and staff cover forms.		
Make detailed financial plan and arrangements		
Send letter to parents with trip details		
Parental consent forms signed by parents including contact details		
Transport Arrangements-including safety etc Mini bus drivers are on the approved list?		
Insurance confirmed-existing school personal injury insurance should be sufficient for a low risk day trip within the UK		
Medical –check the school medical list (available on SIMs/with the school First Aiders) to see if there are any pupils on the trip with medical conditions of which you need to be aware. <b>You do not need a separate medical form from parents for a low risk day trip.</b>		
Completed <b>final approval form</b> returned to the trip leader		
List of participants and details of trip sent to General Office <b>one week before trip starts</b>		
List of participants sent to all (or affected) staff <b>one week before trip starts</b>		
Final Accounts submitted to Finance Director		

When transporting pupils to a visit, the following considerations need to be made:-

- All travel companies used should be ABTA/ATOL bonded and any adventure activity companies used should be licensed by the appropriate authorities (BAPA/AALA).
- There are minimum levels of teacher supervision which must be strictly observed. (Appendix 3)
- All minibuses and coaches used by the school will be fitted with seat belts.
- Before booking any coaches or minibuses school will carry out necessary checks around insurance etc.
- On trains, ferries, boats the party leader must ensure students remain within sight of staff and are supervised at all times.
- Members of staff transporting pupils to out of school activities ensure that their vehicle is appropriately insured and that child seats are used where required.
- Staff will be required to carry up to date contact details and any medical information/medical bags for pupils who require it.
- No child will be individually transported by a member of staff.
- Should a child be involved in an accident whilst being transported to an event, the headteacher and the child's parent should be notified. Regardless of how the child presents, parents should always be advised to have their child examined by a medical specialist (eg Walk in Centre/ Accident and Emergency Department of a hospital).
- Pupils will be briefed on what to do in an emergency.
- In the event where a school visit only finishes after the end of a school day, on returning to school, all children should remain seated on the coach until their parent/ carer or responsible adult arrives to collect them. The parent/ carer or responsible adult collecting the child should make themselves know to the member of staff supervising the group of pupils on the coach. Only after this exchange has taken place will the member of staff allow the child to leave the coach.