Educational Visits and School Trips Policy

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Contents:

Statement of intent	3
1. Legal framework	4
2. Definitions	4
3. Roles and responsibilities	4
4. Visit planning and Management system	6
5. Risk assessment process	9
6. Vetting providers	9
7. Equal opportunities	10
8. Transport	10
9. Parental consent	10
10. Staffing ratios	10
11. Insurance and licensing	11
12. Accidents and incidents	12
13. Missing person procedure	12
14. Pupils with SEND	13
15. Finance	13
16. Trips abroad	14
17. Evaluating trips and visits	15
18. Monitoring and Review	15
Appendices	
A Consent Form for all Educational Visits and School Trips (when child enrols)	16
B Consent Form for Specific Educational Visits and School Trips	17
C Risk Assessment Proforma	SharePoint
D Local Learning Area (specific to school)	SharePoint

Statement of intent

Extol Trust believes that all pupils should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

That being said the Trust 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 planning and accessing educational visits, outdoor learning and adventurous activities.

1. Legal framework

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
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Equality Scheme
- SEND Policy
- Safeguarding and Child Protection Policy
- DBS Policy

2. Definitions

'In loco parentis' means that the group leader of any educational visit has a duty of care over the pupils in place of a parent.

'Educational visit / school trip' means activity organised by the school which takes pupils and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an '**adventurous nature**' include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

3. Roles and responsibilities

The Trust Board is responsible for:

- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring that the requirements of this policy are carried out across all schools.
- Appoint and retain competent advice, approval and monitoring through North Yorkshire Educational Visits Advisory Service

Each school's Local Governing Body is responsible for:

- The overall implementation of this policy
- Ensuring educational visit and school trips positively impact on pupils' lives, teaching them life skills and providing new experiences.

The Headteacher is responsible for:

- Ensuring they have accessed training and have experience to enable them to competently discharge their responsibilities and oversee the day-to-day implementation and management of this policy.
- Appointing at least one Educational Visits Coordinator, liaising with the Trust as necessary.
- Liaising with the Educational Visits Coordinator(s) and communicating information regarding any planned trips to parents.
- Informing the local governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring Educational Visits Coordinator(s) is/are competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Appointing an appropriate and competent member of staff to be the Designated Trip Leader for each trip.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the Educational Visits Coordinator(s), ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Completing relevant paperwork, including risk assessments, for 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.

The Educational Visits Coordinator(s) is/are responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local Outdoor Education Adviser, 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.
- Oversee records of induction, training and relevant qualifications and competence using "My Details" section of Evolve
- 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.
- Ensuring the competency of the Designated Trip Leader, in consultation with the Headteacher, by organising training for staff and volunteers.

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 Headteacher.
- Undertaking any relevant training or courses which are arranged by the Educational Visits Coordinator(s).
- Completing all essential documentation for the trip and ensuring it has been approved by the Educational Visits Coordinator(s).
- Conducting a risk assessment prior to educational visits or school trip 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 six weeks in advance and distributing permission slips to parents.
- 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 in line with the DBS Policy.

The Designated Deputy Leader supports the Designated Trip Leader and will assume the Designated Trip Leader's responsibilities if the Designated Trip Leader cannot 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.

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. Visit Planning and Management System

Evolve is the web-based system used by Extol Trust schools to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area (LLA)
- Residential
- Adventurous (provider led)
- Adventurous (self-led)
- Overseas

Visits will be recorded as detailed in the summary table below.

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in this policy.

Trust Board:

As the employer, initial approval will be retained for specific visits.

Initial approver for visits abroad.

The Board delegates the approval or scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

Local Governing Body:

The local governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to. They should be made aware and approve all adventurous and residential visits.

Initial approver for self-led adventurous activities and residential visits

The local governing body delegates the approval or scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

Headteacher: Initial approver of all visits and duel final approver for residentials and all adventurous activities. (Residentials and adventurous activities final sign off NYES)

Educational Visits Coordinator: Approver for Local Learning Area visits, local sports fixtures and local swimming visits

Visit planning approval summary table for Extol Trust

	Planning/Recording Process	Risk Management	Final Approval
Local Learning Area used on a regular basis for a variety of learning activities i.e. swimming, Library Park	Onsite/Local Learning Area option on Evolve	Generic risk assessment with any amendments to reflect specific needs of cohort etc.	**EVC**
Day trip/sporting activity etc.	Recorded on Evolve	School risk manages journey and non-provider led activities risk management proforma supplemented by specific documentation where necessary	EVC/**Headteacher**
Residential	Approval by LGB Recorded on Evolve	Risk management and supplemented by specific documentation necessary, i.e., sites visited, accommodation, transport	**NYES Adviser** /Headteacher
Adventure, provider led	Recorded on Evolve	Provider risk manages activities. School risk manages journey and non-provider led activities using risk management proforma supplemented by specific documentation where necessary	**Headteacher**
Adventure, self-led	Approval by LGB Recorded on Evolve	Specific Risk Management	**NYES Adviser**/ Headteacher
Overseas	Approval by Trust Board. Trip recorded on Evolve	Risk management and supplemented by specific documentation necessary i.e., Provider led activities, accommodation risk assessment.	**NYES Adviser** /Headteacher

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.

When planning an educational trip or activity, the LGB will ensure the trip does not discriminate against a particular individual, group of pupils or single school. Residential and self-led adventurous school trips/activities will be agreed by the LGB before any formal plans have been implemented. Each school will have an equal opportunity to participate in a pre-planned trip or activity. Any disputes relating to pre-planned educational trips or activities will be discussed and resolved at Extol Trust Board level.

5. 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 individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- 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

A risk assessment using the Extol Trust Risk Assessment proforma (available on SharePoint) will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

6. Vetting providers

When considering external providers for activities, the Educational Visits Coordinator(s) will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the Educational Visits Coordinator(s) will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation

- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the Trust's standards, they will not be considered.

7. Equal opportunities

The Trust promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the Trust's Equality Scheme. However, on occasions due to a high level of need if pupils cannot safely access a planned trip i.e. pupils with severe medical needs who need access to specialist equipment an alternative trip will be offered/organised. (see Section 14)

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee. The Trust's Charging and Remission Policy should be adhered to.

8. Transport

The School Business Manager (SBM) within schools who have a minibus is responsible for arranging the annual insurance, maintenance of the minibuses, including MOTs and road tax.

Nominated drivers will be deployed in accordance with specifications in an individual school's vehicle insurance cover. School SBM will check individual named drivers meet specified criteria and record sight of their driving licence.

The minibus will carry strictly one person per seat and seatbelts 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, defects or damage identified, will be reported upon return to a school.

Transport commissioned from external providers must evidence insurance, meet expectations regarding seatbelts and other HSE stipulations.

9. Parental consent

A school must always get written consent for nursey age children, using a consent form.

For children over nursery age, parents should complete a consent form when their child enrols at a school. This will cover them for their whole time at the school and gives consent for their child to be involved in any and all activities, both on and off-site, within the normal school day. **Parents must understand it is their responsibility to ensure any changes in circumstances result in a new consent form being completed and submitted to the school.**

Schools should still tell parents about trips and give them the opportunity to withdraw their child.

Separate consent will be sought for trips which require payment or outside normal school day or in school holidays.

Written consent is also required for trips that:

- Activities of an adventurous nature that need a higher level of risk assessment
- Residential trips
- Overseas trips

10. Staffing ratios

Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.

Decisions about the staffing and supervision should take account of:

- The nature and duration of the visit and the planned activities;
- The location and environment in which the activity is to take place;
- The nature of the group, including the number of participants and their age, level of development and needs (behavioural, medical, emotional and educational);
- Staff competence;
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time

Our minimum staff to pupil ratios are as follows: *these should be regarded as starting points for consideration rather than being definitive, as they may be appropriate only where the activity is relatively straightforward, and the group has no special requirements*

- 2 year olds and Nursery : Ratio 1:3 (not unusual for this to be 1:1)
- Reception and Year 1: Ratio 1:6
- Year 2 and Year 3: Ratio 1:10
- Year 4 – Year 6: Ration 1:15

Staffing ratios: Special Schools

There is no statutory guidance on staffing ratios in special schools, the ratio should be driven entirely by individual pupils' needs. The EVC should take into account each pupil's education, health and care (EHC) plan and make sure that staffing levels meet the needs of each pupil and fulfils our responsibilities under the SEND Code of Practice

Staffing ratios: EYFS pupils

Staffing ratio must reflect all requirements of the Statutory Framework for the EYFS are met. At least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings

11. 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.

DfE's Risk Protection Arrangement (RPA) is in place for every trip, including overseas. This ensures adequate protection and medical cover is in place. EVCs should ensure they are aware of procedures to report a claim or contact RPA to inform of urgent incident notifications.

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

12. Accidents and incidents

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

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the CEO and Headteacher 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 Headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the CEO.

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.

13. Missing person procedure

The Trust 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 Educational Visits Coordinator(s) 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 Educational Visits Coordinator(s) will ensure an accessible 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 will be required to carry mobile phones with them at all times.

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 Designated Trip Leader will contact the Headteacher who would communicate the situation with the CEO

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 Designated 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.

14. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO or appropriate person will liaise with pupil's parents, where appropriate, 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 extracurricular trip or visit.

15. Finance

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

Individual schools 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 Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the local governing body 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 Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the local governing body 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.

For visits organised through a third party (e.g. residential visits), parents/carers should be informed of the terms and conditions before paying the initial deposit. A full breakdown of payment dates and cancellation charges should then be provided once the deposited has been received.

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.

16. Trips abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (updated December 2023) 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 Educational Visit Coordinator(s) 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.

17. Evaluating trips and visits

Following an educational trip and/or visit (other than Local Learning Area(LLA)) , the Educational Visit Co-ordinator 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.

18. Monitoring and review

This policy will be reviewed biennially by the Trust or in response to a change in legislation.
The next scheduled review date for this policy is July 2026, and will consider and reflect the recommendations made to improve future trips and visits.
All changes to this policy will be communicated to all relevant stakeholders.

Appendix A

Copy onto school headed paper

Blanket consent form (paper or digital) for all educational visits and school trips

Please sign and date the form below if you are happy to give consent for your child,

Name of child: _____,

a) To take part in school trips and other activities that take place outside school premises; and
b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
  - Visits within designated Local Learning Area within the school day
  - Off-site sporting fixtures within and outside the school day.
  - All off-site activities for nursery aged pupils.
- 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.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

……

……

Signed …… **Date** ……

Appendix B

Copy onto school headed paper

Consent form (paper or digital) for specific educational visits and school trips outside of school day i.e. residential

Educational visits consent form	
Pupil details	**Visit details**
Name:	Destination:
Year group:	Date:
Date of birth:	Time:
Home telephone number:	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 number:
Address:	
I am happy to let my son/daughter make their own way home ☐ I will collect my son/daughter at **4.30pm** 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 DfE's Risk Protection Arrangement, 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's name in BLOCK capitals:	Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:
_____	**Emergency contact one**
Address: _____	Name: _____
_____	Telephone number: _____
_____	Relationship to pupil: _____
Telephone number: _____	**Emergency contact two**
	Name: _____
	Telephone number: _____
	Relationship to pupil: _____