

# Winston Way Academy

## Educational Visits Policy

This policy document contains:

1. Introduction
2. Statutory Framework and other guidance
3. Links to other policies
4. Key principles
5. Roles and responsibilities
6. Implementation

Date of last review	June 2025	Review period	2 years
Date of next review	June 2027	Author	Educational Visits Lead
Type of policy	Statutory	Approval	LGB
SLT member responsible for Educational Visits			

## **1. Introduction**

- 1.1 At Winston Way Academy School we foster an ethos of curiosity and love of learning and are committed to raising aspirations for the future. We recognise the importance of learning opportunities both within and beyond the School. We aim to ensure pupils have a rich and varied diet of experiences that will equip them for a positive future.
- 1.2 Out-of-school activities are essential to a broad and balanced curriculum, and we therefore guarantee Winston Way Academy pupils will have access to wide range of cultural, sporting, educational and enriching experiences throughout their learning journey with us.

## **2. Statutory Framework and other guidance**

- 2.1 This policy complies with all of the guidance and legislation contained within:
  - Health and Safety: advice on legal powers and duties 2014
  - 'Safe Practice in Physical Education and School Sport' - by the 'Association for Physical Education'
  - Health and Safety Act 1974
  - Management of Health and Safety at Work Regulations 1992
  - DFE Guidance 'Health and Safety of Pupils on Educational Visits'

## **3. Links to other policies**

- 3.1 The Educational Visits Policy should be read in conjunction with the following areas of School policy:
  - Equal Opportunities Policy
  - Safeguarding and safer recruitment Policy
  - Supporting Pupils with Medical Needs Policy
  - Health and Safety Policy

## **4. Principles**

- 4.1 The following framework underpins the Educational Visits Policy at Winston Way Academy School. The process:
  - Is as simple as possible, to encourage staff to plan and lead trips in order to enrich pupil learning
  - Is clear and transparent for pupils and parents
  - Allows sufficient timescales for planning and preparation, to ensure visits are positive experiences for all involved
  - Puts the health and safety of the pupils at the centre of all decisions.

## 5. Roles and Responsibilities for the Educational Visits Policy

Education Visits Coordinator (EVC)	<ul style="list-style-type: none"> <li>• Formally review own training requirements on an annual basis and report to the school health &amp; safety coordinator</li> <li>• Ensure all planning forms and risk assessments are completed (see Appendices)</li> <li>• Ensure the training of leaders and other adults going on visits (e.g. risk assessments and basic first aid)</li> <li>• Assign competent people to lead or otherwise supervise a visit</li> <li>• Organise thorough induction of leaders and other employees/adults taking pupils on specific visits based on risk assessments and other written arrangements and amongst other things ensure adequate information is provided to pupils who are to go on the visits including the appropriate risk control measures within the risk assessments</li> <li>• Work with group leaders to obtain the consent/permission or refusal of parents and to provide the details of the visit beforehand so that parents can give or refuse consent/ permission on a fully informed basis</li> <li>• Organise the emergency arrangements and ensure there is an emergency contact for each visit</li> <li>• Support the Principal and governors with approval and other decisions</li> <li>• Keep records of individual visits including reports of accidents and near misses</li> <li>• Review systems and, on occasion, monitor practice – this will involve going on visits.</li> </ul>
Lead staff member for visit	<ul style="list-style-type: none"> <li>• Ensures they have received appropriate training prior to planning and leading the trip</li> <li>• Responsible for collecting personal and medical information from the pupils prior to the visit</li> <li>• Responsible for informing all supervising staff of any known health problems or medications, and ensure they are complied with</li> <li>• Ensuring the appropriate numbers of staff are on the trip, and have been briefed appropriately</li> <li>• Always taking the School First Aid kit on the visit</li> <li>• Ensuring all aspects of this policy are adhered to</li> <li>• Taking regular head counts</li> <li>• Carrying the mobile phone at all times (for which parents and SLT have the number)</li> <li>• Being an excellent role model at all times</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Ensure appropriate training is provided for all staff for the effective implementation of this policy</li> <li>• Delegates tasks to the EVC for preparation and planning of visits, but retains the final sign-off of all documentation</li> <li>• Overall responsibility for ensuring all aspects of this policy are followed</li> </ul>

## 6. Implementation

- 6.1 It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A pre visit is usually advisable to enable the party leader to identify any potential hazards.

### *Risk Assessments*

- 6.2 All visits must be preceded by assessment of the risks involved and there must be written risk assessments and/or written arrangements for individual visits. When identified as necessary, training must be provided. Risk assessment training must include information on generic assessment, specific assessment and ongoing assessment. The risk assessments and arrangements must include consideration of matters such as higher risk/adventurous activities, fire precautions and fire procedures, pupil supervision including remote supervision, transport, first aid and safeguarding. Before the visit leaves, the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that emerge during the course of the visit always bearing in mind the nature and purpose of the visit set out by the party leader.
- 6.3 Final authorisation for each visit, including approval of the risk assessments/arrangements, must be made by the Principal. Risk assessments etc must be 'signed off' before the visit departs and signed copies must be taken by the group leader on the visit.

### *Employees Accompanying Visits*

- 6.4 Wherever possible, leaders and staff accompanying the visit should be employees of Winston Way Academy School.
- 6.5 In general there should be a minimum of two employees accompanying visits in the ratio of not less than one to twenty pupils in Secondary, one to ten pupils in Key Stage 2, one to six pupils in Key Stage 1 and for EYFS there must be adherence to the statutory ratios. Except for EYFS where there must be adherence to the statutory ratios, ratios will depend upon risk assessment and the Principal may make exceptions to the general rule, for instance, for games matches and for small sixth form groups.
- 6.6 Except for the statutory EYFS requirements, the ratios described in 6.5 are recommendations. The Principal must ensure that ratios are adequate. When considering the ratio necessary for any particular visit the following points will be taken into account:
- The sex, ages and temperaments of the pupils involved
  - The length and purposes of the visit
  - The method of travel
  - The nature of the locality and the activities to be undertaken
  - The nature of the activities including any higher risk/adventurous activities are involved
  - Any medical or special needs of any pupils taking part.

- 6.7 The overall objective is that trip supervisors accompanied by their spouse/partner and/or children should be discouraged because research indicates that this has proven to compromise the interests of the group as a whole and they should not be counted in the ratio. However, in exceptional circumstances and at the discretion of the Principal, trip supervisors may be accompanied by their spouse/partner and/or children where the relevant adult is not at any one time solely responsible for a group that includes their own child and where a written risk assessment specifically includes assessment and mitigation of the possible conflicts of interest especially in an emergency situation.
- 6.8 If a joint visit is arranged with another school so that both schools share supervision, employees of the other school may be included in calculating the appropriate ratio.
- 6.9 If female pupils are going on the visit a male employee should be accompanied by a female employee and vice-versa. However, if compliance would result in difficulties for small groups of pupils, the Principal has discretion in this matter in the light of the nature and duration of the proposed visit and the ages of the pupils concerned. The requirement is primarily for the protection of employees.

#### *Parent and other Adult Helpers*

- 6.10 Whilst it is accepted that other suitable adults (who usually need to have DBS criminal records checks e.g. if accompanying any residential trip or if they are to have unsupervised access to pupils) may play a useful role in connection with accompanying school visits they should not be taken into account in the calculation of the minimum number of employees required to supervise the group as set out above. The Principal may, however, make exceptions to this general rule for instances of
- Groups of 20 or more pupils where there are at least two employees accompanying the group
  - Sixth form outings.
- 6.11 Parents or other suitable adults should only be allowed to accompany the visit if:
- Their inclusion is expressly approved by the Principal who should reserve the right to refuse any offer of help.
  - They have been informed of the nature of the visit, the risk assessments and made aware of their duties and responsibilities.

#### *Alcohol*

- 6.12 Adults accompanying visits should be clearly informed of the School's policy in connection with the consumption of alcohol: that it is forbidden in all circumstances in which an adult is supervising a child or children.

#### *Employees Conveying Pupils in Private Cars*

- 6.13 The use of private cars, particularly pupils' private cars, should be discouraged. Before allowing an employee to use his/her own car to transport pupils, the Principal must check and keep copies of the employee's:
- Driving license (employees must bring any endorsements to the attention of the Principal and the license must be satisfactory to the Principal – six points is the usual cut off point)

- MoT certificate
  - Comprehensive insurance (which covers use for the purposes of his/her employers' business)
- 6.14 Whenever employees are driving, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

#### *Higher Risk/Adventurous Activities*

- 6.15 When these are to be undertaken, the Principal must ensure that appropriate employees accompanying the visit are qualified and competent (qualifications must be those approved by the sports/activity's national governing body - see AfPE 'Safe Practice in Physical Education and School Sport') and that all relevant equipment is provided to the appropriate safety standards and is properly maintained.
- 6.16 It is often practicable for activities to be undertaken at specialist provider centres where qualified and competent staff are available. Activity centres providing caving, climbing, trekking (foot, pony, bicycle or ski) or water sports (other than rowing) and associated activities must be licensed.
- 6.17 Parents must be informed in writing of any higher risk/adventurous activities to be undertaken and these must be specifically mentioned when applying for travel insurance.

#### *Shared Responsibilities*

##### *External Providers*

- 6.18 The Principal must be supplied with reassurance regarding the quality and competence of any providers used. Reassurance covers documents such as copies of providers' health and safety policies, risk assessments and information concerning the qualifications and competence of employees. Contractor Safety Evaluation Questionnaires should be used.
- 6.19 The providers' completed questionnaires, in particular the risk assessments, must be checked at the initial planning stage. One of the items to check is that all provider staff who will possibly come into contact with pupils have been vetted in accordance with the safer recruitment policy. Compliance with 'BS 8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities Outside the UK' and the LOTC quality badge and are good benchmarks when relevant.
- 6.20 There will be times when provider staff will be primarily responsible for the pupils. These times (and in what circumstances) must be set out and agreed in writing prior to the start of the visit. Pupils must know who is in charge at any given time.
- 6.21 If, as in the case on some field trips, the visit is unaccompanied, then this must be made clear to parents and the Principal must be satisfied with all the safety procedures.

##### *Joint Trips with other Schools*

- 6.22 There should be one overall party leader and the Principal should be satisfied with the procedures in place for the partner school. The responsibility of employees of each school for the pupils of the other should be agreed and made clear to the pupils.

##### *Regular Routine Curricular Activities off the School Premises*

- 6.23 These include regular PE activities that do not take place on the school premises. It is not necessary for parents to sign a consent form for these and the Principal may take parent and other adult helpers into account when deciding on the number of supervisors required for any journey, provided an employee is in charge.
- 6.24 With the consent of parents, pupils considered to be sufficiently responsible, may be allowed to walk unaccompanied to where the activities are carried out.
- 6.25 When pupils are leaving site for short periods, accompanied or not (for instance Sixth Form lunch privileges), the pupils must use the signing 'in/out' system. When the pupils are accompanied by an employee a mobile telephone should be taken whenever possible.
- 6.26 All arrangements must be included in departmental risk assessments.

#### *Remote Supervision*

- 6.27 After careful risk assessment, guidelines must be laid down by the party leader and clearly understood by all members of the party.
- The geographical area in which pupils must stay should be clearly defined.
  - Pupils must be in groups – appropriate group sizes must be determined by the group leader.
  - A time limit must be set in proportion to the age of the pupils, the time of day and any other relevant factor. Anyone who returns late should understand that they will be penalised. Before dispersal, pupils must be informed of the location where an employee can be found during the whole of the period and exactly where to reassemble.
  - If pupils are allowed to leave their residential accommodation, on leaving and returning pupils must register with employees
  - Pupils should be reminded that in the UK it is an offence for persons under 18 to buy cigarettes, alcohol and 'illegal substances. Other laws apply abroad. Pupils must be clearly informed of the school's policy in connection with the consumption or use of these.
  - Pupils away from home may strike up acquaintance with pupils from other school parties or people from the locality. This can be a problem if it leads to proposed meetings at times when the group is supposed to be engaged on organised activities or safely in their accommodation. Pupils must be clear about the school's rules of conduct in this respect.

#### *Residential Trips*

- 6.28 Amongst other things, the Party Leader should check the fire exits in all group overnight accommodations and must inform pupils of the locations of fire exits and of the fire procedures. If possible, a fire drill should be held on the first evening before bedtime.

#### *Exchange Visits*

- 6.29 These usually involve groups of pupils travelling to another country and staying with host families and may be organised by a specialist company or in conjunction with a school in that country. The following matters are relevant:

- The Principal will normally expect an employee to be resident in the country during the stay and will consider whether appropriate procedures exist for contacting school and parents in case of emergency. Pupils must be given details of the employee's telephone number or other contact arrangements and it must be made clear to pupils and host families when the employee will be available at an agreed location.
- Parents must be fully informed of the arrangements and given all necessary details in connection with the host families.
- Employees should accompany pupils on both outward and return journeys in accordance with the ratios given previously. Where travel is by air, it is acceptable for there to be a lower ratio on the flight, provided that the appropriate numbers of employees accompany the pupils to the departure gate and additional supervisors are available when the party is met by the host school or tour company representative at the point of arrival.
- Unambiguous instructions must be given to pupils concerning their own safety and any uncertainties they might have about their own safety or wellbeing.
- Host families must be informed of the procedures to be followed and the persons to contact in the event of any accidents, illnesses, problems or difficulties such as bad behaviour. Whenever an employee is advised of the illness of/accident etc to a pupil s/he should personally investigate immediately and if the situation warrants inform the pupil's parents straight away.
- If activities are planned with another school, it is essential that the extent of responsibility of that school's staff is agreed in advance and that pupils know when the 'other' school staff are in charge and how to contact their own if based at a location remote from the pupils.

#### *Information Concerning Visits*

- 6.30 Parents must be fully informed in writing about the visit well in advance. If appropriate, parents and pupils should be invited to the school to discuss details with the organisers. Where possible the Principal or a senior member of the teaching staff who is not involved in the visit should also attend to give an objective view and independent advice.
- 6.31 Written information should include the following as appropriate:
- Purpose of visit
  - Accommodation type and meal arrangements
  - Travel arrangements including time of return
  - Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
  - Insurance cover and name and address of insurers
  - Health and hygiene requirements e.g. inoculations/safety or not of tap water
  - Names of party leader and employees accompanying party and address and telephone number of party leader at destination (where there is none, for

example in case of some exchange visits, details of a contact number in UK must be given)

- A contact number for the pupil must be given (if pupil staying in family it may not be possible to give this information immediately in which case further information will need to be given)
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money
- Advice that the Principal reserves the right to exclude a pupil from a visit on behavioural or medical grounds
- Code of conduct and details relating to standard of behaviour expected from pupils during visit, including rules of smoking and alcohol. For major visits and all residential visits, a behaviour agreement should be signed by pupils. Parents should be informed that any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil concerned will be sent home as soon as possible and that the responsibility for paying for this including any accompaniment lies with the parents; and that the pupil may jeopardise their chances of going on another school visit. Requirements in the code could include a statement that pupils are under the jurisdiction of the school during the visit and therefore: pupils must obey the instructions of group leader and supervisors; pupils must not possess, use or purchase cigarettes/alcohol/illegal drugs or knives; pupils must take responsibility for their own possessions; pupils must use seat belts where provided and must remain seated on coaches and minibuses; pupils must not put themselves or others at risk; pupils must remain in their allocated groups; and pupils must behave and dress appropriately.

#### *Consent Forms*

- 6.32 A pupil must not be allowed to participate in a visit unless an appropriate consent form has been signed by his/her parents/guardian and returned to school.
- 6.33 Parents may be asked to sign a blanket consent form at the start of the pupil's time at school or at the start of each year. This may be used to cover visits such as those that will take place during day and evening times under the supervision of school staff and it may be appropriate for school sports fixtures where the school issues information to parents of the specific day-to-day arrangements, for instance by use of fixture lists/homework books etc. When blanket consent forms are used parents need to give permission for pupils to participate in any relevant visit.
- 6.34 It is important to note that a blanket consent form must not be used for any residential visits, visits abroad and any that involve any higher risk/adventurous activities.
- 6.35 With blanket consent forms there is no possibility of parents providing up to date medical (or contact) information. If used, the employee responsible for each visit must be provided with the details of any medical condition affecting the pupils/contact details from the school's information data base. Procedures must be drawn up to ensure these are noted by the employee concerned.

### *Information for Pupils*

- 6.36 Pupils must be given clear safety instructions. They must also know who is in charge of the visit, how to behave and what to do if they get lost or into difficulties, and any key risk assessment information relevant to the trip.

### *Emergency Procedures*

- 6.37 Part of the written arrangements or risk assessments for the visit must include details on how to contact a designated senior member of staff, at school or otherwise, for emergency purposes. This member of staff should agree to being the 'contact' and should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the visit – such information should also be lodged at a known place at school and held by the party leader. In any shared responsibility situation, the emergency procedures must be agreed in advance with the provider/other school involved.
- 6.38 The designated member of staff and/or parents as appropriate must be contacted if there is "no show" by any pupil.
- 6.39 A first aid kit and mobile phones (where appropriate pupils' mobile phone numbers should be collected) should be carried and ideally there should be trained first aid personnel in every group involved in travel. The requirements for first aid and administration of medicine should be included in the risk assessment.
- 6.40 Careful estimates should be made of the need for cash (in the currency of the country to be visited). Employees should have sufficient funds available in appropriate form to provide for all anticipated needs plus an emergency fund.

### *Serious or Fatal Injury – Emergency Procedures*

- 6.41 An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but all employees accompanying the party must be familiar with them and must be able to adapt them to the situation in which they find themselves and a copy of the procedures should be taken on each visit.
- 6.42 The party leader (or other person in charge of group if out of contact with party leader until party leader can be contacted) should:
- Establish the nature and extent of the emergency, discourage pupils from contacting their parents until they are briefed/until contact is made with the Principal, emergency 'contact' or other senior employee
  - Call whichever emergency services are required (UK 999, Europe 112, USA 911)
  - Where anyone is injured have first aid administered if possible
  - Make sure all other members of the party are accounted for and are safe
  - Establish the name(s) of the injured
  - Advise other party adults of the incident and that emergency procedures are in operation
  - If possible, arrange for an adult from the party to accompany the casualty to hospital. If this is not possible, ask the emergency services the name and address of the hospital concerned and write it down

- Ensure that the remainder of the party are adequately supervised throughout - may be necessary to arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- Commit to writing full details of the incident -
  - Name(s)
  - Nature, date and time of incident
  - Location of incident
  - Details of injuries
  - Details of police who attended/witnesses names, addresses (and telephone numbers if possible)
  - Action taken so far
  - Telephone numbers for future communication.

- 6.43 Do not discuss matters with the media, do not discuss legal liability, do not apologise or express regret.

*Procedures for Other Accidents/Incidents*

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

*Feedback*

- 6.45 The feedback form must be completed after each visit.

## Appendices:

A: Checklist for Lead Staff Member on Visit

B: Exemplar forms for planning and carrying out visits

### A: Checklist for Lead Staff Member on Visit

The following questions cover the main arrangements that should be in place for a visit. What are the main objectives of the visit? What is "Plan B" if the main objectives can't be achieved? What could go wrong? Does the 'risk assessment' cover as appropriate:

- I. The main activity?
- II. "Plan B"?
- III. Travel arrangements?
- IV. Emergency procedures?
- V. Staff numbers, gender and skill mixes?
- VI. Generic and site-specific hazards and risks (including for Plan B)?
- VII. Variable hazards (including environmental and participants' personal abilities and the 'cut off' points)?
- VIII. What information will be provided for parents?
- IX. What consents will be sought?
- X. What opportunities will parents have to ask questions (including any arrangements for a parents' meeting)?
- XI. What assurances are there of the leader(s) competencies?
- XII. What are the communication arrangements?
- XIII. What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?
- XIV. What are the arrangements for monitoring and reviewing the visit?

**Blanket Consent Form**

Parent/Guardian for 'short' visits - side 1

Please complete this form giving all relevant details. The information given or updated by you will be referred to when the pupil participates in away sports fixtures, non-curriculum off site visits during the day or evening and similar. You will be given written information concerning these visits and asked to sign a separate short permission form to allow your son or daughter to participate.

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

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

*Transport*

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

*Accident/Illness*

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

*Remotely supervised time (usually senior school only)*

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

*Personal effects of the pupil*

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

*Insurance*

I know of no information that may affect the insurance cover provided, the extent and limitations of which can be obtained from the school office.

*Signature of parents/guardians*

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

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

Signed:

Relationship  
pupil:

to

Date:

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

Signed by the  
pupil:

Date:

THIS FORM WILL BE KEPT IN THE SCHOOL OFFICE AND RELEVANT INFORMATION WILL BE  
TAKEN BY THE PARTY LEADER ON VISITS

### ***Check List for Party Leader***

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

Proposed visit:

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

Check list of action to be taken:

Action	Tick date	+ Comment
Agreed by Head		
Checked by ..... for feasibility		
Checked with calendar		
Checked with staff		
Initial costing done		
Parents informed in writing		
Consent/permission forms sent		
Consent/permission slips all back		
Risk assessment/arrangements*/ place of refuge identified* and signed off	completed	
Meeting with parents arranged (residential only)		Date & time:
Coach booked		
Minibus booked		Drivers:
Other transport booked (TfL tickets, Oyster cards)		
Kitchen informed		
Packed lunch ordered		
Pupil list for notice board		
Office staff advised; travel form completed		
Pupil emergency contact numbers obtained		
SLT/Phase lead/EVC informed if out of regular school hours		
Pupil medical details obtained		

Adequate first aid cover, medical kit/ sick buckets etc ordered		Nominated staff in charge of first aid:
Awareness of site prior to intended trip/activity		
Visit evaluation form ready to be completed		Complete after visit

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

^If the risk assessment has been carried out previously this should be thoroughly reviewed and may then be used after resigning and re-dating.

Action: Party Leader must keep this on file. Copy to EVC/Office before departure.

### ***Application for the Approval of an Educational Visit***

This form should be submitted to the Head before pupils are notified or any bookings made.

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

Signed:	
Approved subject to risk assessment/other written arrangements.	
Date:	

### ***Risk Assessment Form – Educational visits***

As a guide, this must be submitted to the head for approval six weeks ahead of the departure date for higher risk/adventurous, residential and foreign trips and two weeks ahead of the departure date for other trips.

Venue including address					
				Activity	
Date		Number of pupils:		Year(s):	
Party Leader + mobile no					
Person in charge of first aid					
Others including names					
and number of staff and volunteers					
School contact					
Tel. No					
Mobile					
Assessment undertaken by					
Authorised and signed off by					
Date					
Review date					

Hazards	Consider activities to be undertaken and fire, security/safeguarding, lack of supervision, medical conditions/illnesses, transport, weather	
Persons who might be harmed	Consider pupils (age, temperament etc.), employees and general public	
Risk identified	Risk controls	Further action necessary to control risk and action plan – name employee responsible, target date and completion date

Consider: journey, method of transport, activities, accommodation, fire precautions, weather (winds, tides etc.), medical needs of pupils, special needs of pupils, temperament of pupils, first aid, biological/chemical hazards, man-made/natural hazards, personal safety of pupils, possible conflicts of interest specifically, in an emergency situation, possible contact with animals and contraction of disease (from animals etc) 'free' time	Include: reference to any provider involved, risk assessments from any provider, first aid cover and measures, supervision arrangements; regular attendance checks e.g. at meal times and whenever the party is about to move from one venue to another – it is often convenient to give small group of pupils responsibility for one another, reporting to the leader if anyone is missing, lost pupil arrangements, remotely supervised time, travel, arrangements to avoid driver fatigue, past experience and Plan B with risk associated risk controls	
---	---	--

Risk Assessment Approved by the Head

Signed:

Date:

***Consent of Parent/Guardian for a Residential, Higher Risk/Adventurous, or Foreign Visit***

Name of pupil: Form			Date of Birth
Mobile phone number of pupil			
Proposed visit to		Cost of visit	
Day and date of departure		Departure time	
Day and date of return		Return time	
Travel arrangements			
Passport No. and country issued - include nationality			
European health card (EHIC) no:			
Medical information about pupil:			
Does the pupil have any conditions requiring/which may require medical treatment/medication? Delete as appropriate YES / NO		Describe and state whether self administered or not	
Does the pupil have any allergies, e.g. to medication or specific foods?			
Does the pupil have any special dietary requirements?			
(If yes to any of the above, details must be supplied with this form)			
Contact telephone number, parent/guardian:			
Work:			
Home address:		Home:	Mobile:
Alternative emergency contact:			
Name:			
Address:		Tel.No.	

### Signature of parents/guardians

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

Signed:			
Relationship to pupil:		Date:	

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

Signed by the pupil:		Date:	
----------------------	--	-------	--

- Transport

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

- Health

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

- Passport etc (for foreign visits only)

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

- Accident/Illness

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

- Remotely supervised time (usually Senior School only)

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

- Swimming and other activities

I certify that the pupil is/is not able to swim 50 meters, is/is not confident in a pool, is /is not confident in open inland water, is/is not safety conscious in water - ( in each case please delete 'one' **and initial**). I agree to the pupil taking part in any/all of the activities (where applicable) contemplated as listed in the visit programme, (including, for senior school pupils only on foreign trips, drinking a modest quantity of wine with a meal), except for the following:

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

- Personal Effects of the Pupil

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

- Insurance

I understand the extent and limitations of the insurance cover provided and know of no information that may affect the insurance.

- Code of Conduct

I understand the consequences if the pupil does not adhere to the code of conduct. (Any instance of severely unacceptable behaviour may lead to the party leader informing the parent that the pupil will be sent home as soon as possible and that the responsibility for paying for this, including any accompaniment lies with the parent. The pupil may jeopardize their chances of going on another school visit.)

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

### ***Permission Slip for Short Visit***

For short visits which depart from, and return to, school during daytime or evening visits such as theatre visits or similar

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

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

The pupil's emergency contact numbers and medical information are as detailed on the blanket consent form signed previously. There are no significant illnesses or conditions relevant to this pupil over and above those identified on the blanket consent form. I agree to authorize members of staff during the course of this visit to approve such medical treatment for the pupil as is deemed necessary in an emergency.

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

### ***Travel Form***

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

***Authorised Absence List***

Member(s) of staff responsible:		
Nature of absence:		
Date (and time) of Departure:		
Date (and time) of Return:		
Emergency contact number:		
Mobile number(s):		
Signed:		
	(Member of staff in charge)	Head
Office received:	Kitchen received:	

Name	Form	Name	Form
------	------	------	------

### **Visit Evaluation Form**

Please complete this form as soon as possible after your return.

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

# 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, if access to EVOLVE is not possible.**

The establishment’s 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 within 30 minutes;

**It is the responsibility of the Visit Leader to contact the LA. However, circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact London Borough of Redbridge 020 8708 5897 (Primary Number, use first) or 020 8553 5825 (back up number) and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.**

- Your details will be taken and you will be phoned back within 30 minutes;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment – David Booth		
Deputy Head of Establishment – Marcia Tenn		
LB Redbridge Emergency Call Centre (for <b>initial</b> contact during an emergency only)	<b>020 8708 5897</b> or <b>020 8553 5825</b>	-

Chair of Governing Body (optional)		
Other/EVC – Carlyn Dubuna		

# 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). This should normally include a member Senior Management of the establishment.**

**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.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** and request the help of the Emergency Response Team.

## **London Borough of Redbridge Emergency Contact: 020 8708 5897**

(Primary Number, use first) or **020 8553 5825** (Back-up number)

Ask for the Emergency Response Team

Be prepared to give: Your name and Establishment/Group

Phone number & back up phone numbers

Exact Location

Nature of Incident

Number in the Group

You will be called back within 30 minutes so try not to make outgoing calls until contact is made.

You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- 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 LA and for continuing contact with the LA 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 LA;
- 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;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Establishment – Winston Way Academy	<b>02084785626</b>	
LB Redbridge Emergency Call Centre (for <b>initial</b> contact during an emergency only)	<b>020 8708 5897</b> or <b>020 8553 5825</b>	-

If the visit will be outside normal establishment hours:

Establishment ‘Home’ Contact		
Head of Establishment / Chair of Governing Body (optional)		
Other/EVC – Carlyn Dubuna		