



Hawkesbury CE VC Primary School

Educational Visits Policy

This policy is supplemental to the School's Health & Safety policy and applies to all educational staff, pupils and volunteers.

In addition to the schools Educational Visits Policy, the Employer expects staff and others to follow the standards of the [Outdoor Education Advisors Panel National](#) (OEAP). Any deviation from these standards will be covered by a detailed risk assessment.

1 – INTRODUCTION

Educational visits are considered to be a valuable part of a pupil's education and the school is committed to provide a learning experience through varied, well planned, managed and conducted visits off the school site. Visits will

- Enrich the learning experience of all pupil's
- Support the curriculum
- Expand teaching and learning strategies available to staff
- Enhance the social development of all pupil's

2 – DEFINITION OF A VISIT

For the purpose of this policy, a visit may include an excursion off site for the day or half day, this may include outdoor pursuit activities, a residential stay for a night or more, time spent overseas or a longer expedition in the UK.

3 – DEFINITION OF ROLES WITHIN THE SCHOOL

An **Educational Visit Approval group** and **Visit Leadership team** have been set up to assist with the planning, notification, approval and leadership of activities and visits. Their roles and responsibilities are as follows:

- EDUCATIONAL VISIT APPROVAL GROUP** – This group will consider proposed visits for approval and ensure that all necessary information about the visit is available. The group may consist of:
 - **The Head Teacher** – Will be aware of their responsibilities and the responsibilities of others when schools organise visits. See [OEAP](#) for further guidance
 - **Governor** – Will be aware of their responsibilities and have an understanding of school visits and the role these play in schools. See [OEAP](#) for further guidance
 - **Educational Visits Coordinator (EVC)** – It is good practice to appoint an EVC but where one is not nominated, by default, this role rests with the Head Teacher. The EVC needs to be competent, ideally have experience of leading school visits or being suitably qualified. See [OEAP](#) for further guidance
- VISIT LEADERSHIP TEAM** – This will comprise of all adults on a visit who share the responsibility for supervision. All should be well briefed by the Visit Leader to be clear about their roles and tasks allocated to them.
 - **Visit Leader** – Responsible for the visit and who will have overall responsibility for the safety and conduct of participants and the **Visit Leadership Team**.
 - **Assistant Leader** – Provides support to the Visit Leader and is capable of taking over from the Visit Leader when necessary
 - **Activity Leader** – Responsible for the management, supervision and safe conduct of the group taking part in a specific activity within a visit.
 - **Helper** – An adult who has an agreed role during the visit but is none of the above e.g. an inexperienced member of staff, a parent etc.

4 – COMPETENCE/INDUCTION/TRAINING – Staff and volunteers participating in any educational visit are aware of the extent of their duty of care and are competent to carry out their defined roles and responsibilities. This is particularly important for both newly qualified and newly appointed staff and the school will ensure that an induction programme for educational visits is established. An assessment of the training requirements for staff and volunteers will be carried out and appropriate training completed where required. This will include Visit Leader and EVC training.

5 – PLANNING A VISIT – The following steps will be followed for staff wishing to plan a visit

a) INITIAL PROPOSAL & HAZARD RATING - The person proposing a visit will complete THE INITIAL PROPOSAL and HAZARD RATING FORM. (**Appendix 1**)

This form is designed to provide sufficient information to enable the **EDUCATIONAL VISIT APPROVAL GROUP**, to decide whether it will proceed to the formal planning stage.

Some visits may be [overseas](#) and will need specific considerations. A check will be made on the Foreign and Commonwealth Office website www.fco.gov.uk and their advice will be followed. The school will keep on checking updates at regular intervals and immediately prior to leaving.

b) INITIAL APPROVAL – The EDUCATIONAL VISIT APPROVALS GROUP will assess the information provided and decide whether the visit:

- a) conforms to the type of educational visit the school undertakes and
- b) is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the visit will not be approved.

If Approval is given then an individual will be appointed as the **VISIT LEADER** for the visit and the visit given a risk assessment classification by the **EDUCATIONAL VISIT APPROVALS GROUP**. The risk assessment classification will be High, Medium or Low. This is based on the following:

High Risk - Visits overseas and/or involving adventurous activities

Medium Risk - Other residential visits.

Low Risk - Short duration visits in the local vicinity or regular visits. This would include visits to local shops, park etc

c) CHECKLIST/ RISK ASSESSMENT -

The appropriate visit checklist/risk assessment, either local/day (**Appendix 2**) or residential (**Appendix 3**) will be completed by the **VISIT LEADER**. This will include, or have attached, all relevant information about the trip and may involve the **VISIT LEADER** undertaking a preliminary visit to the venue. Where an external provider and facilities are used, the school will take advantage of any national schemes that provide assurances of safety and quality of provision e.g. there should be no need to seek assurances from adventure activity providers who hold the Learning Outside the Classroom (LOtC) Quality badge (covers both quality and safety of all activities provided) See link <http://lotcqualitybadge.org.uk/>. Where a provider does not hold such accreditation, a **PROVIDER STATEMENT FORM (Appendix 4)** will be sent to them asking for relevant information.

Risk assessments will be proportionate to the risks involved and most low risk visits will need no specific risk assessment e.g. local places of worship, a library, forest schools or where the risks are routine and controlled by a service provider e.g. visits to the swimming pool. A general risk assessment has been completed to cover all such low risk visits which will be regularly checked to ensure the precautions remain suitable.

Throughout the visit, dynamic/ongoing risk assessing will take place if/when required.

d) FORMAL APPROVAL OF VISIT - Once completed, the Risk Assessment Form will be submitted to the **EDUCATIONAL VISIT APPROVALS GROUP**, together with any supporting paperwork. The **EDUCATIONAL VISIT APPROVALS GROUP** will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate.

e) PARENTAL INTEREST/CONSENT – Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and form part of a pupil's education. However, parents should be told where their child will be at all times and of any extra safety measures required. A 'one-off' consent form which parents can sign when a pupil enrolls at the school can be found in **Appendix 5**. This will cover the pupil's

participation in adventure activities, off-site sporting fixtures outside the school day and residential visits.

Specific individual written consent is usually only requested for activities that need a higher level of risk management or those that take place outside of school hours e.g. visits abroad and some visits involving third party provision (for example an outdoor education centre) where the provider requires their own consent forms to be signed.

Provided sufficient interest is indicated then the process will move to the next step

f) CONFIRMATION OF VENUES ETC. - This is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both the numbers of pupils to attend and [adult supervisors](#) confirmed.

g) LETTER TO PARENTS – A letter will be sent to parents/guardians explaining in detail what the trip aims to achieve and what they will need to provide, e.g. pocket money, packed lunch, appropriate clothing etc. It will also indicate whether they will need to contribute towards the funding of the trip and the likely cost. (refer to 6 for further details)

h) BRIEFING OF PUPILS - Pupils must know what to expect and what is expected of them and this will include codes of behaviour conduct implemented by the school.

i) SAFEGUARDING – It is the responsibility of all staff and adults to safeguard and promote the welfare of pupils during any school visit and any risks will be considered during the planning process.

j) INCLUSION - The principles of inclusion will be promoted and addressed ensuring:

- an entitlement to participate.
- accessibility through adaptation or modification, including the provision of auxiliary aids and services.
- integration through participation with peers.

k) EMERGENCY PROCEDURES AND INCIDENT REPORTING - Details relating to emergency provision will be finalised and will include 24/7 access cover at base. The emergency contact will have access to all details of the visit, including medical and next-of-kin information regarding staff and pupils. All accidents/incidents will be reported as in accordance with the schools H&S policy.

l) Plan B – There are contingency plans in place which have been discussed and thought through at the initial proposal stage to deal with changing circumstances during any visit.

m) COMPLETION OF NOTIFICATION FORM - If the visit is to involve a residential stay then the **RESIDENTIAL EDUCATIONAL VISITS NOTIFICATION FORM (Appendix 6)** will be emailed to the Schools Health and Safety Unit **at least 4 weeks** in advance of the visit. For World Challenge Expeditions or similar, notification up to **one year** in advance is requested.

n) THE VISIT - The visit takes place. Some visits may be subject to monitoring by the EVC

o) DEBRIEF & EVALUATION - Staff and pupils involved will be asked to comment on the visit highlighting where things worked out positively and identifying any concerns.

6 – CHARGING POLICY (DfE guidance to be followed - Charging for school activities)

7 – INSURANCE

Insurance cover will be checked for all school visits. Further advice can be obtained from the schools insurance provider

8 – APPROVAL AND REVIEW

The policy will be reviewed regularly and updated to remain current and in line with good practice.

Agreed at the Full Governing Body meeting 19th September 2017 Agenda Item 8.

Signed: Chair of Governors

Review Date: Autumn 2018

Equalities Impact Assessment: Completed



Initial Proposal and Hazard Rating Form for Educational Trip

1 - PURPOSE OF VISIT AND EDUCATIONAL OBJECTIVE(S)
2 - VISIT LOCATION(S) & PROPOSED DATES
3 - DURATION OF VISIT
4 - IF ADVENTUROUS ACTIVITIES ARE TO BE UNDERTAKEN PROVIDE DETAILS BELOW
5 - WHAT TRANSPORT WILL BE REQUIRED
6 - IF THE TRIP WILL INVOLVE AN OVERNIGHT STAY GIVE DETAILS OF ACCOMMODATION.
7 - RISK RATING (High, medium, low)
8 - NAME OF PROPOSER
9 – ESTIMATED COST. (THIS WILL BE BASED ON OTHER TRIPS OR INVOLVE SOME INVESTIGATION OF COSTS RELATING TO INSURANCE, TRANSPORT, ACCOMMODATION, ENTRANCE FEES ETC.)
10 – PLAN B

11 – TRIP APPROVED FOR FORMAL PLANNING? YES/NO (IF NO GIVE REASONS)

12 - IF APPROVED, INDICATE BELOW THE NAME OF SCHOOL TRIP ORGANISER APPOINTED

1 – DESCRIPTION OF EDUCATIONAL VISIT

This form should be completed for all visits apart from residential visits which require more detail (appendix 3). The completed providers Statement should be attached to this form, if applicable.

Date _____
 Type of Trip: (local, adventurous): _____
 Venue/Place _____
 Duration of Trip: _____
 Pupils to Attend: _____ Boys _____ Girls : Total : _____
 Name of Visit Leader _____
 Name of Assistant Leaders _____

Other Competent Adults Attending:

Educational Aims of Trip

2 - ITINERARY (attached)

This will need to include dates, times and details of what is to take place. This will include arrival, departure times, means of transport and duration of undertaking an activity.

3 – HAZARDS – (something with the potential to cause harm)

The principal hazards associated with school trips are death, personal injury/illness and loss/damage of property. They are to be addressed by compliance with standards and through specific risk assessments.

4 - CONTROL MEASURES NEEDED TO REDUCE HAZARDS

The following forms a mix of checklist/explanation aimed at achieving this. If the control measures are acceptable the trip may proceed

4.1 - Activities

Details are required on any activity which may be undertaken and full information needs to be provided to parents.

4.1.2 - Activities – Higher risk (Canoeing, Skiing etc.)

a) (UK) Is the centre registered with the Adventure Activities Licensing Authority ([AALA](http://www.aala.gov.uk)) or [LOtC](http://www.lotcqualitybadge.org.uk)?

If Yes give reference number and what licensed for : _____

b) For any adventurous activity, whether in the UK or abroad, has guidance from the OEAP and 'Safe Practice in PE', produced by AFPE, been followed?

4.1.3 – PROVIDER STATEMENT

Many control measures will be met if the provider being used holds the LOtC quality badge. Where this is not held, the provider statement should be completed. Details of the badge and a list of holders can be found at www.lotcqualitybadge.org.uk

A check has been made to confirm that the provider holds the LOtC quality badge (If provider holds badge, do not complete b-e)

Has a Provider Statement been completed?

Have all relevant questions been answered?

Have any queries been addressed?

Is the provider statement completed and attached to this form?

4.1.4 - Activities - Lower risk (Shopping, Sightseeing etc.)

a) Have you identified the location where these activities will take place?

- b) Have you identified if the area is known to have a problem with crime?
- c) Have you identified whether there are any special weather conditions required for the activity?
- d) If swimming from a beach have you checked that the beach is supervised by lifeguards and that swimming is only to take place in safe areas indicated?
- e) If pupils are allowed to go off by themselves, e.g. shopping, have they been provided with Emergency contact details?
Location of member of staff?
Information on how to contact emergency services?

4.2 - Insurance

- a) Does the trip take place during normal school time and form part of the curriculum, e.g. swimming?
(If Yes the same insurance arrangements will apply as for a normal school day.)
- b) If applicable, does the provider hold public liability insurance, which will be current during the proposed visit and which covers all directly provided and sub-contracted activity?
If yes, what is the indemnity limit?

4.3 - Parents/Guardians

- Have parents/guardians been informed of the
- a) educational aims of visit?
 - b) itinerary and both organised and ad hoc activities?
 - c) clothing etc. is required?
 - d) need to inform staff of any medical/dietary needs of their child?
 - e) insurance arrangements in place for the trip?

4.4 - Personal Needs

- Have pupils been notified
- a) what clothing they will need?
 - b) what footwear is required?
 - c) if a packed lunch is required?
 - d) if they will need money?
 - e) the itinerary?

4.5 - Security

- There are many aspects of security and these will vary depending on the type and duration of trip. The following need to be considered
- a) Have pupils been advised of how to summon assistance?
 - b) Has anyone who may have unobserved one to one contact with pupils, and is part of the party, received police clearance?
 - c) Have staff been made aware of the need to check that the security arrangements indicated are in operation and whether pupils might be able to leave the building unobserved?

4.6 - Staffing & Supervision

- (Adequate supervision is viewed as the main control measure for any activity which is dynamic. This will reduce the likelihood of inappropriate behaviour and thus of injury or other mishap, e.g. loss of possessions)
- a) What is the level of competent adults to pupils? _____ Adults _____ Pupils = Ratio ___ : ___
 - b) Does the trip comprise a mixed sex group?
 - c) If yes to b), are there competent adults of each sex present?
 - d) Are there any pupils with special or medical needs?
 - e) If yes have all staff been informed of relevant details?
 - f) Have all staff/volunteers going on trip had Police clearance?

4.7 - Transport

There are many possible means of transport to a venue. The following is a guide to some of the different types.

4.7.1 - Transport - Hired (This will usually be some form of motor vehicle)

- a) Is the company from which the vehicle is to be hired reputable, licensed and have in place the necessary insurance?
- b) Is the vehicle fitted with seatbelts?
- c) Is there one seat for each of the party?

4.7.2 - Transport - Scheduled (This will usually be by bus, train, ferry or aeroplane.)

- a) Have the tickets been booked in advance?
- b) Is the party to be sat together?
- c) Does the party have all the necessary paperwork for travel abroad?
Passports & Visa's if necessary

European Health Insurance Card (EHIC).

4.7.3 - Transport - School Minibus

a) Does the minibus have a valid and current section 19 permit which is it displayed in the vehicle?

b) Is the driver MiDAS trained?

c) Does the driver have a D1 category entitlement on their driving license? (this allows them to drive a minibus with up to 16 seats)

d) Is the use and operation of the minibus in line with the Council Policy?

4.8 - Emergency Arrangements

a) Emergency Contact List –

In the event of an emergency or accident, have contact details including senior management phone numbers been provided?

b) First Aid - Is there

a qualified first aider in the party?

an appointed person in the party?

NB: Minimum coverage is an appointed person. This individual is responsible for the first aid kit and will take charge in an emergency.

c) Medical Needs - have staff been

made aware of those in the party with medical needs?

provided, where appropriate, with a copy of the health care plan?

informed where the medication is kept?

trained, where appropriate, to administer the medication?

advised, whether non prescription medication can be provided to individual pupils?

d) Notification to Parents - In the event of an accident or incident have arrangements been made for

Someone in the party to contact the parent(s)/designated person who will then contact parents?

e) Arrangements for sending someone home - In the event of misbehaviour or injury have arrangements been established for sending someone home?

f) Emergency Plan - In the event of a major incident are there arrangements in place to provide support, e.g. counselling, for

Staff?

Pupils?

Parents?

Signed _____

Date _____

Review _____

_____ School

1 - DESCRIPTION OF SCHOOL VISIT

The completed providers Statement should be attached to this form

Date _____
Type of Trip: (residential, foreign, adventurous): _____

Name and address of venue: _____
Type of venue _____

Tel No. _____

Duration of Trip: _____
Year Group (s) _____
Pupils to Attend: _____ Boys _____ Girls : Total : _____
Name of Visit Leader _____
Name of Assistant Leaders _____

Other Competent Adults Attending:

Educational Aims of Trip _____

It is generally recommended that a pre visit inspection take place or that you make contact with someone who has stayed at the facility recently. A plan of the sleeping accommodation and emergency exits is useful, as is a brochure, so that parents and pupils get an appreciation of the type of facilities available.

2 - DETAILED ITINERARY (attached)

This will need to include dates, times and details of what is to take place. This will include arrival, departure times, means of transport and duration at a location or undertaking an activity.

3 – HAZARDS – (something with the potential to cause harm)

The principal hazards associated with school trips are death, personal injury/illness and loss/damage of property. They are to be addressed by compliance with standards and through specific risk assessments.

4 - CONTROL MEASURES NEEDED TO REDUCE HAZARDS

The following forms a mix of checklist/explanation aimed at achieving this. If the control measures are acceptable the trip may proceed

4.2 - Activities

Details are required on any activity which may be undertaken and full information needs to be provided to parents.

4.2.1 - Activities – Higher risk (Canoeing, Skiing etc.)	Yes	No
a) (UK) Is the centre registered with the Adventure Activities Licensing Authority (AALA) or LOtC ? If Yes give reference number and what licensed for : _____ What is Quality Badge expiry date? _____		
b) For any adventurous activity, whether in the UK or abroad, has guidance from OEAP and 'Safe Practice in PE', produced by AFPE, been followed?		
c) For activities/ adventurous activities abroad,		
d) Have checks been made on the standard of provision offered?		

) What makes the provider competent? _____			
i) Is evidence attached?			
4.2.2 – Provider Statement		Yes	No
Many control measures will be met if the provider being used holds the LOtC quality badge. Where this is not held, the provider statement should be completed and attached to this form. Details of the badge and a list of holders can be found at www.lotcqualitybadge.org.uk			
A check has been made to confirm that the provider holds the LOtC quality badge (If provider holds badge, do not complete b-e)			
Has a Provider Statement been completed?			
Have all relevant questions been answered?			
Have all queries been addressed?			
Is the provider statement completed and attached to this form?			
4.2.3 - Activities - Lower risk (Shopping, Sightseeing etc.)		Yes	No
) Have you identified the location where these activities will take place?			
) Have you identified if the area is known to have a problem with crime?			
) Have you identified whether there are any special weather conditions required for the activity?			
) If swimming from a beach have you checked that the beach is supervised by lifeguards and that swimming is only to take place in safe areas indicated?			
) If pupils are allowed to go off by themselves, e.g. shopping, have they been provided with emergency contact details? Location of member of staff? Information on how to contact emergency services?			
) If pupils are abroad have they been briefed on local customs?			
4.4 - Insurance		Yes	No
) Does the trip take place during normal school time and form part of the curriculum, e.g. swimming? (If Yes the same insurance arrangements will apply as for a normal school day.)			
) Does the trip involve an overnight stay or travel abroad? (If Yes, check cover with insurance provider)			
4.5 - Parents/Guardians		Yes	No
) Have parents/guardians been informed of the educational aims of visit?			
) Itinerary and both organised and ad hoc activities?			
) Clothing etc. is required?			
) Need to inform staff of any medical/dietary needs of their child?			
) Insurance arrangements in place for the trip?			
4.6 - Personal Needs		Yes	No
) Have pupils been notified what clothing they will need?			
) What footwear is required?			
) If a packed lunch is required?			
) If they will need money?			
) The itinerary?			
) About sun protection?			
4.7 - Security		Yes	No
) Have pupils been advised of how to summon assistance?			
) Has anyone who may have unobserved one to one contact with pupils, and is part of the party, received police clearance?			
) Have staff been made aware of the need to check that the security arrangements indicated are in operation and whether pupils might be able to leave the building unobserved?			
4.8 - Staffing & Supervision		Yes	No
Adequate supervision is viewed as the main control measure for any activity which is dynamic. This will reduce the likelihood of inappropriate behaviour and thus of injury or other mishap, e.g. loss of possessions)			
) What is the level of competent adults to pupils? _____ Adults _____ Pupils = Ratio ___ : ___			
) Does the trip comprise a mixed sex group?			
) If yes to b), are there competent adults of each sex present?			
) Are there any pupils with special or medical needs?			
) If yes have all staff been informed of relevant details?			
) Have all staff/volunteers going on trip had DBS check in accordance with government guidance?			

9 - Transport		
There are many possible means of transport to a venue. The following is a guide to some of the different types.		
9.1 - Transport - Hired (This will usually be some form of motor vehicle)	Yes	No
) Is the company from which the vehicle is to be hired reputable, licensed and have in place the necessary insurance?		
) Is the vehicle fitted with seatbelts?		
) Is there one seat for each of the party?		
9.2 - Transport - Scheduled (This will usually be by bus, train, ferry or aeroplane.)	Yes	No
) Have the tickets been booked in advance?		
) Is the party to be sat together?		
) Does the party have all the necessary paperwork for travel abroad: Passports & Visa's if necessary European Health Insurance Card (EHIC).		
9.3 - Transport - School Minibus	Yes	No
) Does the minibus have a valid and current section 19 permit which is it displayed in the vehicle?		
) Is the driver MiDAS trained?		
) Does the driver have a D1 category entitlement on their driving license? (this allows them to drive a minibus with up to 16 seats)		
) Is the use and operation of the minibus in line with the Council Policy?		
10 - Emergency Arrangements	Yes	No
) Emergency Contact List – In the event of an emergency or accident, have contact details including senior management phone numbers been provided?		
) First Aid - Is there a qualified first aider in the party? an appointed person in the party? NB: Minimum coverage is an appointed person. This individual is responsible for the first aid kit and will take charge in an emergency.		
) Fire Arrangements at accommodation – On arrival have staff been informed to check fire escapes are accessible? check location of assembly point? advise group of fire procedures?		
) Medical Needs - have staff been made aware of those in the party with medical needs? provided, where appropriate, with a copy of the health care plan? informed where the medication is kept? trained, where appropriate, to administer the medication? advised, whether non prescription medication can be provided to individual pupils?		
) Notification to Parents - In the event of an accident or incident have arrangements been made for someone in the party to contact the parent(s)/designated person who will then contact parents?		
) Arrangements for sending someone home - In the event of misbehaviour or injury have arrangements been established for sending someone home?		
) Emergency Plan - In the event of a major incident are there arrangements in place to provide support, e.g. counselling, for Staff? Pupils? Parents?		
) Translation/language service - For trips abroad, has the school obtained details of the Councils current interpretation service provider and briefed staff and pupils on how to access the service?		
11 - Specific Considerations	Yes	No
11.1 – Exchanges and Home Stays. Homestays require careful planning to ensure everyone involved is clear about their responsibilities and the supervision arrangements See current OEAP advice Exchanges and Home Stays		
11.2 – Foreign and Commonwealth Office(FCO) Travel Advice – When planning a visit to countries that are further afield, check the FCO website www.fco.gov.uk in the early stages of visit planning, at regular intervals and immediately prior to leaving.		
11.3 - Age of Consent - Pupils and parents should be made aware of the differing ages of consent that apply in different countries. This information must therefore be obtained well in advance of the trip. The expectation is that pupils on school trips will conform to the legal position in force in this country rather than in the country visited.		
11.4 - Alcohol - No alcohol is to offered or consumed by any pupils of any age whilst in the care of the school, except in the case of visits to foreign countries where appreciation of the culture of the country would include the pupils sampling local wines. In such cases the consent of the parent(s)/guardian(s) of the child must be obtained in writing.		

4.5 - Body/Ear Piercing and Tattooing - Pupils and parents are to be informed that the school does not allow pupils who are under loco parentis to have ears/bodies pierced or permanent tattoos. This should be viewed as a serious disciplinary issue which will result in pupils being sent home early.

Signed _____

Date _____

Review _____

Appendix 4

Provider Statement

This form is **NOT** required for providers that hold a valid Learning Outside the Classroom (LOtC) Quality Badge.

Details of the badge and a list of holders can be found at www.lotcqualitybadge.org.uk

Organisers requiring advice on the interpretation of information given by Providers on this form should contact their establishment's EVC.

PART 1: To be completed by the Visit Organiser

Name & address of Establishment (school/service)	
Email (or fax)	
Type of Visit/Activity:	
Name of Visit Organiser	
Name of Provider	
Date(s) of visit	

PART 2: To be completed by the Provider

Please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required.

SECTION A

To be completed for all types of visit		
1. Insurance		Yes/No/NA
1.1	Do you hold public liability insurance, which will be current during the proposed visit, and which covers all directly provided and sub-contracted activity?	
1.2	If Yes, what is its indemnity limit?	£ M

2. Health, Safety and Emergency Policies		Yes/No/NA
2.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations,	

	and have a written health and safety policy and recorded risk assessments, which are available for inspection?	
2.2	Do you have accident & emergency procedures in place, with records available for inspection?	
2.3	Are there first aid arrangements in place?	
3. Vehicles		
3.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and EU regulations on passenger seats and seat restraints?	
4. Staffing		
4.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?	
4.2	Are there regular opportunities for liaison between your staff and establishment staff?	
4.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?	
5. Accommodation		
5.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?	
5.2	Is the accommodation accessible including: <ul style="list-style-type: none"> • Suitable disabled toilet and washing facilities • Access to rooms via ramps, lift or stair lift • Accessible dining facilities 	
5.3	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?	
5.4	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?	
5.5	Are separate male and female sleeping accommodation and washing facilities provided?	
5.6	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?	
6. Sub-contracting		
6.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?	
6.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?	

SECTION B

To be completed if the visit includes adventurous activities or field studies		
7. Adventure Activities Licensing Authority (AALA) Licence		
7.1	AALA Reference number	
	Date of expiry.	

7.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?	
8. Activity Management		
To be completed about all activities		Yes/No/NA
8.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?	
8.2	Do you maintain a written code of practice for activities, which is consistent with relevant National Governing Body guidelines and, if abroad, the relevant regulations of the country concerned?	
8.3	Do you confirm staff competence by appropriate National Governing Body qualifications for the activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?	
8.4	Where there is no National Governing Body for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?	
8.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?	
8.6	Is there a clear definition of responsibilities between your staff and visiting staff about supervision and welfare of participants?	
8.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?	

SECTION C

To be completed by Tour Operators		
9. Tour Operators		
		Yes/No/NA
9.1	If you are a Tour Operator, do you comply with the Package Holidays and Package Tours Regulations 1992 and The Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001, including bonding to safeguard customers' monies? Please provide ATOL, ABTA or other bonding body names and numbers below.	
Details of any bonding (ATOL, ABTA etc)		

SECTION D – EXPEDITIONS

To be completed for overseas expeditions		
10. EXPEDITIONS		
		Yes/No/NA

10.1	Do you agree to provide sufficient written information and assurances specific to the expedition, as required by the establishment and its employing body?	
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SECTION E – ACCREDITATION

11. Details of any accreditations held by the Provider

CONFIRMATION

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

Signed:

Date:

Name:

Position in organisation:

Name of Provider:

Address of Provider:

Tel:

Fax:

Email:

Website:

Thank you for completing this form. Please return it to the Organiser at the establishment named in part 1.

Appendix 5 - Consent form for school trips and other off-site activities

Name of School.....

Name of Pupil.....

Please sign and date the form below if you are happy for your child to:

- a) Take part in school trips and other activities that take place off school premises; and

- b) Be given first aid, urgent medical treatment or non-prescribed medicine during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school, for example, year-group visits to local amenities, as such activities which are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition.....
.....

Medication my child should take during off-site visits.....
.....

Medication my child cannot take.....

Dietary Requirements.....
.....

Declaration

I have answered the questions above fully and the information provided is as accurate as far as I am aware.

Signed.....

Date.....

Return the form to..... School no later than.....

Residential School Trips Notification Form

This form is to be completed by Council Schools for all residential school trips and returned to the Schools' H&S Unit a minimum of 4 weeks in advance of the trip.

NAME OF SCHOOL:

NAME OF ORGANISER:

SIZE OF GROUP: BOYS **GIRLS**..... **LEADERS (male)**..... **(female)**.....

= TOTAL

GROUP SPLIT: YEARS 1-3 **YEARS 4-6**..... **YEARS 7+**.....

DATE OF TRIP:

VENUE:

.....

ADDRESS:

.....

TELEPHONE NUMBER OF VENUE:

EMERGENCY LOCAL TELEPHONE NUMBERS (The emergency local telephone number is for someone at school/home, not travelling on the trip, who is designated to pass out information to parents in case of incidents.)

DAY

NIGHT.....

PURPOSE OF VISIT (This could be cultural, language development, team building etc.)

ADVENTUROUS ACTIVITIES

Where trip involves adventurous activities, e.g. canoeing, caving, climbing etc. by signing this form you are confirming that you have checked with the provider and that they follow the safe practice laid down by the relevant national governing body in respect of leadership qualifications, instructor to student ratios and safe practice.

RISK ASSESSMENT

By signing this form you are confirming that all relevant checks and risk assessments have been completed for all aspects of this Residential School Trip.

SIGNED – HEAD TEACHER

DATE

Completed Form to be returned to: schools.healthsafety@southglos.gov.uk or - Schools' Health & Safety Unit, Department for Children, Adults and Health, PO Box 298, Civic Centre, High Street, Bristol, BS15 0DG, Telephone : 01454 863224 Fax : 01454 863260