



# Educational Visits Policy

Date Policy Last Reviewed:	December 2023
Person Responsible for Policy:	Andrew Bunting (EVC)
Date of Governing Committee Approval:	
Date for Review:	December 2025

## 1. Introduction

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes us a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased cultural curiosity and resilience.
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

This policy will help us conduct educational visits in a safe and well-structured manner, giving our pupils and staff the best experience possible.

## 2. Clarification of roles

**Visit leaders** are responsible for the planning of their visits, and for entering these on EVOLVE. They should obtain outline permission for a visit from the Headteacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements. Our expectations are that visit leaders are both competent and confident in leading a visit as described in 3.4k visit or activity leader in National Guidance.

**The Educational Visits Coordinator (EVC) (Andrew Bunting)** will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc. The EVC's role is described in detail in 3.4j EVC role in National Guidance. The EVC is responsible for ensuring the planning and risk management for this visit has been checked and approved according to the current Educational Visits policy and that the visit complies with the

LA's current planning checklist for off-site activities. The EVC must check that the visit leader and staff are competent to supervise the visit and that the risk management is fit for purpose. The EVC ensures that the Headteacher is aware of all off site visits.

**The Headteacher (Jo Leech)** has responsibility for authorising all visits. The headteacher has responsibility for submitting all overseas, residential, or adventurous activity visits to the LA for approval, via EVOLVE.

**The Governing Body's** role is that of a 'critical friend', see National Guidance 3.4f for additional information. Individual governors may request 'read-only' access to EVOLVE.

**The Local Authority** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

### **3. Application**

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, we:

1. Adopt the Local Authority's (LA) document: (All staff have access to this via EVOLVE)
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by the LA)
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for all off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

### **4. Procedural requirements**

Trip leaders must first complete a Trips and Visits Proposal Form (see appendix A) which should be handed in to the headteacher for initial discussion and will contain relevant information for the trip, including:

- Staff attending
- No of pupils
- Budget information
- Educational value

**\*This is not expected for sports fixtures.**

## **5. Trip categories**

As set out in the Local Authority Educational Visits Policy, visits can be categorised into three categories, these are:

### **Category A**

These are activities that present no significant risks. They should be supervised by a teacher who has been assessed as competent by the LA or Educational Visit Co-ordinator, where appropriate, to lead the activity. Examples include walking in parks, field studies in environments presenting no technical hazards or low risk sports competitions.

### **Category B**

These comprise some higher-risk or higher-profile activities. LA approval is required for this category of activity. Safe supervision requires that the Group Leader should as a minimum, have undergone familiarisation specific to the activity and / or the location. The Group Leader will have to be approved as suitably competent by the LA, and hold any necessary qualification/award. Examples include; walking in non- remote country, camping or cycling on roads.

### **Category C**

This is the most demanding category. It includes all those activities that if not school-led, would be in the scope of the Adventure Activities Licensing Regulations 1996. LA approval is required for visits in this category. In the case of sports, where safe supervision requires the leader to complete some prior test of his/her specific competence, such testing might include a recognised course of training, the recorded accumulation of relevant experience or an assessment of competence by an appropriate body.

Category B or C trips including overseas and residential trips will require Governor approval.

## **6. Hazardous Activities**

Authority at least 28 days in advance. (both forms are in resources under guidance on Evolve)

This list is not exhaustive, if in doubt seek advice from the LA Outdoor Education Officer.

- airborne activities
- archery
- Open country activities and field studies
- camping
- orienteering
- canal boating
- Paintballing
- canoeing
- rafting

- caving/potholing
- rowing and sculling
- climbing
- sailing and power boating
- expeditioning
- Sea-level traversing and coasteering
- Farm visits
- fishing
- shooting
- Horse riding/pony trekking
- Snow sport activities
- ice skating
- sub-aqua/snorkelling
- Kite flying/kite surfing
- Surfing
- Low and high ropes courses
- swimming in open water
- Moorland, fell and mountain activities
- theme park visits
- Motor skills
- Off road cycling/journeying Water skiing

## **7. Parental Consent**

Specific consent is gained for each trip. It is important that all students have given consent to the trip.

It is essential that parents are sent letters with information regarding the visit which must include details, time of visit and return, location, any specific requirements and to remind parents to ensure medical information is up to date (this list is not exhaustive).

Category B and C visits must have specific consent and up to date medical information from parents for children to participate.

## **8. Risk management and risk-benefit assessment**

### **Risk Assessments**

We understand that to deliver safe visits comprehensive risk assessments need to take place. Risk assessments should include details of how to manage risks associated with all aspects of the trip. Exemplar risk assessments are available from the EVC and the resources section in EVOLVE.

For all category A, B and C trips, need event specific risk assessments to be completed and attached to the EVOLVE form.

## Ratios

Activity and Visit Leaders must ensure that young people are supervised in accordance with the principles of “Effective Supervision”, requiring them to take account of:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Staff competence.
- Distance

In order to determine the actual number of staff needed we will use the framework described through SAGE

- **Staffing:** who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- **Activities to be undertaken:** what do you want the group to do and what is possible?
- **Group characteristics:** prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.
- **Environment:** indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.
- **Distance:** how far is the activity away from school or homebase

## Ratios

- Always a minimum of two staff required (Residential is a minimum of three)
- Local Visits/Visits in the local area close to support at school/base **Years 7-11 1:15** (one supervisor per activity or supervision group)
- Day Visits more than 60 miles or one hour from school/base (minimum of two supervisors required) **Years 7-11 1:15** (one supervisor per activity or supervision group)
- Residential Visit, UK or abroad (minimum of three supervisors required) **Years 7-11 1:10** (one supervisor per activity or supervision group, these do not include any centre residential staff)
- Open Country/Working by water or away from a road or building **Years 7-11 1:15** (one supervisor per activity or supervision group)

## 9. Assessing venues and providers

In line with Local Authority we accept and acknowledge the LOTC quality badge. This ensures that the provider we are using has the correct risk assessments and insurance in place and are suitable to use. In all other cases we will ask providers to fill in a provider form which is available in the resources on EVOLVE.

### **Use of contractors (providers) and tour operators**

Contracted providers of educational visits include; tour operators, expedition providers, outdoor education centres, local farms, civic museums as well as national bodies such as the Youth Hostels Association.

The trip lead will satisfy themselves on matters such as the company's safety policy, levels of instructor competence, qualifications and standard of equipment. Check that contacted providers hold an up-to-date Adventure Activity Licence, or a Learning Outside the Classroom quality mark as these provide evidence that they comply with nationally accepted standards. If a provider is being used that doesn't hold Learning Outside the Classroom quality mark they must provide an additional provider form.

To assist in this assessment, the following issues should be considered (more details can be found in section the LA Educational Visits Policy 2023):

- Safety Policy Statement
- Health and safety arrangements
- Insurance
- Provision of accommodation (All accommodation conforms to United Kingdom standards of safety)
- Provision of Services or Equipment
- Transport/foreign transport/public transport
- Staff training
- Emergency procedures
- Risk assessments
- Sub-Contractors
- 

## **10. Visits abroad**

We understand there are several issues to consider aside those discussed in earlier sections of this guidance when organising an educational visit or activity abroad. We recognise the following guidelines relating to visits abroad. (Further guidance can be found in section 16 of the LA Educational Visits Policy 2023).

### **Using a tour operator**

Before using a tour operator/travel agent Group Leaders will:

- Ensure the tour operator/travel agent is reputable
- Ensure the tour operator/travel agent used is a member of ABTA and/or ATOL and that the whole package being supplied is covered by an ABTA or ATOL. These provide security against the licence holder going out of business.

### **Preparing pupils for visits abroad**

The following factors will be considered when preparing children/young people and other group members for visits abroad:

- Language
- Local culture of the area or country to be visited
- Use of drugs or alcohol
- Food & drink
- Personal security
- Communication
- Emergencies
- Vaccinations
- Language abilities
- Visa/passports
- Nationality/immigration status
- Care orders and wards of court
- Emergency medical facilities
- Pupils with disabilities

### **11. Volunteers**

In order for us to support our students on school visits we use a range of different volunteers. These volunteers must comply with our school safeguarding policy.

Responsibility will be delegated to them by the visit leader. They must be sufficiently competent and confident to carry out their responsibilities.

The level of competence and the thoroughness of the engagement process depend upon the role that the volunteer is to take, and the degree to which they will be working independently or under supervision. Where they are working independently it should be to the same standard as would be expected of an employee or contractor taking on the role.

### **12. Emergency procedures and incident reporting**

For all trips taking place outside of school time, two emergency contacts must be inputted on to EVOLVE. Visit leaders and deputy leaders should have access to the emergency contact details, EVOLVE form, parents contact details and children's medical/behavioural details. They will also



take the school Emergency Action Plan crib card with them in how to deal with an emergency.

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The school has an emergency plan in place to deal with a critical incident during a visit (see School Emergency Management Plan). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes. When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

### **In the event of an incident/emergency**

The Group Leader or deputy will:

- Establish the nature and extent of the emergency as quickly as possible. Advise all other staff and/or supervisors of the emergency and ensure where possible that the emergency procedure is followed.
- Ensure all group members are accounted for.
- Immediately establish the names of any injured people and if possible assess the extent of their injuries. Get immediate medical attention for them. On no account should injured persons be left alone.
- Ensure that if hospital treatment is required a teacher or adult known to the injured / sick person(s) accompanies them on the journey to hospital; this is in addition to the driver of the ambulance or vehicle. A communication should be made from the hospital to the Emergency School/Home-base Contact to advise them of the situation.
- Ensure the rest of the group are adequately supervised, kept together at all times, have understood what has happened and the implications for the rest of the visit programme.
- Notify the police or other emergency services if necessary.
- Notify the British Embassy/Consulate, if necessary, if an emergency occurs abroad.

### **Communication**

The Group Leader or deputy will:

- Make immediate contact with the designated Emergency School / Home-base Contact and provide details of the emergency. Unnecessary group member access to telephones, including mobile phones, should be restricted as far as possible until emergency contact has been made.
- The Emergency Contact telephone number must be available at all times during the visit in the Emergency Pack.
- Prepare a report as soon as possible following an accident, incident or near miss noting names, addresses and telephone numbers of any witnesses. Please use the Educational visits accident / incident report form (Appendix C).

The Emergency School / Home-base Contact must:

- Record all telephone communications and incident details clearly and accurately on record sheets.

- Arrange a call-back time for an update from the Group Leader.
- Make sure relevant information is to hand before telephoning anybody regarding the incident.
- Inform the LA via the School Improvement Liverpool Ltd. Physical and Nutritional Health and Well Being Officer about serious accidents or incidents.
- Decide with the Group Leader which, if any, parents need to be informed about the incident.
- Record details of contacts made with parents on the emergency contact list. If contacting parents be clear, brief and reassuring.
- Inform parents of the local hospital telephone number if it is necessary.
- Not give out the venue telephone number or your contact telephone number to parents or others who do not require them. These lines are to be kept free from casual use.
- Not stay on-line too long with any individual; as others may be trying to call you; instead arrange a time to call back with more news.
- Not give out the venue telephone number or your contact telephone number to parents or others that do not require them. These lines are to be kept free from casual use.
- Report Accidents and incidents to EVC or Head Teacher. In addition, a formal report should be provided to the City Council's Health and Safety Unit using the electronic form in line with the City Council's accident reporting process (see Section 15) as soon as possible but at least within five work days.
- Provide any accident, incident reports or other relevant record sheets to the Group Leader on their return from the visit.
- Contact the LA press office 0151 233 3040 and give all available information relating to the incident.

The names of any injured group members should not be released to the media.

In the event of an emergency where support is required from the LA, telephone LCC emergency number 0151 236 2635 who will connect you with the Senior Response Officers. On contacting this service or any other pre-arranged Emergency Contact clearly state that it is an "educational visit emergency", the number of the telephone you are talking from, the name of your school or facility, your location and nature of the emergency. Other details you should relay include the time and date of the incident, names of casualties, details of injuries, the names of any other parties involved and the action taken so far and yet to be taken.

### **Administration of Medication during an Educational Visit**

If pupils need to take medication during an educational visit, parents must inform the Headteacher of this requirement either in writing or in person. Parental permission and medicine administration instruction should be provided to the Group Leader. Medication should be collected in its original container, and details of dosage should agree with instruction given by parents. Medication must be kept in a securely controlled medical store or held where appropriate by a suitable person until it is required. A written record should be kept of times and dosages of medications administered, the record should be signed and witnessed.

## **Emergency Details**

If a participant is admitted to hospital, the Group Leader should inform the Emergency School / Home-base Contact and refer to the Emergency Contact List which includes details of contact telephone numbers to inform parents, these details should be kept by the Group Leader.

## **First Aid arrangements**

Before undertaking any off-site activities, the EVC, Headteacher and Group Leader should assess the level of first aid that may be required and agree the first aid arrangements during the visit. For activities in remote environments such as during Duke of Edinburgh award expedition training one supervisor should hold a first aid qualification specific to the outdoors, unless this is covered by a designated contractor or provider.

The Group Leader and other Group Supervisors/Members should know names and locations of First Aiders during the visit. Where the risk assessment identifies a comparatively low-risk to health and safety and identifies that a first aider is not necessary the Group Leader will ensure that there is an Appointed Person on every Educational Visit. It is the duty of the Appointed Person to take charge of the first-aid arrangements, including looking after the equipment and facilities and calling the emergency services when required.

## **First Aid Boxes**

Portable first aid boxes for use on educational visits will be readily accessible at time of need, e.g. kept on board the coach during the journey or establishment minibus.

## **Medical Room**

If there is a designated first aid room at the venue pupils must not be sent there and left alone. The Group Leader should be informed if a group member is sent to the first aid room or requires first aid.

## **In the event of an accident or incident**

All accidents must be recorded and reported to the school. The more serious accidents are required to be reported to the Council's Occupational Safety and Health Unit via the Council's electronic accident form available on the Council's intranet or EVOLVE. Some accidents are required to be reported to the Health and Safety Executive.

A record will be made of every occasion when any employee, participant or other person receives first aid treatment whilst on an educational visit as part of a school-related activity.

Should an ambulance be required, the first aider is to stay with the injured person until it arrives and provide any required details to the ambulance staff. Where possible the first aider should accompany the injured or sick person to the hospital, to the doctor or to their home.

In the event of an emergency where support is required from the LA, telephone LCC emergency number 0151 236 2635 who will connect you with the Senior Response Officers. On contacting

this service or any other pre-arranged Emergency Contact clearly state that it is an “educational visit emergency”, the number of the telephone you are talking from, the name of your school or facility, your location and nature of the emergency.

### **Near Miss Incidents**

A near miss is an occurrence that had the potential, but did not lead to an accident (there is no injury, ill health or damage to property). All near misses should be reported within 24 hours to the Health and safety Unit via the council’s accident e-form available on the intranet and to the School Improvement Physical and Nutritional Health and Well Being Officer.

Investigation of near misses is as important as the investigation of accidents as they may identify trends or prevent an accident occurring. Following a near miss, alternative activities may need to be provided; such a change should form part of the emergency plan. Any revised arrangements should be communicated to all those on the educational visit and where necessary to the school/home- base contact and to the LA.

### **In the event of an early or late return from a visit**

The Group Leader must contact the Emergency School / Home-base Contact with the reason for the change of plan and the revised expected return time. The Emergency School / Home-base Contact must make a note of any change on an incident record and inform parents with the latest expected return time, if appropriate.

### **Council reporting procedures**

Schools are required to report accidents, near-miss events and violent incidents to the Health and Safety Unit on the accident e-form within 24 hours. Minor incidents should be recorded in the school/facility Accident Book.

Minor injuries to non-employees (e.g. pupils volunteers, members of the public injured as a result of the group’s activities) i.e. cuts, bruises or grazes needing no more than on-the-spot first-aid during an educational visit - enter accident details in the Visit Emergency Pack. Details can be transferred to the School/Facility Accident Book on return from the visit. Notify parents of pupils on return.

Any accident resulting in any injury (regardless of how minor) to a member of City Council staff (e.g. teachers, youth workers etc.) or any significant injury to non-employees (e.g. pupils volunteers, members of the public injured as a result of the group’s activities) that results in the injured party requiring expert medical attention (e.g. more than just first aid; going to a walk-in centre, hospital or seeing their GP) is reported to the City Council’s Health and Safety Unit within 24 hours via the accident eform. The link to this form is available the Health, Safety and Wellbeing web page of the Council’s Intranet.

### **Health and Safety Executive Reporting procedures**

In addition to the above requirements to report to the City Council 'The Reporting of Injuries

Diseases and Dangerous Occurrence Regulations 1995' (RIDDOR), requires that, any accident at work or in connection with a work activity to an employee or non-employee where there is a fatality, major injury, prescribed disease or dangerous occurrence or an accident which results in an employee taking more than three days off work, 4 days or more including non-working days e.g. weekends, or not being able to undertake their usual role e.g. being put on light duties for more than 3 days, as a direct result of that accident, must be reported to the Health and Safety Executive.

In cases of death or major injuries, you must notify the enforcing authority without delay by reporting online or you can telephone 0345 300 9923. All other reporting must be done online. In addition, any accident must be reported to the HSE that results in an injury requiring a non-employee to go straight from the scene of the accident to hospital OR where an employee is admitted and stays in hospital for more than 24 hours.

### **13. Evaluation**

All trips must be evaluated, no later than 4 weeks after return. This should be done on EVOLVE by the group leader.

### **14. Monitoring**

In order to ensure safe, quality visits, the EVC has the responsibility of monitoring visits to ensure that:

- Visits and activities are carried out safely and effectively and in line with the Local Authority policy and procedures.
- Relevant policies and procedures are reviewed and updated to remain current and in line with good practice.
- Staff have easy access to the school policy
- Staff have access to relevant training that supports the implementation of this policy
- The school appoints, trains and revalidate EVCs in accordance with the LA policy
- The school keep proper records.

The EVC monitoring should also include an element of field observations.

### **15. Induction, training, apprenticeship, succession planning**

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Headteacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.
- Any member of staff leading a residential or self-led adventurous activity must have attend visit leader training

## **16. Behaviour**

As a school we expect all children to behave to the standards described in our code of conduct. We have a Home School Behaviour Contract that must be completed for all residential visits. Before any residential, parents are made aware of consequences of breaking the school code of conduct. This may include parents being asked to remove a child in prescribed circumstances.

## **17. Inclusion**

We are a fully inclusive school and believe in the following principles:

- A presumption of entitlement to participate.
- Accessibility through direct or realistic adaptation or modification.
- Integration through participation with peers.
- We follow the standards set out in National guidance 3.2e Inclusion.

## **18. Insurance**

We are covered by the local authority blanket insurance for visits and trips provided all criteria is met.

## **19. Finance**

For school visits we use Parent Pay to collect all finance for the visit. All charging and voluntary contributions requested for the visits are in line with National guidance 3.2c.

## **20. Check list before you organise a trip Trips and visits - procedures.**

For a non-residential trip there is a minimum requirement of 7 days' notice. For a hazardous or residential there is a minimum requirement of 28 days' notice. **This includes Ice skating, theme parks and field trips.**

- a. Read the trips and visits policy thoroughly if you are not already familiar with it.
- b. Inform your Subject Leader and DOC of the trip proposal
- c. Discuss the proposal with your EVC
- d. Submit a request to the Headteacher for approval
- e. Apply for date of absence through completing a LOA form. This includes the additional staff needed for the trip. If there is already significant staff demand the trip may not be allowed to take place.

- f. Complete the form on Evolve. This will require the following:
- Trip type and purpose (hazardous/residential/non-residential)
  - Destination
  - Travel arrangements and contact details
  - Risk assessments- Form 2 in the resources section of Evolve
  - First aid provision
  - Letter to parents including any medical and additional needs
  - Staff members with correct ratio (see below)
  - Emergency contacts
  - All students you are planning to take

Insurance - if it is a residential through a company seek advice through the provider. If it is hazardous check with your EVC.

Once you have submitted the request form you must **wait for approval**. The EVC and Headteacher will quality assure the visit. You will receive an email to log on and see the status of your trip.

Once you have received approval you can promote the trip.

**APPENDIX A – Trips and Visits Proposal Form**

**EDUCATIONAL VISITS – Pre-Visit approval form**

TRIP ORGANISER:

DATE OF TRIP:

DESTINATION:

TARGET GROUP:

EDUCATIONAL VALUES:

TOUR OPERATOR:

ADDITIONAL COMMENTS:



## BUDGET INFORMATION

NUMBER OF STUDENTS:	NUMBER OF STAFF:
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PROPOSED STAFF:
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### TRIP FINANCES

Cost of	£	
Cost of accommodation	£	
Other costs	£	
	£	
Less any trip subsidy (e.g. 3 <sup>rd</sup> party funding Pupil / PP contribution)	£	
<b>TOTAL</b>	<b>£</b>	

<b>COST PER STUDENT     £</b>
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Signed ..... Trip Organiser

<b>APPROVED:</b>	
Educational Visits Coordinator	:
Finance	:
Headteacher	:
Date	:

## APPENDIX B – Consent Form

### PARENTAL CONSENT FOR A SCHOOL VISIT

(to be distributed with an information sheet giving full details of the trip/visit)

Class or Group:

1. Details of visit to:

From:  Date/Time:

To:  Date/Time:

I agree to (print child's full name)

taking part in the trip/activities described and I have read the information sheet. I acknowledge the need for them to follow the school Code of Conduct for the duration of the trip and I understand if my child's attendance and behaviour does not meet the standard required, they will be withdrawn from the trip.

I agree to my child having photographs taken. YES  NO

### 2. Swimming ability (if applicable to the trip):

Is your child able to swim 50 metres? YES  NO

Is your child water confident in a swimming pool? YES  NO

Is your child water confident in sea/open water? YES  NO

I give consent for my child to participate in swimming activities YES  NO

### 3. Medical information about your child:

a) Any conditions requiring medical treatment, including medication? YES  NO

(If YES, give brief details):

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

c) To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that maybe contagious or infectious?

d) Is your child allergic to any medication? Yes  No

(If YES, give brief details):

e) When did your child last have a tetanus injection?

**4. Declaration:**

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

**Contact telephone numbers:**

Home:  Mobile:

Work:

Home address:

**Alternative emergency contact:**

Name:  Contact number:

Address:

Name of family doctor:  Tel:

Address:

Signed:  Print full name:

Date:

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

**APPENDIX C – Educational visits accident / incident report**

**School and Trip information**

School	
Visit name	
Visit Date	
EVOLVE visit ID	

**Accident / Incident Information**

Name of person injured	
Pupil/ staff / volunteer	
Contact details Address: Telephone Number:	
Date of Incident	
Incident details	

Witness details	
Was medical assistance provided	
Name of medical provider	
Emergency contact informed?	
Actions taken following incident	

Trip Leader Signed..... Print Name .....

EVC Signed .....Print Name .....

Headteacher Signed .....Print Name .....