



A Co-operative Academy

Rickley Park Primary School Educational Visits Policy (November 2015)

Based on the MKC Guidance for Off-Site Visits and Related Activities with National Guidance and EVOLVE (April 2014)

1. Key Values

We have the same chances. We have the same choices.

We know that everyone has something special to contribute.

We stick together for the good of all.

We look after ourselves, each other and our world by taking responsibility for our actions.

2. General

2.1 Rickley Park Primary School acknowledges the immense value of off-site visits and related activities to young people, and fully supports and encourages those that are well planned and managed.

2.2 The school has adopted the Outdoor Education Advisers' Panel 'National Guidance': www.oeapng.info Reference is made to National Guidance throughout this document.

3. Responsibilities

3.1 The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety on educational visits with the employer, which in the case of Rickley Park Primary School, is the Governing Body.

3.2 All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place.

Refer to: 'Planning Basics' and 'Checklists' in National Guidance: www.oeapng.info

4. Role of the Educational Visits Coordinator

4.1 To help fulfil its health and safety obligations for visits, schools are encouraged to appoint an Educational Visits Coordinator (EVC) who will support the Head Teacher. Should the school choose not to appoint an EVC, those functions will automatically fall to the Head Teacher.

4.2 The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the school.

4.3 The EVC should attend initial EVC training as soon as possible after appointment. Subsequent update training or a repeat full course is particularly recommended for those who are involved in the role infrequently.

4.4 The EVC should support the head teacher in ensuring that competent staff are assigned to lead and accompany visits, see Section 11, and with approval and other decisions.

4.5 The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary. This should be readily available to staff.

5. Approval of Visits

5.1 In approving visits the EVC should ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit, see Section 11.

'Ad-hoc' activities: Where there are local activities that are a planned part of the curriculum but are dependent upon the right conditions on the day, then the visit leader should sign out before departure leaving relevant information with the base contact, for example using a 'Sign Out' sheet. Such activities must be addressed in the school policy with a generic management plan in place.

All other visits: These must be authorised by the Headteacher and a representative of the Governing Body (*residential visits by the Chair of Governors*) using the Day Visit Approval Form (see *Appendix 1*) or the Residential Visit Approval Form (see *Appendix 4*).

6. Outcomes

6.1 Clarity regarding the intended outcomes of the visit will help to ensure that the potential benefits can be achieved. Up to four 'intended' outcomes should be recorded during the planning process, for subsequent evaluation.

6.2 Work that takes place outside the classroom can provide a very powerful means of developing learning in all curriculum areas, and raise attainment. Experiential learning can also provide opportunities for development in other areas, including:

- Relationships
- Emotional & spiritual
- Cross curricular
- Individual
- Teamwork
- Environmental

6.3 Preparatory work should take place in advance of the visit where appropriate. This, in conjunction with activity that will take place during the visit, should feed into any follow up work.

Refer to: 'Evaluation' in National Guidance www.oeapng.info

High Quality Outdoor Education can be used as a tool by visit leaders to assist in both identifying outcomes and in the evaluation of the learning taking place. It can also help the leader in providing clarity to a provider when designing a programme.

7. Inclusion

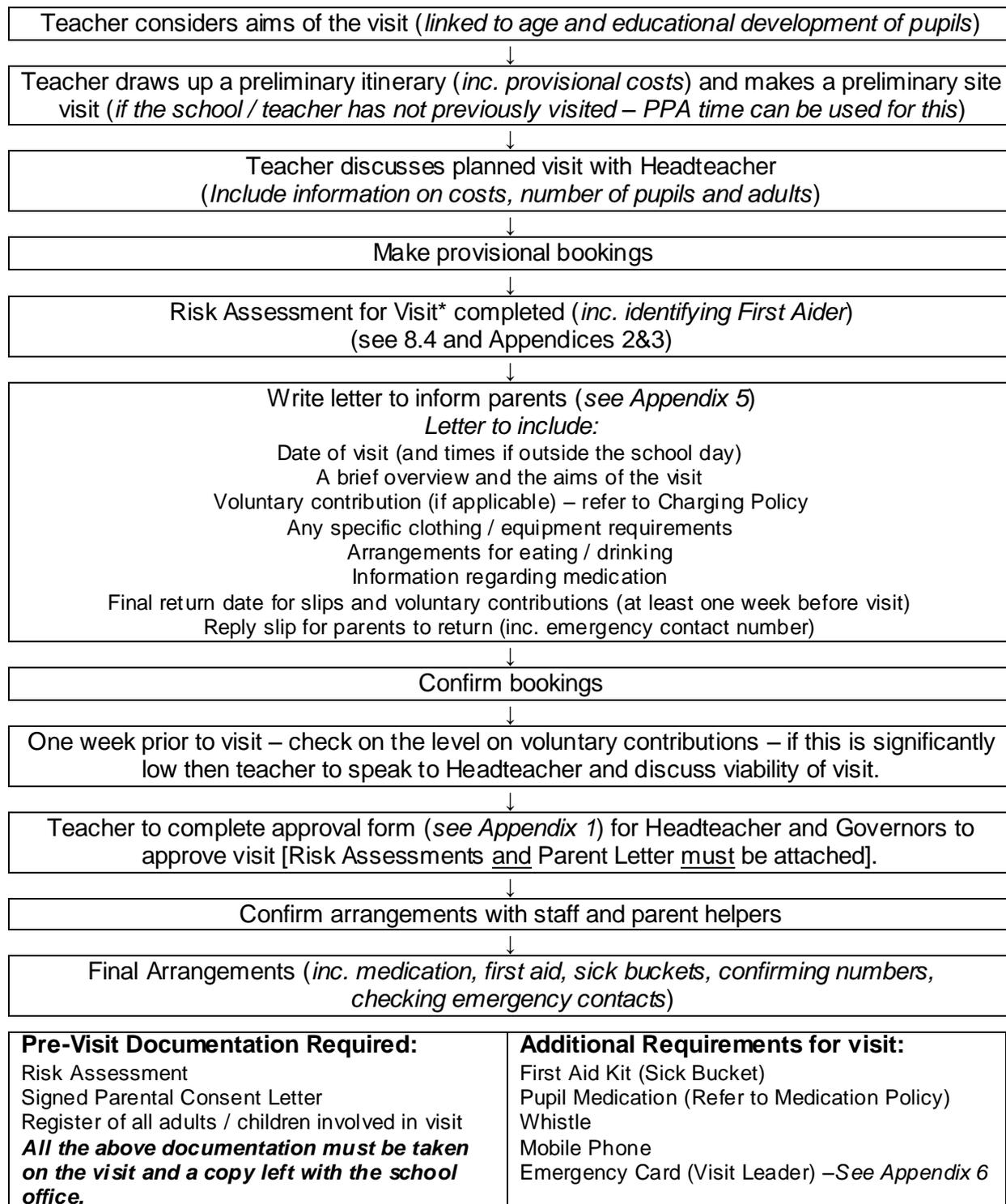
7.1 Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. The school is required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Refer to: 'Inclusion' in National Guidance www.oeapng.info

8. Planning

8.1 The planning process by the leader should be compared to the expectation of a teacher to plan a lesson/session which is relevant to the needs of the group.

8.2 Educational Visits– Planning Sequence



8.3 It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions, and will become more 'risk aware' and hence at less risk. They will also have greater ownership of the event. This is endorsed by HSE in *Principles of Sensible Risk Management*

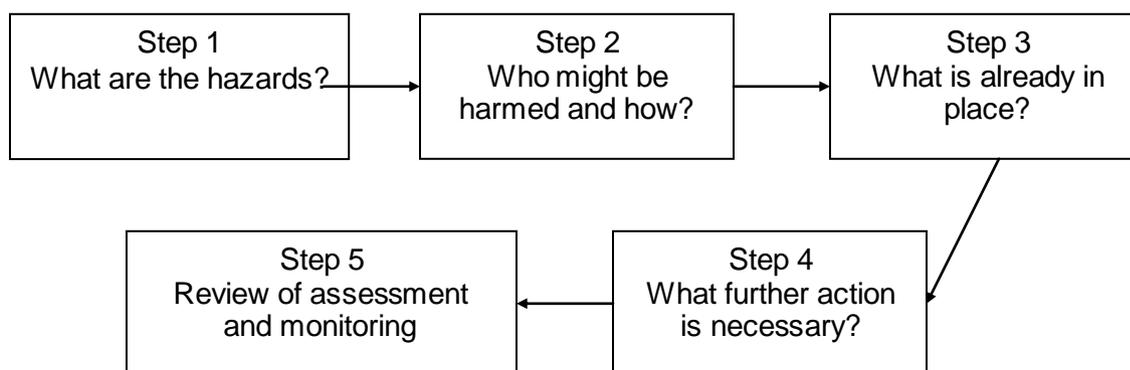
8.4 Risk Assessments (*see Appendix 2 & 3*)

8.4.1 Risks are expected to be reduced to an *acceptable* or *tolerable* level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

8.4.2 Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account.

8.4.3 Visit planning includes consideration of the question: *'What are the really important things that we need to do to keep us safe?'* It should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event.

8.4.4 The Process:



8.4.5 The following areas need to be considered:

- Transport

Can any hazardous situations be identified in the travel arrangements (including getting on and off)?

- Prior Knowledge of the Site

Does the environment have any natural hazards? Is it safe and secure for the group? Access to the general public?

- Activity

Are staff fully aware of the technical difficulty of the activity? Is it appropriate for the intended children (in terms of children's age, competence, fitness and temperament).

- First Aid

Do all activities have immediate access to first aid?

- Weather and Time of Year

Is the time of year and weather predictably appropriate?

- Qualification of Instructors

Can the competence of staff / instructors be assured through National Governing Body (NGB) qualification?

- Technical Equipment

Is the standard and condition of safety equipment acceptable?

- Special / Medical Needs

Is any additional support or planning required for pupils with SEN / medical needs? Does this affect the overall staff:pupil ratio?

- Plan B

What will you do if a participant becomes unable or unwilling to continue?

8.4.6 Planning that includes adventurous activity commonly involves delivery by an external provider (see Section 28) and the provider will have responsibility for managing the activity. As such, the provider's risk assessment is not the concern of the school and does not need to be requested from the provider.

8.4.7 Alternative arrangements (Plan B) should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.

8.5 The school may use parent volunteers to support an educational day visit. These should be under the supervision of the group leader / school staff and must be aware of the volunteers guidance produced by the school.

9. Safety During the Visit

9.1 Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These should be reemphasised as appropriate during the visit.

9.2 Monitoring of the visit must be ongoing; this contributes towards enjoyment, safety, and learning.

9.3 It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (*e.g. Plan B*) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

9.4 Following the visit, the visit leader should record any significant issues, for both reference, and to inform future visits.

*Refer to: 'Responsibilities of the Visit Leader' in National Guidance www.oeapng.info
DfE document: A Handbook for Group Leaders*

10. Parent / Carer Consent

10.1 At Rickley Park we have identified three levels of Parent / Carer consent. These are:

- Local Visits (Walking from School into the immediate area around the school grounds)
- Day Visits (*Not involving Adventurous Activities – see section 22*) but could involve minibus / coach / train / underground
- Day Visits (*Involving Adventurous Activities*) and Residential Visits

10.2 Written consent is required for all off-site activities for nursery aged children.

10.3 Parents are responsible for ensuring that changes to contact details and child medical details are up-to-date, although the school takes a leading role by reminding parents to do this regularly.

10.3 Local Visits

10.3.1 Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school.

10.3.2 However, it is good practice to inform parents of where their child will be at all times and of any extra safety measures required.

10.3.3 Therefore, at Rickley Park Primary School our normal practice is to request permission to take part in local walks at the beginning of the year and then notify them, during the year, if a local visit is taking place. An example of the consent given by parents is shown in Appendix 9.

10.4.4. It is possible, as a last resort, to take verbal permission for a child to take part in a visit of this type. This must be witnessed by at least 2 members of staff.

10.4 Day Visits (*Not involving Adventurous Activities*)

10.4.1 Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school.

10.4.2 However, it is good practice to inform parents of where their child will be at all times and of any extra safety measures required.

10.4.3 Therefore, at Rickley Park Primary School our normal practice is still to request written consent to take part in activities. This provides the school with proof that the parent / carer has been informed about the visit. (*See Appendix 5*).

10.4.4. It is possible, as a last resort, to take verbal permission for a child to take part in a visit of this type. This must be witnessed by at least 2 members of staff and recorded.

10.5 Day Visits (*Involving Adventurous Activities*) and Residential Visits

Written consent is required for activities that need a higher level of risk management (e.g. *adventurous activities*) or those that take place outside school hours. Parents must be informed of these activities in advance, and given the opportunity to withdraw their child from any particular visit or activity covered by the form. See Appendix 10 for an example residential consent form

Refer to: 'Parental Consent' in National Guidance www.oeapng.info

11. Competence to Lead

11.1 The competence of the visit leader is the single most important contributory factor in the safety of participants.

11.2 The EVC and/or Head Teacher must therefore consider the following when assessing the competence of a member of staff to lead a visit:

- a) What experience has the leader in leading or accompanying similar or other visits?
- b) Is the leader competent in planning and managing visits?
- c) What are the leader's reasons for undertaking the visit?
- d) Is the leader an employee of the local authority?
- e) Does the leader have the ability to manage the pastoral welfare of participants?
- f) Does the leader exhibit sound decision making abilities?
- g) What experience has the leader of the participants he/she intends to supervise?
- h) What experience has the leader of the environment and geographical area chosen?
- i) Does the leader possess appropriate qualifications?
- j) If appropriate, what is the leader's personal level of skill in the activity & fitness level?
- k) If leading adventurous activities, has this been 'approved' by the Governing Body?
- l) Is the leader aware of all relevant guidelines and able to act on these?

Refer to: 'Assessment of Competence' in National Guidance www.oeapng.info

12. Staffing and Supervision

12.1 On all visits there must be an 'effective level of supervision' that has been approved by the EVC and Teacher, and where applicable is in accordance with Governing Body policy.

12.2 The Statutory Framework for the Early Years Foundation Stage no longer differentiates between outings and on-site settings as regards minimum specified ratios.

12.3 For all other visits the visit leader, EVC and Head Teacher must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- the type, level, and duration of activity;

- the nature and requirements of individuals within the group, including those with additional needs;
- the experience and competence of staff and other adults;
- the venue, time of year and prevailing/predicted conditions, if applicable;
- the contingency, or 'Plan B' options.

12.4 A visit must not go ahead where either the visit leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

12.5 Visit leaders, EVCs and Heads/Managers often find it helpful to have 'a starting point for consideration'. See *Underpinning Framework on National Guidance* www.oeapng.info

12.6 Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

12.7 Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

12.8 Vetting and Disclosure and Barring (DBS) Checks

12.8.1 Staff and volunteers who work *frequently* or *intensively* with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check with barred list check as part of their recruitment process. For the purpose of this guidance:

- '*frequently*' is defined as 'once a week or more'.
- '*intensively*' is defined as 'four or more days in a month, or overnight'.

Refer to: '*Vetting and DBS Checks*' in *National Guidance* www.oeapng.info

12.9 Direct, Indirect and Remote Supervision

12.9.1 Young people must be supervised throughout all visits, even though they may be unaccompanied at times.

- **Direct supervision** is where a member of staff is with a young person / group.
- **Indirect supervision** is where young people are unaccompanied by a member of staff, but where there is a member of staff in the vicinity, for example as might occur in a museum or shopping centre, or 'down-time' at an activity centre.
- **Remote supervision** is where young people are unaccompanied by a member of staff, and the supervising member of staff is not necessarily in the immediate vicinity, for example as might occur during D of E expeditions, or a 6th Form unaccompanied visit to university open day.

12.9.2 Indirectly supervised activities can bring valuable educational benefits, and the progression from dependence to independence is to be encouraged. Such activities develop essential lifelong skills, including managing risk, self-sufficiency, interaction with the public and social skills, decision making, etc.

12.9.3 The decision to allow indirect supervision should be based on professional judgement taking into account such factors as:

- prior knowledge of the individuals (including their maturity and levels of responsibility);
- venue and conditions;
- the activity taking place;
- preparatory training;
- the competence of the supervising staff;
- the emergency systems in place.

12.9.4 Rickley Park Primary School will not use Remotely Supervised activities.

*Refer to the following documents in National Guidance www.oeapng.info
'Ratios and Effective Supervision'
'Group Management and Supervision'
'Vetting and DBS Checks'*

13. First Aid

13.1 For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. *urban, remote, water, etc.*).

13.2 General 'life experience', or a 3 hour non-assessed 'Basic Skills' course is suitable for routine urban visits. However the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed.

13.3 Based on the nature of the particular visit, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required.

13.4 A first aid kit appropriate to the visit should be carried.

13.5 For EYFS outings, there must always be at least one member of staff present who holds a current Paediatric First Aid certificate.

*Refer to: 'First Aid' in National Guidance www.oeapng.info
Statutory Framework for the Early Years Foundation Stage*

14. Insurance

14.1 Advice regarding insurance may be sought from the Schools Business Manager.

14.2 For visits abroad, additional journey insurance **must** be taken out.

14.3 For all other visits it is the responsibility of the Head teacher, Visit Leader and Educational Visits Coordinator to determine whether additional insurance should be taken out. The team should particularly consider the need for additional insurance for residential activities, or those involving adventurous activities or hazardous environments.

14.4 The responsibility for arranging adequate insurance cover rests with the Head Teacher in conjunction with the organiser for each journey.

14.5 For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). See www.dh.gov.uk

Refer to: 'Insurance' in National Guidance www.oeapng.info

15. Transport

15.1 Private Cars (*last resort*)

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head Teacher, and a PRIVATE CAR Form must be completed and retained by the establishment on an annual basis.

*Refer to: 'Transport in private cars' in National Guidance www.oeapng.info
Refer to: 'FAQ6 Use of private cars' in National Guidance www.oeapng.info*

15.2 Coaches

Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Liaising with other establishments that have used a particular company will help to determine the level of service that may be provided.

15.3 Minibus

Refer to the Rickley Park Minibus Policy

Refer to: 'Transport in minibuses' in National Guidance www.oeapng.info

15.4 Public Transport in London

For public transport within the Greater London area contact 'Transport for London', who offer free travel for establishment parties on London buses, Underground, Tramlink, and Docklands Light Railway, to cultural destinations. See *Transport for London* Tel. 020 7918 3954.

Refer to: 'Transport general considerations' in National Guidance www.oeapng.info

16. Farm Visits

16.1 Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to Guidance: 'Preventing or controlling ill health from animal contact at visitor attractions - Advice to Teachers' and associated documents.

Refer to: Farming & Countryside Education: www.face-online.org.uk

'Farm Visits' in National Guidance www.oeapng.info

17. Water-Margin Activities

17.1 This section applies to:

Activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water*. It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.

* 'gentle' means *hardly moving at all*.

'shallow' typically means *up to the knees of the participants*.

17.2 Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

17.3 At the outset the leader must decide whether the activity:

a) Falls **within** the definition above - in which case the below guidance applies,

or

b) **Exceeds** the definition above - in which case this is a water-based adventurous activity and Section 24 applies.

17.4 All staff involved in water-margin activities should be conversant with the guidance contained within *Group Safety at Water Margins* This document must be made available to all supervising adults in advance of the visit.

17.5 As with all visits, where appropriate there should be an approved alternative 'Plan B' that could be used where conditions dictate, and for which parental consent has been obtained if necessary.

17.6 The leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the EVC and/or Head Teacher. This should be recorded on the Visit Approval Form.

Refer to 'Natural Water Bathing' in National Guidance www.oeapng.info

18. Residential Visits

18.1 The school acknowledges the immense educational benefits that residential visits can potentially bring to children, and fully supports and encourages residential visits that are correctly planned, managed, and conducted.

18.2 Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to: 'Residential Visits' in National Guidance www.oeapng.info

19. Overseas Visits

19.1 The school acknowledges the immense educational benefits that overseas visits can potentially bring to young people, and fully supports and encourages overseas visits that are correctly planned, managed, and conducted.

19.2 Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions

19.3 For all visits it is essential that consideration is given to the following:

- a) Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.
- b) Accommodation: checked for suitability, security, safety precautions and emergency evacuation.
- c) Transport systems have been assessed as safe for use.

The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: www.fco.gov.uk (from the home page select 'Travel Advice'). All relevant FCO information should be circulated amongst the staff team.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). See www.dh.gov.uk

20. Weather, Clothing & Survival

20.1 Where appropriate, the leader must obtain and act upon recent weather forecasts and local advice. Participants should be adequately clothed appropriate to:

- The time of year, prevailing weather conditions, altitude and exposure to elements;
- Likely changes in weather;
- The experience and strength of the party;
- The nature of the visit and environment.

20.2 When venturing away from immediate help, leaders should consider the need for:

- Comfort, insulation and shelter for a casualty;
- Comfort, insulation and shelter for the whole group;
- Provision of emergency food and drink;
- Torch;
- Possible need of signalling equipment and/or mobile phone (NB. Mobile phones may not work in remote areas);

20.3 It is primarily the responsibility of the visit leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity (e.g. Plan B) to suit changed or changing circumstances - for example: over-busy lunch area, rain, rising water levels, etc.

21. Swimming

21.1 Whilst it is a requirement of the National Curriculum (2014), the also school acknowledges the immense educational benefits that swimming activities can potentially

bring to children, and fully supports and encourages swimming activities that are correctly planned, managed, and conducted.

21.2 Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions

21.3 All swimming activities and venues must be included within the visit plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

21.4 Young people must be supervised by a competent adult at all times whilst undertaking swimming activities. The following criteria apply:

Swimming pools (lifeguarded)

- UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- For publicly lifeguarded pools abroad, the establishment's staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- Unless suitably qualified, the establishment's staff should not have responsibility for lifeguarding. However, they do retain a pastoral role for participants at all times either through direct or 'remote' supervision.
- For swimming lessons, the school should ensure the swimming teacher in charge or other pool employees/responsible adults supervising the participants are qualified according to current guidelines.

Refer to: 'Swimming in a Swimming Pool' in National Guidance www.oeapng.info
see www.lifesavers.org.uk

21.5 The role of the lifeguard is:

- To directly supervise the pool and the pool users, exercising appropriate levels of control. (*Note: the lifeguard should remain on the poolside at all times except in the case of an emergency*)
- If necessary, brief pool users in advance regarding rules (*e.g. no diving, running, etc.*).
- To communicate effectively with pool users.
- To anticipate problems and prevent accidents.
- To intervene to prevent behaviour which is unsafe.
- To carry out a rescue from the water.
- To give immediate first aid to any casualty.

21.6 Staff must be aware of the procedures in the event of an emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard.

22. Definition of an 'adventurous activity'

22.1 The following activities are regarded as 'adventurous' and require Governing Body approval:

- All activities in 'open country' (*see 22.2 below*)
- Swimming (*all forms, excluding publicly lifeguarded pools*)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft

- All other forms of boating (*excluding commercial transport*)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (*including indoor climbing walls*)
- Abseiling
- River/gorge walking or scrambling
- Coaststeering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting / archery / paintballing
- Snowsports (*skiing, snowboarding, and related activities*), including dry slope
- Air activities (*excluding commercial flights*)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- 'Extreme' sports
- Other activities (*e.g. initiative exercises*) involving skills inherent in any of the above

22.2 'Open country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate. For level of competence required to lead in open country see Section 25

22.3 The following activities are not regarded as adventurous, however, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Head Teacher is competent to supervise the activity (*This should be recorded on the Visit Approval Form*):

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in 'open country'
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical Education and sports fixtures (other than the above)
- Water-margin activities as defined in Section 17

23. Adventurous Activities

23.1 This section is applicable to all adventurous activities except the following, for which separate guidance applies:

- Water-based activities - Section 24
- Open country activities - Section 25

23.2 The school acknowledges the immense educational benefits that adventurous activities can potentially bring to young people, and fully supports and encourages adventurous activities that are correctly planned, managed, and conducted

23.3 Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

The responsibility for the safety of participants in an adventurous activity will rest with an external provider- see Section 28

The provider must hold anLOtC Quality Badge or complete a Provider Form

Note: If a Provider holds an AALA licence (and/or any other accreditation) but not anLOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

24. Water-Based Activities

24.1 For clarification between water-margin and water-based activities see Section 17

24.2 The school acknowledges the immense educational benefits that water-based activities can potentially bring to young people, and fully supports and encourages water-based activities that are correctly planned, managed, and conducted.

24.3 Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

24.4 The following are not regarded as adventurous activities:

- Swimming in publicly lifeguarded pools - see Section 21
- Water-margin activities as defined in Section 17
- Commercial craft, tourist boat trips, and similar activities for which young people would not normally wear personal buoyancy.

24.5 With the exception of the above, all other forms of water-based activities are regarded as adventurous activities.

24.6 The responsibility for the safety of participants in an adventurous activity will rest with an external provider- see Section 28

The provider must hold anLOtC Quality Badge or complete a Provider Form

Note: If a Provider holds an AALA licence (and/or any other accreditation) but not anLOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

24.7 In order to participate in water-based activities, participants should normally be water confident. Participants who lack water confidence may still be able to take part subject to consideration of all factors, including the activity itself and supervision arrangements. The level of water confidence of all participants must be known by the activity leader prior to the commencement of water-based activities.

24.8 Leaders should have knowledge of the water conditions/hazards (and potential changes) that might be encountered, and prepare accordingly. Local advice must be sought where appropriate, e.g. coastguard, harbour master, other site users, etc.

24.9 Personal buoyancy conforming to the appropriate National Governing Body must be worn at all times by all participants in water based activities, except, at the discretion of the activity leader, where the activity:

- a) takes place in a swimming pool, **or**
- b) is 'swimming', **or**
- c) is an activity for which personal buoyancy would not normally be worn by young people.

25. Open Country Activities

25.1 The school acknowledges the immense educational benefits that open-country activities can potentially bring to young people, and fully supports and encourages open-country activities that are correctly planned, managed, and conducted.

25.2 Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

25.3 For the purposes of this policy, 'open-country' is normally defined as land above 300m, or more than 1km from vehicular access. However, this is an arbitrary boundary and there may be occasions where this definition is inappropriate.

25.4 Open-country activities are regarded as 'adventurous' and therefore these visits require Governor approval.

25.5 The responsibility for the safety of participants in an adventurous activity will rest with an external provider - see Section 28

The provider must hold anLOtC Quality Badge or complete a Provider Form

Note: If a Provider holds an AALA licence (and/or any other accreditation) but not anLOtC Quality Badge, then a Provider Form is still required.

Note: Whilst the responsibility for the safety of participants rests with the provider, the accompanying staff continue to retain a 'pastoral' duty of care.

26. Emergency Procedures

26.1 The school should ensure that their Health and Safety policy includes off-site visits.

26.2 Staff involved in a visit must be aware of and adhere to their establishment's policy on emergency procedures.

26.2 For visits that take place outside normal establishment hours:

- A completed *Emergency Card – Visit Leader* (see Appendix 6) must be with the Visit Leader at all times, **and**
- A completed *Emergency Card – Home Contacts* (see Appendix 7) must be with the emergency home contact(s) at all times.

26.3 In an emergency, if it is not possible to reach any of the designated establishment emergency contacts, the leader should call the Chair of Governors.

Refer to: 'Critical incident management' in National Guidance www.oeapng.info

Refer to: 'Emergency planning establishment' in National Guidance www.oeapng.info

Refer to: 'Emergency procedures for visit leaders' in National Guidance www.oeapng.info

27. Approval of staff to lead an adventurous activity

27.1 Procedure for Obtaining Approval

27.1.1 Staff who wish to lead (*i.e. supervise or instruct*) an adventurous activity, as defined in Section 22, must provide copies of all relevant qualifications (e.g. instructor certificates, first aid, etc.).

27.1.2 The visit leader should complete the Day Visit Approval Form (*Appendix 1*) or Residential Approval Form (*Appendix 4*) as usual.

27.1.3 On receipt of a visit approval form, the Headteacher / Governing Body will view the proposed activity in the context of the leader's competencies and qualifications.

27.1.4 Where approval is not granted to lead the activity, the visit approval form will be returned unsigned and the activity must not take place.

27.2 Criteria for Approval

27.2.1 Approval will normally be given where the leader of the activity has recent relevant experience, and:

- is appropriately qualified through the relevant National Governing Body, **or**
- has a 'Statement of Competence' from an appropriate 'technical adviser' – see below.

27.2.2 For most activities the competence required of a technical adviser is stipulated by the activity's National Governing Body.

27.2.3 In some cases approval may be granted where no qualification is held, but the person concerned is deemed by the Governing Body to have a sufficient level of competence in addition to recent relevant experience.

27.2.4 In cases where no National Governing Body exists, the Governors will make a decision based on factors which may include: technical advice, the leader's stated competence, observed competence, past experience, and attendance at training courses.

27.2.5 Approval will always be subject to a requirement that the leader must act at all times within the remit of his/her qualifications, and in accordance with National Governing Body Guidelines where these exist. Approval may also be subject to other conditions which will be specified by the Governing Body on the Visit Form.

27.2.6 Where there is insufficient information for the Governors to make a decision regarding approval, then the applicant may be asked to provide further information (e.g. evidence of awards, experience, and log book details, etc.).

28. Using an External Provider

28.1 An 'External Provider' is defined as where there is an element of instruction, staffing, or guiding, for example:

- Activity Centre
- Ski Company
- Educational Tour Operator
- Climbing Wall where instruction is provided by climbing wall staff
- Freelance instructor of adventurous activities
- Youth Hostel (where instruction is provided)
- Voluntary organisation (e.g. Scout Association), where instruction is provided

28.2 An External Provider is NOT a:

- Youth Hostel (where accommodation only is used)
- Hotel, B&B, etc.
- Campsite
- Museums, galleries, etc.
- Tourist attractions
- Theme Parks
- Farms
- Coach, Train, or Airline company
- Swimming Pool
- Climbing Wall where instruction is provided by a member of your establishment's staff with an approved Activity Leader Form (ALF) (Section 27 applies)
- 'Volunteer' instructor of adventurous activities (see below)

28.3 The decision about the use of an external provider is the responsibility of the visit leader, EVC, and Head Teacher.

28.4 Establishments should consider the requirements under 'best value' when selecting an external provider.

28.5 To confirm that all aspects of the operation of the provider are satisfactory, the establishment must ensure that either:

- a) The Provider holds an LOfC Quality Badge www.lotcqualitybadge.org.uk or www.kaddi.com

or

- b) A 'Provider Form' has been satisfactorily completed by the provider

Note: If a Provider holds an AALA licence (and/or any other accreditation) but not anLOtC Quality Badge, then a Provider Form is still required.

Note: from 2014, EVOLVE will automatically identify providers that hold anLOtC Quality Badge, via the search tool Kaddi www.kaddi.com

28.6 For Providers that hold anLOtC Quality Badge www.lotcqualitybadge.org.uk or www.kaddi.com

No further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

28.7 For Providers that do not hold anLOtC Quality Badge www.lotcqualitybadge.org.uk
orwww.kaddi.com

28.7.1 Procedure

- Use a Provider Form (*Appendix 1*)
- Complete the top section.
- Send Provider Form to the provider (email, fax, post).
- On its return check that it has been satisfactorily completed.
- Keep Provider Form on file together with all other relevant documentation.

28.7.2 Important: If the Provider has made any alterations to the wording of the Provider Form or is unable to comply, then you must discuss this with the Provider, and if necessary seek advice prior to making a commitment with the Provider.

28.7.3 The Provider Form should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

28.7.4 The satisfactory completion of a Provider Form does not necessarily signify that the service on offer will be appropriate for the young people from your establishment. A pre-visit and recommendation from previous users will help you decide on its suitability.

28.8 In some instances, for example where an establishment intends to use an 'external', voluntary individual for services, then this person may be regarded as a temporary member of staff and the procedure outlined in Section 27 may be appropriate.

Appendix 1: Day Visit Approval Form



A Co-operative Academy

Day Visit Approval Form

To be completed and signed by Visit Leader, Head teacher / EVC and Governor prior to visit.

Visit to:			
Address & Telephone of Destination			
Date of Visit:		Times of Visit	Leave: Return:
Leaving From:		Returning To:	
Party Leader:		Year Group(s) / Class(es)	
Staff in Attendance (Q for QTS)		Other Adults in Attendance	
Number of Children (Expected)		Number of Children (Actual)	
Special Access Arrangements (Inc. Support)		Planned Ratio (Exc. 1-2-1)	
Reason for visit:			
Objectives:			
Equipment		Clothing	
Adventurous Activity			YES / NO

Any Specific Medical Needs?		First Aid Kit Ready?		
		Designated 'First Aider'		
Rickley Park Telephone Number	01908 372979	Other 'Home' Emergency Contact Number		
Group Leader Mobile Number		Other Mobiles	Name	Number
Transport Company		Transport Company Telephone Number		
Repeat Visit?	YES / NO	Pre-Visit Undertaken?	YES / NO	
Risk Assessment Completed and Attached?		YES / NO		
Parental Consent Obtained (<i>Example Letter attached</i>)?		YES / NO		
Group List Attached		YES / NO		

Signed: (Group Leader) (Date)

Signed: (EVC / Headteacher) (Date)

Signed: (Governor) (Date)

Evaluation of Visit	
---------------------	--

Appendix 3: Example CoachRisk Assessment Form (No Planned Stops)



A Co-operative Academy

Example Coach Risk Assessment Form

Location	Description of Hazard	Who might be affected?	Likelihood	Control measures in place or to be put in place
Coach	Coach is involved in an accident (Shock/injury/fatality to members of party)	Staff / Pupil	Low	<ul style="list-style-type: none"> Pupils instructed to wear seatbelts and checks made that they do so. No child to occupy front seats or seats near emergency exits
Coach	Pupils not allocated appropriate seating (injury/fatality, travel sickness, emotional distress)	Pupil	Medium	<ul style="list-style-type: none"> Know who is prone to travel sickness and place them near the front. Instruct parents and pupils not to bring drinks or sweets for the coach journey. Ensure parents have supplied travel pills and that they have been taken. Match pupils with friends and seat/group accordingly. Check who sits on the back seat.
Coach	Pupil is travel sick	Pupil	Medium	<ul style="list-style-type: none"> Take precautions stated above. Place sick pupils at the front of the coach with a first aider.
Coach	Coach in accident (Shock/injury/fatality to members of party)	Staff / Pupil	Low	<p><u>If no-one is physically injured:</u></p> <ul style="list-style-type: none"> make a careful check of all individuals in party. If you suspect that there may be shock or delayed shock ask the advice of authorities present (police, paramedics) and if desirable take pupils to hospital for check phone school contact with exact details of what happened, what your plan is and arrange regular update phone times school contact phones parents, informs them of details and when next information will be given <p><u>If members of the party are injured:</u></p> <ul style="list-style-type: none"> ensure that a competent member of staff accompanies any injured pupils to hospital ensure that the rest of the party follow to hospital for check-up for shock ascertain, at the appropriate time, the extent of injuries and the release times of the uninjured and lightly injured phone school emergency contact

				<ul style="list-style-type: none"> school contact alerts headteacher or chair of governors inform parents about the injured and extent of injury and the uninjured. Note names of any parents who intend to go immediately to the hospital consider inviting other parent to the school for updates, counselling, joint decisions
Roadside	Danger of collision from passing vehicles (injury/fatality to some or all group)	Staff / Pupil	Medium	<ul style="list-style-type: none"> Liaise with coach driver on safest place for group (stay on coach or evacuate to safer place). Group leader has over-riding decision. On motorway the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger for the group.
School	Parents worry about late arrival, or receive phone call from son/daughter about incident	Parents	High	<ul style="list-style-type: none"> Keep school contact updated with developments regardless of whether it is the outward or homeward journey. School contact should keep parents informed with regular updates of progress – via school office.
Disembarking from Coach	Other vehicles on road or in car park, danger of collision from these vehicles. (injury/fatality to pupils or adult)	Staff / Pupil	Low	<p>All staff and pupils to be aware of following procedures:</p> <ul style="list-style-type: none"> never attempt to get on or off the moving vehicle all pupils to remain seated until told by the group leader group leader to alight from vehicle first to assess where pupils are to wait each group within the larger group to alight when told with their assigned adult one adult to be the last to leave the coach, checking that there are no children or belongings left unless the coach is to stay at the drop off point, the party is to wait until it has moved off before moving on themselves never rush towards the transport when it arrives for the journey
Service Station (if a stop is required)	Children getting lost when the coach stops for a comfort break.	Pupil	Medium	<p>Follow the procedure for disembarking from the coach (outlined above).</p> <p>All staff and pupils to be aware of following procedures:</p> <ul style="list-style-type: none"> take a head count before leaving the vicinity of the coach pupils to remain as a group – staff to lead and follow the line at the toilets pupils to visit the toilet and then return to the whole group take a head count before leaving the toilets do not allow pupils to visit shops or cafes return to the coach as a whole group

Appendix 4: Residential Visit Approval Form



A Co-operative Academy

Residential Visit Approval Form

To be completed and signed by Visit Leader, Head teacher / EVC and Governor prior to visit.

Visit to:			
Address & Telephone of Destination			
Dates of Visit:	From: To:	Times of Visit	Leave: Return:
Leaving From:		Returning To:	
Party Leader:		Year Group(s) / Class(es)	
Staff in Attendance (Q for QTS)		Other Adults in Attendance	
Number of Children (Expected)		Number of Children	
Special Access Arrangements (Inc. Support)		Planned Ratio (Exc. 1-2-1)	
Reason for visit:			
Objectives:			
Equipment		Clothing	<i>Attach Equipment / Clothing List Sent home to parents</i>
Adventurous Activity			YES / NO

Any Specific Medical Needs?		First Aid Kit Ready?		
		Designated 'First Aider'		
Rickley Park Telephone Number	01908 372979	Other 'Home' Emergency Contact Number		
Group Leader Mobile Number		Other Mobiles	Name	Number
Transport Company		Transport Company Telephone Number		
Repeat Visit?	YES / NO	Pre-Visit Undertaken?	YES / NO	
Adventurous Activities Involved? (<i>refer to Educational Visits Policy Section 22</i>)		YES / NO		
Risk Assessment Completed and Attached?		YES / NO		
Parental Consent Obtained (<i>Example Letter attached</i>)?		YES / NO		
Group List Attached (inc. dietary requirements)		YES / NO		
Sleeping Arrangements Attached		YES / NO		

Signed: (Group Leader) (Date)

Signed: (EVC / Headteacher) (Date)

Signed: (Chair of Governors) (Date)

Appendix 5: Example Day Visit Letter



Rickley Park Primary School
my
Rickley Lane, Bletchley, Milton Keynes MK3 6EW
Tel: Milton Keynes (01908) 372979
E-mail: office@rickleypark.milton-keynes.sch.uk

Headteacher: Glenn Booth

Dear Parents / Carers,

Year x Visit to Warwick Castle

To support our topic learning this term, we have organised a visit to Warwick Castle. This is a fantastic opportunity to experience a traditional medieval castle.

The visit will take place during school hours on Thursday xxth June and we will return to school around Xpm. In order to arrive promptly at Warwick Castle, we would like the coach to leave by Xam at the latest. Therefore, children need to be at school by x.xxam.

The children will be expected to come to school in their normal uniform and will be required to bring a packed lunch in a disposable carrier bag (not a lunch box). Please do not order your child a hot lunch for the day of the visit.

No additional equipment will be required for this visit. Although depending on the weather, they may need a waterproof jacket or sun cream and a hat.

In line with the Governors Charging Policy, we are asking for a contribution of £xx.xx towards the cost of this visit. This covers the cost of transport and insurance. No child will be excluded through inability or unwillingness to pay, however, in the event of there being insufficient contributions, the activities may have to be cancelled.

Please return the slip and money to your child's class teacher by Thursday xth June at the latest.

Yours sincerely,

Mr(s) x. xxxxx
Class Teacher

Please return to your child's class teacher by Thursday xth June

Year x Visit to Warwick Castle – xxth June

Pupils Name: _____ Class: _____

I give my permission for my child to take part in the visit to Warwick Castle. I enclose £xx.xx to cover the cost of the trip.

Signed: _____ (parent) Date: _____

Contact Number (for emergency use only): _____

Appendix 6: Emergency Card (Visit Leader)



A Co-operative Academy

Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s).

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
5. Contact the School Emergency Contact Number to report the incident and request assistance.

Rickley Park Primary School Emergency Contact: 01908 372979

Be prepared to give:

- Phone number & back up phone numbers
- Exact Location
- Nature of Incident
- Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the school can do to support you.

Then:

- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the school and for continuing contact with the school during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the school;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;

If the visit will be outside normal establishment hours:

	Home	Mobile
School 'Home' Contact		
Head of Establishment /		
Chair of Governing Body (optional)		
Other/EVC		

Appendix 7: Emergency Card (Home Contacts)



A Co-operative Academy

Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours. This 'card' or equivalent must remain with the establishment emergency contact(s) at all times.

The Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible;
- You should also contact the Head Teacher (if this is not you);
- The Head Teacher should consider the appropriate time to contact the parents of the participants involved on the visit.
- The Headteacher will be responsible for establishing a continuous link with the affected group, and depending on the level of emergency may a senior leader to the incident location. The Headteacher will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Headteacher would arrange for the return of the party or arrange other transport where required.

If the visit will be outside normal establishment hours:

	Home	Mobile
School 'Home' Contact		
Head of Establishment /		
Chair of Governing Body (optional)		
Other/EVC		

Appendix 8: External Provider Form



A Co-operative Academy

External Provider Form

Providers that do not hold anLOtC Quality Badge and that are to be used by Rickley Park Primary School, are required to complete and return this form in advance of the school making a commitment.

Date(s) of proposed visit:

Name of provider:

The provider or tour operator providing services to the establishment named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (adventure activities) and C (tour operators) should also be completed if applicable.

SECTION A - ALL VISITS

	√
1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.	
2. Accident and emergency procedures are maintained and records are available for inspection.	
3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.	
4. All reasonable steps are taken to check staff who have access to young people for relevant criminal history and suitability to work with young people.	
5. There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.	
6. The provider has never been dismissed from any employment or had a contract ended.	
7. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.	
8. UK accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.	
9. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.	
10. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.	
11. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.	

SECTION B - ADVENTURE ACTIVITIES AND STUDIES IN OUTDOOR ENVIRONMENTS

12. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit

YES

OUT OF SCOPE

13. If YES, AALA Licence number R
For AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However, providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

	√
14. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.	
15. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.	
16. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.	
17. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.	
18. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.	
19. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.	
20. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.	

SECTION C - TOUR OPERATORS

Where a tour operator delivers services using other providers they must ensure that each provider meets the relevant specifications outlined in Sections A and B and operate to standards which meet the relevant regulations which apply to the country of operation.

	√
21. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.	
22. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers' monies.	

24. ATOL, ABTA or other bonding body name and numbers

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed Date

Name (print) Position in organisation.....

Full name and address of company, firm, person or corporation:

.....

Tel E-mail

Appendix 9: Example Local Visit Permission Letter



Rickley Park Primary School
Milton Keynes
Rickley Lane, Bletchley, Milton Keynes MK3 6EW
Tel: Milton Keynes (01908) 372979
E-mail: office@rickleypark.milton-keynes.sch.uk

Headteacher: Glenn Booth

Dear Parents / Carers

Local Visits

Occasionally we would like to take the children out of the school grounds to explore the local area, such as the adjoining Rickley Park. The purpose of these short walks will be to use the local area to further our learning (e.g. *look at the changing seasons and have a wider picture of our environment*).

A full risk assessment will be completed prior to each outing and the ratio of adults to children will be, at least, in line with the Rickley Park Primary School Educational Visits Policy. A member of staff who has been fully First Aid trained will always be in attendance.

Please sign the slip below and return it as soon as possible to give your child permission to leave the school premises during the school year.

Yours sincerely,

CLASSTEACHER

Local Visits Permission Slip

Name of Child: Class:

I give permission for my child to leave the school premises to go for local walks during the school year.

Signed: (Parent / Carer) Date:

Appendix 10: Residential Visit Consent Form

VISITS AND JOURNEYS PARENT/ CARER CONSENT FORM



(This form or a copy to be taken by the Group Leader on the visit)

IMPORTANT – PLEASE READ

To ensure the proposed activity is planned, agreed and safe, this form **MUST** be completed and returned with the following signatures:

- If you are under 18 years of age, you will not be allowed to participate in this visit unless the person with parental responsibility for you has signed this form at Part 1 (if you are 18 years or over, you may complete and sign the form yourself).
- All participants **MUST** sign the declaration at the end of this form at Part 2.

Your child will be able to participate unless the form is **FULLY** completed and returned before the planned visit date.

Visit to:	
Date & Time of Departure:	
Leaving from:	
Date & Time of Return:	
Returning to:	

Participant information			
Participant Name		Date of birth	
Address			
Home phone		Mobile	
Home and emergency Contact information			
Parent / carer name	Home phone		
	Works phone		
	Mobile		
Parent / carer address (if different)			
Other emergency contact name (if any)	Home phone		
	Works phone		
	Mobile		
Other emergency contact address (if any)			
Participant's medical and dietary, etc. information			
Doctor's name		Phone	
Surgery name and address			
Innoculations	Date of last tetanus injection		
Infectious diseases	Has the participant been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be or become contagious or infectious?		
	No	<input type="checkbox"/>	Yes <input type="checkbox"/> If YES, please give details below.
Medication, allergies, dietary needs, etc. Please enter all relevant			

information

**VISITS AND JOURNEYS
 PARENT/ CARER CONSENT FORM**

Declarations and permission

Part 1, declaration of person with parental responsibility (parent or guardian)

- I have read and fully understand the information relating to the proposed activity.
- I am satisfied that all reasonable care will be taken for the safety of my child. I understand the staffing and safety measures have been arranged. I understand the risk assessment and the first aid cover provided.
- I consider my child to be medically fit to participate in the activities proposed. I understand that should this situation change between now and the activity date, I will inform the organisers of any changes in my child's medical circumstances.
- I will inform the organisers of any changes in my child's medical circumstances.
- I agree to my child receiving medication and any emergency dental, medical or surgical treatment, anaesthetic, as considered necessary by the medical authorities present.

Signed

Relationship to young person

Name (print)

Date

Part 2, Declaration of Participant (participant)

I, as a participant in the stated activity, agree to abide by the rules and regulations of the activity.

Signed

Name (print)

Date