SCHOOL TRIPS POLICY

Jewell Academy
an Aspirations Academy

Version control	
September 2025	Reviewed, no changes required
September 2024	Update only to section 9 to clarify consideration of first aid in staffing of trips
April 2024	Comprehensive review with reference to the School Bus template policy (January 2024) and benchmarked against other MAT policies.
March 2022	Addition of Cat C permission form
January 2022	Process for planning visits updated to reflect use of Evolve and categorisation of trips
November 2021	-Additions to reflect responsibilities of post holders -EHIC changed to GHIC

Date of next review:	December 2027	Owner:	Director of Estates / Health & Safety Officer
Type of policy:	Outline template	Approval level:	EOB

Contents

1. Statement of intent
2. Legislation and regulation
3. Definitions
4. Key roles and responsibilities
5. Training of staff
6. Risk assessment process
7. Safe use of minibuses
8. Parental consent
9. Staffing ratios
10. Insurance and licensing
11. Accidents and incidents
12. Missing person procedure
13. Pupils with SEND
14. Finance
15. Trips abroad
16. Evaluating trips and visits

Appendix 1 EVOLVE and school trips process
Appendix 2 Annual consent form for all educational visits and school trips
Appendix 3 Consent form for individual school trip or other off-site activity Cat B
Appendix 4 Parental consent form (for Category C visits)
Appendix 5 Outdoor Education Advisors' Panel (OEAP) Guidance – Emergency procedures for visit leaders
Appendix 6 Details of RPA cover for overseas travel

1. **Statement of intent**

Jewell Academy (also referred to in this document as the academy or the school) understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

2. **Legislation and regulation**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974[1]
- Department for Education (DfE 2018) Health and Safety: Responsibilities and Duties for Schools[2]
- The Department for Education (DfE 2018) Health and Safety on Educational Visits[3]
- The Health and Safety Executive (HSE 2011) School Trips and Outdoor Learning Activities tackling the health and safety myths[4]
- The Health and Safety Executive (HSE) guidance on Adventure Activities Licensing[5]
- DfE (2018) 'Charging for school activities'[6]
- DfE (2013) 'Driving school minibuses'[7]

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Safeguarding Policy (including safer recruitment requirements for volunteer roles)
- Equal Opportunities Policy
- Charging and Remissions Policy
- Minibus Policy
- Behaviour Policy
- Complaints Policy

[1] https://www.hse.gov.uk/legislation/hswa.htm

[2] https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

[3] https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits

[4] https://www.hse.gov.uk/education/school-trips.htm

[5] https://www.hse.gov.uk/aala/

[6] https://www.gov.uk/government/publications/charging-for-school-activities

[7] https://www.gov.uk/government/publications/driving-school-minibuses-advice-for-schools-and-local-authorities

3. Definitions

“In loco parentis” means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent / carer.

“School Trip” means any educational visit, foreign exchange trip, away-day or residential holiday organised by the Academy which takes students off-site.

“Residential” means any school trip which includes an overnight stay.

“Activities of an adventurous nature” include, but are not limited to, activities that involve:

- Trekking.
- Caving.
- Skiing.
- Water sports
- Climbing

4. Key roles and responsibilities

4.1 Governance

The Aspirations Academies Trust Board delegates to the South Coast Regional Board and the Executive Operational Board the governance oversight of the Academy’s performance in implementing this policy. This will include obtaining assurance that:

- Educational trips and visits positively impact on pupils’ lives, teaching them life skills and providing new experiences.
- This policy and its application is compliant with the Equality Act 2010.

4.2 The Principal

The Principal is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an Educational Visits Coordinator (EVC) or undertaking the role of EVC if this responsibility is not delegated to another staff member.
- Liaising with the EVC and ensuring effective communication of information regarding any planned trips to parents.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring appropriate liaison for the approval of Category C trips by the Aspirations Health and Safety Officer [see appendix 1]
- Ensuring the EVC is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Ensuring the completion of relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the EVC, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

4.3 Educational Visits Coordinator (EVC)

The EVC is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including relevant advisory staff, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the Principal, by organising training for staff and volunteers.

4.4 Designated Trip Leader (and, as appropriate, designated deputy leader)

The designated trip leader selected to be in charge on an individual trip is ‘in loco parentis’ and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Principal.
- Undertaking any relevant training or courses which are arranged by the EVC.
- Completing all essential documentation for the trip and ensuring it has been approved by the EVC.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in accordance with notification requirements (see appendix 1) and, as appropriate, issuing permissions documentation for completion by parents/carers and checking returns.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers (see Safeguarding Policy, most particularly section 23 on Safer Recruitment and Appendix 3 which includes guidance relating to volunteer roles).

Where relevant, the designated deputy leader supports the designated trip leader and will assume the designated trip leader’s responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

4.5 Staff and Volunteers

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

4.6 Pupils

Pupils also have a key role to play in the success of any trip. The designated trip leader must make it clear to pupils that they must:

- Follow all instructions from all identified trip staff during the visit;
- Behave as respectful, responsible and active citizens and not display any behaviour that brings the academy into disrepute
- Dress and behave sensibly and responsibly, using safety equipment as instructed;
- Be sensitive to local customs;
- Wear school uniform or kit unless permission has been given for other clothing,
- When they must - bring clothing that is appropriate to all anticipated temperature and weather conditions;
- Be vigilant to and regularly assess risks in their environment including weather, equipment, premises, peers, staff, members of the public or ineffective systems and processes.
- Raise any concerns (with the EVC or an appropriate adult) that they have in relation to their safety or the safety of their peers, staff or others.

5. Training of staff

Principals' training through Evolve Advice Essentials for Heads and Senior Leaders.

The EVC (and deputy if the Academy appoints one) will be required to undertake EVC training provided through EVOLVE.

Training is valid for three years and must be renewed after this time.

All designated trip leaders will receive training and support from the EVC (or suitably trained deputy).

Introductory training relating to visits will be provided as part of staff induction and, as a minimum, all class teachers will be trained in the operation of this policy in relation to Category A visits.

Arrangements will be made so that staff with less trip experience will receive mentoring from experienced staff.

Where staff planning a visit experience problems with finding related materials or require clarification or further help and guidance relating to the visit, they should consult the EVC.

6. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.

The EVC will be satisfied in their overview of the matter that the individual carrying out the risk assessment process has the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process involves the following assessments which are to be completed in conjunction with the use of the EVOLVE system (implemented across the Aspirations Academies Trust from January 2024). Further details are to be found in appendix 1.

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

7. Safe use of minibuses

The following is to be read in conjunction with any other additional Minibus Policy issued by the Academy.

Gary Jurado, Site Man is responsible for arranging the annual maintenance of the minibus / minibuses including MOTs and road tax.

The driver must have a current licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip.

There is no expectation of the minibus to be used in overseas trips. Any exception to this will be subject to advice being obtained from the Aspirations Health and Safety Officer.

Drivers must complete the relevant Academy form for drivers of the minibus and supply a photocopy of their driving licence to the Office Manager. Forms can be obtained through the office.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seat belts must be worn at all times.

Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks or defects identified, will be reported upon return to the school.

8. Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

The Principal has discretion that if considered preferable and appropriate to do so, written consent is managed in a way where parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and offsite, that take place at any time, including the school holidays. *However, where such an approach is applied, separate consent will be sought for trips which require payment.*

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

9. Staffing ratios

There will be sufficient staff to cope in an emergency. Our *minimum* staff to pupil ratios are as follows:

- Abroad: 1:6
- Other residential: 1:6
- High risk: 1:6
- Day trip visits: 1:10

The above are minimum ratios and a more detailed assessment will be required with consideration of particular characteristics of the planned visit.

Staffing of trips must include at least one individual who is First Aid trained. In considering staffing ratios, consideration should be given to first aid provision.[8]

For trips with under 5's there must also be a staff member who has Paediatric First Aid Training.

10. Insurance and licensing

When planning activities of an adventurous nature in the UK, the Educational Visits Coordinator will check that the provider of the activity holds a current licence.

Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.

[8] Minimum first aid provision for low-risk trips should comprise a suitably stocked first-aid box and a person appointed to be in charge of first aid arrangements. They may not necessarily be first aid qualified but will have a reasonable, working knowledge of first aid and be responsible for calling an ambulance and containing the situation, preventing further injury to pupils and staff. For higher risk trips, including category B and category C trips as explained in appendix 1, planning of first aid provision should be considered in conjunction with risk assessments undertaken in relation to the trip.

Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the academy office.

11. Accidents and incidents

In the case of accidents and injuries whilst on a school trip in the UK, the school's accident reporting process will begin as detailed in the Health and Safety Policy.

In the case of accidents and injuries whilst on a school trip abroad:

- Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact with the UK should be the Principal who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy / Consulate will be informed.
- The insurer will be notified.

The Principal will ensure that written records of any incidents, accidents and near misses are kept by the Academy.

Media enquiries must be referred to the Principal or, if they are not available, the Chair of the Regional Board and, whichever of the two receives the enquiry will liaise with the Trust's Marketing Manager.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur.

Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.

Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

12. Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The EVC will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the EVC will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members and pupils will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least **one** adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within **10 minutes**, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the Principal, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

13. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part.

As necessary and appropriate, the SENCO will liaise with pupils' parents to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

Pupils with SEND will be accompanied by a responsible adult during the extra-curricula trip or visit.

14. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Principal's discretion as to whether a refund is given to parents. The Principal will consult the Chair of the Regional Board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the Principal's discretion as to whether a refund is given to parents. The Principal will consult the Chair of the Regional Board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. Any excess of expenditure will be subsidised by the school fund.

15. Trips abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an

activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within **three months** of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the EVC will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

16. Evaluating trips and visits

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

Appendix 1

EVOLVE and School Trips Process

1. EVOLVE

To assist in the planning, management, approval and evaluation of visits, Aspirations uses the EVOLVE web-based management system.

EVOLVE must be used to plan and approve all visits.

As well as being an efficient tool for planning and approving visits, EVOLVE also contains a variety of features including search and report facilities, downloadable resources and information, staff records and visit history, gateway access for parents, etc.

Aspirations access can be found via this link to EVOLVE:

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=aspirationsacademiestrust

Trips and visits can be categorised as either: Category A, Category B, or Category C as explained in (3) below.

2. Authorisation

The Managing Director of the Aspirations Academies Trust delegates authorisation and approval for Category A, B and C visits to the Principal (see category definitions below). **In addition, the Aspirations Health and Safety Officer is required to review and authorise all Category C visits.**

The process for approval is further explained in (5) below.

3. Categorisation of Off-site Visits/Activities

For the purposes of approval, off-site visits are classified into three categories:

Category A – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location; for example, sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc.

All of these visits MUST be entered on EVOLVE. One application can cover a range of similar visits or a series of activities.

Beyond these areas of working, the visit becomes a Category B visit.

Category B – Usually annual/occasional visits to attractions or locations beyond the 'local' area; *for example, visits to the seaside, major visitor attractions, UK cities etc.*

All of these visits MUST be entered on EVOLVE and will require the approval of the EVC and Principal.

Category C – Includes: residential trips, visits abroad and activities in hazardous environments or involving 'adventurous' activities

All of these visits MUST be approved using EVOLVE and will require the approval of the EVC, the Principal and the **Aspirations Health and Safety Officer**.

4. Notification of Visits

For **Category A** visits, the normal notification is two weeks.

For **Category B** visits, the normal notification is four weeks.

However, it is recognised that some opportunities to work off-site may happen at short notice even in such cases academies must still use the EVOLVE system to approve them.

Category C visits should be submitted to the Aspirations H&S Officer at least **six (6)** weeks prior to departure to allow for the form to be returned for clarifications or for arrangements to be amended.

However, if the visit is overseas, **twelve (12**) weeks should be given and if the visit is an *Overseas Expedition*, **eighteen (18) weeks** should be given.

5. Process of Approval

Category A Notification of Regular and Routine visits:
All local regular and routine visits both around and local to the site must be entered on EVOLVE as a means of notifying both the EVC and Principal, who will authorise the visit.

Risk assessments uploaded to EVOLVE may include generic school risk assessments for Travel and All Visits.

Category B visits to be approved by:

First stage Approval: EVC
Second Stage Approval: Principal

For Category B visits, Visit Leaders should complete the following:

- On-line application on EVOLVE
- Risk Assessments that should include:
  - Travel
  - All individual activities within the visit
- Activity programme
- Programme planning information, as appropriate.
- OV2 (Provider checklist) or use LOtC Quality Badge for checking providers.

Category C Visits, to be approved by:
First Stage Approval: EVC
Second Stage Approval: Principal
Third Stage Approval: Aspirations H&S Officer

For Category C visits, Visit Leaders should complete the following:

- The On-line application on EVOLVE
- Risk Assessments that should include:
  - Travel
  - All activities
  - Accommodation – if staying overnight
  - Any other Risk Assessment appropriate to the activity programme or location
- Activity programme
- Programme planning information, as appropriate
- Provider checklist or use LOtC Quality Badge
- Parental consent form completed

- **Appendix 2**

Annual consent form for all educational visits and school trips

Please sign and date the form below if you are happy for your child, *<name of the child>*:

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

b) To be given first aid or urgent medical treatment 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 the following *(other than those for which there is a fee)*:
  - 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.
  - All off-site activities for nursery schools.
- 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 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 that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

……

……

……..…… ……..……..

Signed (parent/carer) …… Date……

Name……...

- **Appendix 3 – Consent form for individual school trip or other off-site activity Cat B**

CONSENT FORM

EDUCATIONAL VISITS

PUPIL DETAILS: NAME:	VISIT DETAILS: DESTINATION:
FORM:	DATE:
DOB:	TIME:
HOME TEL NO:	I acknowledge the need for my child to behave responsibly ❑

Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. **All information will be treated in confidence.**

When did your child last have a tetanus injection?

If your child is taking medication, please give details, including whether it can be self-administered.

Is your child allergic to any medication? YES / NO. If yes please specify:

Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary.

Family Doctor:		Telephone No:	
Address:			

I am happy to let my son/daughter to make their own way home:❐

I will collect my son/daughter at 4.30 pm from: _____ ❐

I give permission for my child to participate in the above school visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by the Academy's liability insurance, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

SIGNED: _____ DATE: _____

PARENT Name in BLOCK capitals: Address:_____ _____ _____ Tel No: _____	Please give an alternative contact name and telephone number in case we cannot reach you in an emergency: Emergency contact one Name: _____ Tel No: _____ Relationship to pupil: _____ Emergency contact two Name: _____ Tel No: _____ Relationship to pupil: _____

- **Appendix 4 - Parental Consent Form (Category C visits)**

CONFIDENTIAL

PARENTAL CONSENT FORM

(to be used for category C visits)

PART A – Student information and emergency contacts			
Student Name			
Student Date of Birth		Tutor group / Class	
Visit/Trip to			
Parent/Carer Name			
Home Address			
Postcode:			
Contact Information – In case of emergencies			
Contact 1			
Name			
Relationship to student			
Home telephone			
Mobile number			
E-mail			
Contact 2			
Name			
Relationship to student			
Home telephone			

Mobile number		
E-mail		
Student's Doctor Information		
Name of Doctor		
Address of Surgery		
Surgery Contact number		
Student's NHS Number		
PART B – Medical Information – Current and/or on-going medical conditions		
Asthma or any other breathing issues	Yes	No
Sight impairments	Yes	No
Hearing impairments	Yes	No
Heart conditions	Yes	No
Fits, faints or blackouts	Yes	No
Epilepsy	Yes	No
Severe headaches	Yes	No
Diabetes	Yes	No
Sleep walking	Yes	No
Travel sickness	Yes	No
Anaphylaxis	If Yes specify =	No
Allergies to know drugs	If Yes specify =	No

Allergic reaction to	If Yes specify =	No
Any other illness or medical condition		
Has your son/daughter received medical or surgical treatment of any kind from either your family doctor or hospital during the last **12 MONTHS?**	Yes	No
If Yes, please provide details opposite		
Has your son/daughter been given specific medical advice to follow in emergencies?	Yes	No
If the answer is **YES**, please give details opposite (include dosage of any medicines or tablets)		
Has your son/daughter received vaccination against Tetanus in the last ten years	Yes	No
Does your son/daughter need to take medication during the trip	Yes	No

If the answer is **YES,** please give details opposite	Name of medication	Dosage	When needs to be taken

PART C - DECLARATION

As the parent/carer of _____

- I have read, fully understood and am satisfied with the details supplied about the above-named trip/visit and agree to my son/daughter taking part in it.

- I consent to my son/daughter receiving any necessary emergency medical treatment for any injury or illness during the trip. Every effort will be made to contact you for your consent should your son/daughter need to receive any emergency dental, medical or surgical treatment (including anaesthetic) as considered necessary. However, it may not always be possible.

- I will inform the academy if other medical conditions or illnesses arise before the group departs.

- I understand the academy's behaviour expectations and I will reinforce the academy behaviour policy with my son/daughter before the trip. If there are any issues when on the trip/visit I agree for suitable consequences to be put in place. These will be outlined in the letter for each trip.

- I also understand that I am responsible for my child getting home from the academy after the trip.

Signed: _____

Date: _____

Appendix 5: Outdoor Education Advisors' Panel (OEAP) Guidance

Emergency Procedures for Visit Leaders

These model procedures are taken from the OEAP guidance for leaders accessed from https://oeapng.info/visit-leader/ . From this link, the procedures are contained in document 4.1g and the more detailed guidance the procedures relate to are contained in document 4.1c "Emergencies and Critical Incidents – Guidance for Leaders".

The OEAP note that organisations are welcome to adapt the model procedures for non-commercial use, provided that in doing so acknowledgement is given to the source by including the following statement in the document:

"These procedures include copyright material from a model document published by OEAP National Guidance at https://oeapng.info/ ."

You should tailor them for your establishment and the types of visits that it organises. In doing this, you should consider the STAGER variables (see OEAP National Guidance document 1b "Foundations"):

- Staff – size and experience of the leadership team, participant/staff ratio, etc.;
- Timing – time of year, during or out of your establishment's working hours, etc.;
- Activities – what you plan to do;
- Group – number of participants and their age, behaviour, needs, abilities etc.;
- Environment – possible weather, nature of the venue/location/terrain etc.;
- Remoteness – from help and from the establishment.

In adapting the procedures, you should enter phone numbers and web addresses etc. that are relevant to the visit and your establishment.

You may find it useful to have standard procedures tailored for the different types of visits that the establishment organises (e.g., local visits, day visits further afield, activities in wild country, residentials, overseas visits).

All members of the visit leadership team should have easy access to a copy of the procedures throughout a visit (e.g. on laminated cards) and be able to take action if there is a problem. If a visit involves remote supervision, participants should have an appropriate version of the procedures and be able to use them.

Emergency Procedures

The sequence of actions depends upon the nature of the emergency.

Immediate Action

1. Ensure your own safety.
2. REMAIN CALM - Assess the situation.
3. If possible, delegate actions to other leaders and participants so you can keep an overview, and to allow concurrent activity.
4. Ensure the safety of the group. Make sure everyone is accounted for and adequately supervised.
5. Call relevant emergency services if necessary (see phone numbers below).
6. Carry out first aid to the best of your abilities.

First Aid

The aims of first aid are to

1. Preserve life:
    a. Casualties need to be able to breath – if they are unconscious put them into a safe airway position.
    b. Try to find and stop any serious external bleeding.
2. Prevent the condition worsening:
    a. Protect the casualty from the environment - keep them warm and dry.
    b. Monitor their condition.
3. Promote recovery:
    a. Talk to them, reassure them, hold their hand, provide emotional support.

Missing Person

If someone is missing:

- Urgently check any hazards nearby, particularly water;
- Check the activity area, and the last place they are known to have been;
- Depending on the circumstances, try to contact them, for example:
    - by mobile phone, if they have one;
    - by shouting or blowing a whistle and then listening;
- If a child is missing for more than a short time, or if an adult is missing for long enough to cause concern, alert the emergency services and your Emergency Contact (see below);
- Check any key points (e.g., a previous meeting point; accommodation; your immediate destination) to which they may have gone;
- Consider what they might have done, or what might have happened to them, from the last time and place they were known to have been, and use this to plan further searching;
- Continue the search process until emergency services take over or the person is found;
- In consultation with your establishment's head/manager, decide whether to continue with the visit/activity while the search continues under the control of the emergency services or another member of staff.

Other Urgent Action

Take stock and plan, delegating where possible.

Call your establishment's Emergency Contact (or if unavailable, your employer's Emergency Contact) if any of the following apply (see phone numbers below):

- You need support;
- The emergency services are involved;
- The incident is serious;
- Someone is missing;
- The press/media are involved.

They could need the following information:

- Who you are, which establishment you are from and what your role is within the group;
- The number you can be called back on;
- The nature of the emergency and details of the incident;
- What help you need;
- Whether the emergency services are involved;
- How many casualties there are and their status;
- The number of people in your party;
- Your location, and whether you plan to move.

Liaise with, and take advice from, the emergency services if they are involved.

Address the urgent needs of the group:

- Ensure adequate supervision;
- Ensure they understand what to do to remain safe;
- Physical needs, e.g., shelter, food and drink, transport;
- Emotional needs, e.g., remove them from the scene, provide reassurance and emotional support (they can often do this for each other), give them useful things to do, protect them from intrusion.

Control communications – prevent group members from using phones or social media unsupervised, or talking to the media, until the establishment, employer and affected parents have been informed, and explain to them the importance of not spreading inaccurate information.

Start a written log of actions taken and conversations held, with times.

Further Actions and Follow-Up

Take stock again and re-plan the next phase – what have you forgotten?

Deal with any casualties who are in the care of the emergency services:

- Allocate a member of staff to accompany them to hospital;
- Keep track of who is where.

Consider the needs of yourself and fellow leaders – are you/they coping?

Liaise with your establishment or employer – hand over what you can to them, to reduce the stress on you.

Continue the written log with all details of the incident of the actions taken, including names and contact details of any witnesses.

Address the further needs of the group, for example:

- Information about the incident and what is happening;
- Toilets, washing facilities, clean/dry clothes;
- Transport;
- Accommodation;
- Contact with home.

Refer all media, parental or other enquiries to your establishment or employer.

Contact relevant agencies as necessary (via your establishment/employer if possible) – see numbers below.

Keep receipts for any expenses incurred – insurers will require these.

Report the incident using your employer's procedures.

- **Appendix 6 - Risk Protection Arrangement**

Department for Education

Confirmation of Risk Protection Arrangement (RPA) Overseas Travel

The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies and free schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds.

The following academy trust or multi-academy trust is a member of the RPA.

NAME OF MEMBER ORGANISATION:	
MEMBERSHIP NO/URN:	
MEMBERSHIP PERIOD:	

The RPA includes cover for school trips overseas travel which is summarised below. Please see membership rules for full cover.

OVERSEAS TRAVEL INCLUDING WINTER SPORTS		**Limit**
Medical Expenses, Repatriation and Emergency Travel	Per person	£10,000,000
Baggage	Per person	£2,000 in total (inner limits apply)
Money	Per person Per event	£750 £5,000
Cancellation, Curtailment, Replacement, Rearrangement and Change of Itinerary	Per person Per trip	£4,000 £250,000
Political and Natural Disaster Evacuation	Per person Per trip	£10,000 £80,000
Missed Departure	Per person	£1,000
Disruptive Pupil Expenses	Per event	£5,000
Loss of Passport/ Travel Documents	Per person and/or trips	£2,000
Search and Rescue Expenses	Per event	£100,000
Kidnap Consultants Costs	Per person and/or trips	£250,000
Piste Closure	Per day per person Total Per person	£35 per full day of closure £350
Legal Expenses	Per person	£50,000
Personal Liability	Per occurrence	£5,000,000
Personal Accident	Per Person	Death and capital benefits £100,000

NOTES:

1. Indemnity is subject to the RPA Membership Rules.
2. Cover applies to any school trip, excursion or work experience placement anywhere in the world which is related to education; commences during the RPA Membership Year and involves travel outside of the school boundaries. Includes winter sports trips.
3. **Emergency Contact Details: 0203 475 5031**

Signed:

Department for Education