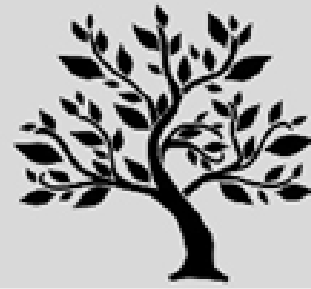


**Coppice Primary  
Partnership**

*An Ethic of Excellence*



# **Educational Visits Policy**

**Approved: Term 1 23/24**

**Next Review: Term 1 25/26**

# Educational Visits Policy

## 1. Introduction

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days duration. It also includes outdoor and adventurous activities, sporting matches and tournaments at other schools or venues. This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits. This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods.

The Trust runs a wide range of educational visits. These may include:

- Walks around the local area, local churches and areas of natural beauty from the surrounding countryside and villages.
- Day visits to places of cultural, historical, environmental, religious or other places of interest to support specific curriculum areas.
- An annual residential visit for children in some year groups.
- Sports matches and tournaments at other schools or venues.

## 2. Aims

Our fundamental aim at Coppice Primary Partnership is to provide the best possible education for all our pupils. Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide diverse and enriching social and cultural experiences. They teach life skills and promote independent learning, and form an integral part of our approach to furthering our pupils' education and personal growth.

## 3. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping children safe in Education 2023](#)
- [statutory framework for the Early Years Foundation Stage.](#)

This policy also complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

**Governing Body of each school is responsible for:**

- providing a named governor who will oversee educational visits and meet with the EVC
- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits
- ensuring that visits are approved by the HT or EVC (where the EVC has delegated responsibility) and where necessary by EVOLVE
- agreeing all residential visits, trips abroad and those involving outdoor adventurous activities. In these instances, ensuring that bookings are not completed until external providers have met all the necessary assurances.

**Headteacher** of each school is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for best value;
- ensuring that each visit has an appropriately competent Visit Leader;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff.

**EVC of each school is responsible for:**

- ensuring that all educational visits meet the employer's and school's requirements;
- supporting the Governors with approval and other decisions;
- ensuring that for all visits, a visit leader and deputy leader are identified and are sufficiently trained for all visits;
- guiding and supporting visit leaders in planning a visit so that all parts of the agreed policy are adhered to.
- ensuring all off-site visits are thoroughly planned using Evolve;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that all teachers are aware of the DFE and LA guidance;
- assessing the competence of prospective visit leaders and staff;
- ensuring visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management;
- ensuring that Risk Assessments have been carried out and are suitable and sufficient;
- organising training and induction;
- ensuring parents are informed and where required, have given consent;
- organising emergency arrangements;
- keeping records of visits, accidents or incident reports;
- reviewing systems and monitoring practice;

**Visit Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare.

**The Visit Leader must:**

- be approved to carry out the visit, suitably competent and knowledgeable about the Trust's policy and procedures
- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up to date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

**Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

**Staff will:**

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate
- Ensure that all children have been collected by the parents / guardians if the visit/coach returns after the end of the school day. **No** child must be left unsupervised or allowed to leave with anyone other than their parent/guardian unless written consent has been provided to the school in advance by the parent/guardian.

## **Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the visit lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;

## **Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

## **Pupils**

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

## **4. Planning and preparation**

A set procedure is followed for all educational visits, although the nature of each visit will determine the level of preparation required. Each Visit Leader will, in liaison with the Office Visit Lead and EVC, complete the Educational Visits Initial Plan and Full Plan/Checklist. A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made.

The factors to be considered are:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed

- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

### **Preparing Pupils**

Prior to any visit, pupils should be told:

- The aims and objectives of the visit
- The standards of behaviour expected (in line with the school Behaviour Policy)
- Who is responsible for their group
- Any emergency procedures
- The correct procedures for coach travel

See **appendix 1** for our trip information form for the planning and approval of a visit.

## **5. Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

## **6. Risk Assessments**

Along with the DFE guidelines, Coppice Primary Partnership follows the Local Authority 'Educational Visits' guidance, using EVOLVE (KCC Educational Visits Approval and Monitoring system) for support and advice, and to approve visits out of county, certain adventurous trips and residential visits.

Risk Assessments are carried out to assess risks and categorise them as high, medium or low risk. These will be completed prior to any visit and agreed by the EVC. EVOLVE will complete risk assessments for outside activities for recognized providers which have been checked and vetted by KCC.

We have insurance to cover offsite visits.

Sports matches – parent transport / supervision is used where necessary and our permission letters clearly state where this is applicable.

Any accident / injury should be entered on an Accident Report Form. Any major injuries must be reported to the Headteacher, as soon as possible.

### **Risk Management**

Risk assessments are made for all Educational Visits. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language – high/medium/low risk.

Risk Assessment considers the site and its environment, the group, the activity and the leaders. Individual risk assessments will be completed for children with specific health or special needs, such as epilepsy.

See **Appendix 2** for example of risk assessment.

## **7. First Aid/Health requirements**

- At least one adult should have a good working knowledge of First Aid (Residential visits should have at least one fully trained First Aider). First Aid trained staff should be on each coach (if there is more than one).
- One fully stocked First Aid Kit must be available per group/class and all adults know who is in charge of it.
- The visit leader must ensure that all adults know of any child with specific serious medical conditions, and how they should respond to these in an emergency. This should be included on a Health Risk Assessment completed individually for children with any health needs.

- Individual Healthcare Plans and signed permission slips from parents must be carried by the Visit Leader on all visits.

## 8. Volunteers

The Trust expects that adult volunteers will be briefed, either verbally or in writing prior to a visit so that expectations are clear and will sign a volunteer code of conduct. Adult volunteers will have a DBS check if they are to be left with children at any time and for all residential visits. Those who do not have a DBS check must always be accompanied by a member of staff and never accompany a child or group of children to the toilet alone.

**Adult volunteers** who are not teachers at the school must:

- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Group Leader or a teacher.

## 9. Financing Educational Visits

The Trust schools comply with the Education Act 1996 (section 451), and the procedure is outlined in the Trust's Charging and Remissions policy which can be found on the Trust schools' websites.

Voluntary contributions may be sought for school trips. In these circumstances, no pupil will be prevented from participating because their parents cannot, or will not, make a contribution. Children of parents who do not make a contribution will not be treated any differently. However, if a particular activity cannot take place without some financial help from parents, it will be explained at the planning stage that the activity may be cancelled if not enough voluntary contributions are collected. Where it is necessary to cancel a school trip due to insufficient voluntary contributions being received (less than 95% of contributions needed), a full refund of payments received will be made. A voluntary contribution will not be refunded where a pupil is no longer able to attend.

For residential visits, the school is allowed to charge for board and lodging, transport and any activities. The charge must not exceed the actual cost. The eligibility criteria that entitles families to an exemption from paying the full cost of board and lodging has been aligned with Free School Meals eligibility.

## 10. Communication and consent

### Communication

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter/email and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

### Contact with parents / guardians:

- Ensure that parents / guardians can contact their child via the school or an emergency home number (e.g. Headteacher via the school mobile or email).
- Ensure that the school has contact numbers for the visit leader / other accompanying adults.

### Residential organisation:

- Organise sleeping arrangements, with regard to single sex rooms and any medical conditions.
- Ensure adequate supervision in sleeping areas.
- Familiarise the children with all emergency procedures and rules at the residential site.
- Ensure all accompanying adults know the procedures, and the siting of emergency telephones / personnel.

### Arrival/departure:

The leader should contact the school to report their arrival at the destination, and also prior to departure. If the return is delayed for any reason, the leader should contact the school so that the Headteacher / member of Office

Team can place a notice in the main doorway, or activate the telephone procedure which has been agreed with the parents (e.g. notification via text message). When a team returns, the Leader must ensure that all the children are collected by their parents / guardians. **No child must be left unsupervised.**

## Consent

Consent (signed) by a parent /carer and information regarding medical conditions must be obtained prior to a visit. The Trust has agreed that each school requests 'blanket consent' each year from parents for local walks and visits, e.g. to the church for the Harvest Festival, class visit to post office. The generic risk assessments can be used for these visits and referred to / amended by visit leaders as required. Such visits must be discussed with the EVC but do not need the same level of 'approval' for them to go ahead to make as such visits are an expected part of the learning environment. Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

### Medical forms:

A medical form should be filled in for each pupil, including:

- Medical conditions, and any medication required (including dosage / time) and parental permission for accompanying adults to administer
- Emergency contact details
- The child's GP's name, address and phone number
- Information on any allergies / dietary requirements

### Medicines and medical conditions:

All medicines brought in by the children should be clearly labelled with the name of the child, the dosage and the times to be given. These should be given to the adult in charge of that child's group for safe keeping.

Asthma sufferers should keep their inhalers with them.

Children with a serious medical condition may have a parent with them on the journey. If this is impossible, the parent / guardians, Headteacher and other appropriate agencies must discuss the issues to find the best solution.

A copy of medical forms / health care plans should be carried by the visit and group leaders. As the content of these documents are confidential, copies should be returned to the office on return to school.

### Sports fixtures and other visits using parental transport.

#### Transport in private cars:

When an away fixture or other visit using parental transport is planned, a letter must be sent home explaining the venue, time of departure and approximate time of return. Parental permission must be obtained from the parent / guardian, including medical details and anaesthetic permission, using the standard school letter. The office must have copies of lists and trip / fixture information.

- Parents/guardians who offer transport to matches or other visits must be fully insured (they acknowledge this on our permission form).
- They must know the names of the children they are responsible for, and ensure they check before returning – teachers / the visit leader should note down who is in each car.
- Children should travel in the back seat (an exception can be made for the driver's own child) and fully seat-belted, with booster seat if required.

## 11. Emergency Procedures

It is the responsibility of the EVC/Headteacher to ensure that emergency arrangements are in place for all educational visits. This includes:

- ensuring that all involved know who is the emergency contact point in the school, for each visit, and in the LA;
- having access to an emergency plan appropriate to the visit;
- using the emergency card to record all information for future reference;
- ensuring that the contact point, or rota, is effective throughout the visit;
- ensuring that parental contact information is up to date and accessible.

### **Emergencies (use emergency action card as guide see appendix 5)**

In the case of serious injury / illness, the following procedures **must** be observed:

- The visit leader will dial 999.
- The visit leader will contact the school office who will inform parents / guardians. Out of office hours or in specific circumstances, it may be agreed that the visit leader or allocated office staff will contact parents.
- The visit leader should contact the Headteacher with a full account of the emergency. If an ambulance is needed, a responsible adult should accompany the injured child to the hospital, this will not be the visit leader wherever possible so he / she remains with the main party.
- Staff must not take a child to hospital in their own car unless the situation is agreed to be a non –emergency and the staff member has business insurance.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report (see appendix 6), to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.





## Appendix 1

This form should be completed by the Visit Leader at the initial stage of planning an off-site visit.

Please hand this to the Educational Visit Coordinator at least:

4 weeks in advance for local/day trips.

12 weeks in advance for residential trips.

<b>Location of Visit</b>			
<b>Date/s of visit</b>			
<b>Year Group and Pupil Numbers</b>	<u>Year Group</u>	<u>Classes</u>	<u>Total Pupils</u>
<b>EVC</b>	Yes/No (will the EVC be attending the trip?)		
<b>Visit Leader</b>			
<b>Visit Co-Leader/Deputy</b>			
<b>Accompanying Adults</b> (Highlight first aiders)	<b>KCC Minimum Ratios : (1:5 YR R) (1:6 Y1-Y3) (1:10 to 15 Y4-Y6) Final ratios to be risk assessed</b>		
<b>Educational Impact on Pupils</b>			
<b>Headteacher Approval</b>	Sign	Date	
<b>Governor approval</b> (required for residential visits only)	Sign	Date	

**Next Steps for Visit Leader:**

- Pass this to the EVC
- Use the FULL PLAN below to begin detailed trip planning and arrange to meet with the EVC.



This form should be completed by the Visit Leader and used as a checklist for planning the trip.

This form should be completed and shared with the Educational Visit Coordinator at least:

**3 weeks before the visit for local/day trips.**

**5 weeks before the visit for residential trips.**

<u>Year Group/Class</u>	<u>Location</u>	<u>Date/s</u>
-------------------------	-----------------	---------------

<u>Action</u>		<u>Comments</u>
<b>Liaise with Office Leader (Admin for trips):</b>	<b>Date Completed</b>	
Venue booked?		
Coaches booked? Number of coaches/seats Company used		
Parent Letter?		
Add dates to school calendar?		
Inform school kitchen?		
Complete initial planning form and pass to EVC?		
Is a pre visit inspection required to assess risk, ensure accessibility and agree routes? If you've visited before, can you call venue to ask about any changes to their premises/location?		
Is the activity outside of Kent, considered <i>adventurous</i> or residential? If so, the visit leader needs to use the EVOLVE website for KCC approval of the trip (See EVC)		Evolve submitted:  Evolve approved by KCC:
Are staff qualified to lead trip activities? (where location staff are not leading)		
Have all attending adults been DBS checked? ( <b>6 weeks' notice</b> ) <b>NB:</b> If a one day trip then DBS is not required.		
Have you booked parent information meetings for residential trips?		Dates booked:
<ul style="list-style-type: none"> <li>• Have enough payment contributions been received? Do reminders need to be sent? Can the trip still go ahead?</li> <li>• Check with the office regularly</li> </ul>		
Have you given an initial briefing to staff attending? Aims and expectations and an approximate itinerary for the trip?		Date completed:
Have all parent permission forms been received at least 2 weeks before the trip? <b>Office to copy 3x – One complete set for school, one complete set for visit leader and one split set for group leaders.</b>		
Have risk assessments been created/checked? <u>Consider:</u> Generic RA's (use of public toilets, walking along a road). Individual risk assessments (epilepsy etc) Location and activity risk assessments (check with venue) Travel risks assessments (coaches) <b>Risk assessments for locations approved by KCC through EVOLVE will be checked and signed off by KCC (outside of Kent and/or adventurous activities)</b>		
FSM children – is the school kitchen required to make packed lunches for these pupils?		Names of children needing packed lunch:
Are there any specific dietary requirements for pupils or staff?		

What final pupil to staff ratios are in place?	<b>KCC Minimum Ratios:</b> (1:5 YR)(1:6 Y1-Y3) (1:10 to 15 Y4-Y6) <i>Final ratios have been risk assessed</i>
Who are your first aid trained staff?	
Have all insurances been checked where not covered under normal insurance? (skiing trips etc) <b>CHECK WITH TRUST CFO</b>	
Has transport been confirmed, seatbelts checked, and coach drivers DBS checked? (for trips where drivers spend time with Children and residential where drivers stay)	
Has the accommodation been checked for security and fire safety? (certificates required)	Certificates received?
Have the visit leader <b>and</b> deputy leader read the Educational Visits policy and are clear on their responsibilities?	Visit Leader Signature: Visit Deputy Leader Signature:
Has the visit leader notified the location of any specific accessibility requirements? (access for wheelchairs, medical needs for pupils/staff etc)	
Do all attending staff have information packs relevant to the children they are leading on the trip? <ul style="list-style-type: none"> <li>○ Group lists</li> <li>○ Coach lists</li> <li>○ Itinerary</li> <li>○ Emergency contact details for all children</li> <li>○ Permission slips for all children</li> <li>○ Health Care Plans (Collect from classroom)</li> <li>○ Dietary requirement information</li> <li>○ Staff telephone list/School mobile number</li> <li>○ Emergency procedure cards</li> <li>○ Risk assessments</li> <li>○ Accident forms and head letter form</li> <li>○ Medicine log form and medicines for each of the children in their group</li> <li>○ Safeguarding forms and body map forms</li> </ul> <p><b>(Packs to be produced one week in advance where possible so staff have time to read thoroughly)</b></p> <p><b>Visit leader to have documentation for <u>all</u> pupils attending and in addition:</b></p> <ul style="list-style-type: none"> <li>○ Staff next of kin and medical details in sealed envelope for confidentiality.</li> <li>○ For residential trips, £60 in a sealed envelope to be used for taxi journeys to hospital if required.</li> <li>○ School mobile phone if volunteers are on the trip (not to share staff numbers).</li> <li>○ Spare clothing in case of accidents.</li> </ul>	
Does the visit leader have emergency contact numbers for senior leaders when the office cannot be reached?	
Who is the member of staff that has access to the text facility if office staffs have gone home? (Texts for late arrival)	
Have first aid trained staff checked first aid bags, restocked and are ready to use for the trip? Have they packed spare children clothes in case of an accident?	Date completed:
Has the visit leader carried out a final staff briefing? This needs to be minuted and the EVC needs to be present. Written guidance to be given to staff.	Intended date for meeting:  Date completed:
Has the visit leader given a final talk to all pupils including coach arrangements, clothing, personal possessions and safety?	Intended date for meeting:  Date completed:
Have all staff attending the trip arranged for duties to be covered in school in their absence? <b>(Inform personnel officer of changes and/or issues at least one week before the trip)</b>	

**Evaluation of the trip to be carried out upon return. (To include incidents, accidents and near-misses)**

**If serious incidents or accidents are recorded, all paperwork and permission forms must be kept and archived for 25 years.**

**Accident forms (in office) must be complete as soon as possible once back at school.**

## Appendix 2

### Risk Assessment template



#### Risk Assessment for

Activity	Hazard (something with the potential to cause harm)	Persons at risk / who may be harmed?	What is done now, that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?

### Appendix 3

## Example letter for parents/cares and consent form

Tuesday 23<sup>rd</sup> 2024

Dear Parents/Carers

On Tuesday 23<sup>rd</sup> March 2024 our two Reception classes will be going on a school trip to Wingham Wildlife Park. The children will have a learning session with a keeper in the education centre. During this, they will get the opportunity to hold a small animal.

The children should arrive at school promptly for normal time; we are leaving by coach at 9.00 am. We will be leaving Wingham Wildlife Park at 2.00 pm, and will be aiming for normal pick up time on this day. You will be notified if we experience delays.

- All children should bring a packed lunch and a drink (No fizzy drinks, chocolate or yoghurt please). Please indicate below if you require a school packed lunch. Please also provide a piece of fruit for a mid-morning snack.
- Full uniform should be worn on the top half (polo top or shirt, jumper or cardigan) but the children may wear comfortable trousers or shorts on the bottom half, with sensible shoes (trainers).
- Please also provide your child with a rain mac and a sun hat; preferably the children should have a small backpack to carry everything, including their lunch so they are hands free.
- If the weather is warm please apply sun cream before coming to school.
- No spending money will be required.

The cost of this visit will be £15.10 per child. This is a voluntary contribution, however, if we do not receive at least 95% of the total cost of the trip we will have to cancel the visit. Please complete the form below and return it to the school with a payment by **Friday 12<sup>th</sup> March 2024**.

If the trip is cancelled by the school a full refund will be given, however, a voluntary contribution will not be refunded where a pupil is no longer able to attend.

Yours Sincerely,

Head Teacher

✂-----

#### RECEPTION TRIP TO WINGHAM WILDLIFE – Tuesday 23<sup>rd</sup> March 2024

I agree to my child taking part in this visit

Name of pupil..... Class.....

D.O.B..... Name of Doctor.....

Name of parent/carer..... Emergency phone number.....

- I enclose £15.10 for the cost of the visit.
- I require my child to have a school packed lunch (If you are in receipt of free school meals, not universal free school meals)

#### Medical information

My child has the following medical conditions:

.....

My child will need to bring the following medication with them

.....

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.

Signed..... Date..... parent/carer

## Appendix 4

### Volunteer Code of Conduct



This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to **[insert member of staff]** at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found **[insert location]**.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

**Signed:**

**Date:**



## Incident Report

<b>Date of incident:</b>
<b>Location of incident:</b> Specific location of the incident, including address or landmark
<b>Details of the incident:</b> Describe the incident in detail, including what happened, who was involved, and any relevant factors contributing to the incident.
<b>Witnesses (if any):</b> List the names and contact information of any witnesses to the incident.
<b>Injuries or damage:</b> Detail any injuries sustained or damage caused as a result of the incident.
<b>Immediate Action Taken:</b> Describe any immediate actions taken to address the incident, such as administering first aid, contacting emergency services, or securing the area.
<b>Follow-Up Actions Required:</b> Outline any further actions required in response to the incident, such as contacting parents/guardians, completing incident reports, or implementing preventative measures.
<b>Recommendations for Future Visits:</b> Suggest any changes or improvements that could be made to prevent similar incidents from occurring in the future.
<b>Incident Reported By: Name:</b> Position/Role:
<b>Reviewed By:</b> Name: Position/Role:
<b>Date Report Submitted:</b>
<b>Attachments (if any):</b> Include any relevant documents, photos, or other materials related to the incident.

# Visit Leadership Team – Emergency Action Card

### Priorities

All your actions during the incident should be guided by the following;

1. Keep your group alive and safe.
2. Prevent the situation getting worse.
3. Promote recovery and repatriation to base.

### Immediate action

1. REMAIN CALM – Assess the situation and establish the nature and extent of the emergency.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are;
  - ✓ accounted for
  - ✓ safe
  - ✓ adequately supervised
  - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate other leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. See to the First Aid needs of casualties. BEWARE of the quiet casualty.

### Once the incident is contained

Contact your establishment/employer. They will need to know:

- Who you are.
- The number to call you on.
- Nature of the emergency.
- Number of casualties and their status.
- Total number in your group.
- Your current location.
- Are you staying put or moving?
  - If moving, where to?
- Time the incident happened.

### Emergency Contacts (to include any country specific emergency services number):

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### Don't forget:

- Safeguard your group.
- Their physical needs in terms of shelter, refreshments, transportation.
- Their emotional needs, e.g. removing from scene of an accident; providing comfort.
- Control communications – avoid group members using communication devices unsupervised.
- Keep a written log (see over).
- Refer press enquires to your employer.
- Liaise with/take advice from emergency services and Establishment/Employer.
- If abroad inform the Consular Assistance Team.
- Review your actions – what more can you do?
- Arrange contact with home when safe to do so.



Time    Event/Action/Decision

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- Do NOT admit liability.
- Get witness details
- Take photographs.
- Do NOT alter or destroy any equipment.
- Keep accurate records



School Address:

Telephone:

Headteacher:

Email:

**Action by Establishment**

Your Establishment/Employer emergency contact should:

- Agree a contact number to keep communication channels open.
- Call you back within a specified time.
- Initiate their critical incident plan and escalate it to employer level if appropriate.
- Manage contacts with parents.
- Arrange for press release and media management.
- Arrange for a travelling team to support you if necessary.
- Manage liaison with legal and insurance support.