



## Educational Visits Policy

<b>Reviewed by:</b>	Nurette Stanford - Bursar	September 2023
<b>Approved by:</b>	Trish Watt -Headmistress	September 2023
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<b>Status</b>	<p>Drafted in accordance with:</p> <p>Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997)</p> <p>Health and Safety at Work etc Act 1974 and subsequent regulations</p> <p><i>Statutory Framework for the Early Years Foundation Stage</i> (Department for Education, March 2014)</p>

### Policy Statement

This policy has been authorised by Eaton Square Prep School and Eaton Square Nursery Schools. It is available to parents and pupils and to all members of School Staff. This policy is designed to provide practical information and guidance for group leaders and all other staff who participate in educational visits and all other school trips.

This policy refers to any educational visits that need a risk assessment and extra planning and are not covered by current policies. This could be due to things like; the distance from school, the type of activity, the location or needing staff with specialist skills. These trips need detailed planning and informed approval.

This policy does not refer to routine visits carried out day to day, which involve no more than an everyday level of risk, and are covered by a school's current policies and procedures. They can be considered as lessons in a different classroom.

The Company and the Directors of the Schools recognise the value to pupils of educational visits. Such visits should:

- enhance pupils' understanding of curricular activities;
- provide opportunities to practise skills;
- develop pupils' social skills.



They also recognise and accept that such educational visits may present challenges to the health and welfare of pupils. Educational visits will therefore be planned and operated in accordance with this policy and guidance so that everyone involved understands his or her responsibility and can participate fully in learning outside of the classroom.

This policy is issued in accordance with the Education (Independent School Standards) (England) Regulations 2010 (SI 2010/1997) and the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance. Any legislation referred to in this policy is as amended. This policy has also been drafted in accordance with the updated Department for Education (DfE) Guidance document; Health and safety on educational visits (November 2018).

#### **The Aims of the Policy are:**

- to define the procedures for planning and preparing for an educational visit or school trip
- to define the procedures for assessing any risks that might be associated with an educational visit or school trip
- to detail the procedures for informing parents, gaining their consent and, when appropriate, involving them in educational visits and school trips
- to define the roles and responsibilities of group leaders and other supervisors during educational visits and school trips
- to define the charging policy and financial arrangements in relation to educational visits and school trips

## Procedures

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### **Planning and Preparation**

Permission must be sought in advance from the Deputy Head before a trip is booked. For Early Years trips, the Head of EYFS should also be consulted. One of the following people must authorise all out of school trips whatever the duration and purpose:

- Deputy Head or Head of EYFS

The Headteacher, Principal and Directors of the school will be consulted and may need to give specific permission for any overseas trips or any high risk trips. The Head will ensure an educational visits coordinator (EVC) is appointed to assist with the organisation of all trips.

The EVC will ensure:

- all educational visits comply with the offsite educational visit policy
- the ratios of staff to pupils are appropriate
- the risk assessment has been completed and appropriate safety measures are in place
- adequate first aid provision has been addressed and arrangements have been made for medical needs
- the mode of transport is suitable
- the group leader and school emergency contact have a copy of all the adults and pupils travelling in the group
- there is adequate insurance cover
- there is a contingency plan for emergency situations
- all group leaders are approved
- adequate child protection measures in place



In preparing for a school trip the group leader will be allowed sufficient time to organise the trip, in most cases this should be in the preceding term.

They will provide the following information to the Deputy Head:

- the nature, purpose and length of the proposed visit or journey
- the number and ages of the pupils who will be involved
- the proposed number of supervisors, including the ratio of teachers to other adults, and how this relates to any local authority regulations or guidelines
- the name and experience of the proposed party leader
- the experience of any adults other than teachers who have been asked to act as supervisors for the trip
- the proposed transport arrangements
- completed risk assessment taking into consideration: health and safety, first aid medical and dietary requirements of the children and staff
- all accompanying staff have been fully briefed on the findings of the risk assessment and the procedures for the trip

## Risk Assessment

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The Schools adopt a common-sense and proportionate approach to health and safety on educational visits. An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every educational visit by the person organising the trip. A thorough risk assessment must be carried out for every educational visit or school trip.

If there is a generic risk assessment already in place for a specific type of trip or activity, the group leader may (where appropriate) carry out a dynamic risk assessment by reviewing the generic risk assessment and taking into account all the relevant factors, including the specific characteristics and needs of the pupils attending the educational visit before embarking on the visit.

Staff will assess the risk in order to determine:

- What potential hazards are involved in the visit or activity?
- Who might be affected by the hazards?
- What safety measures need to be put in place to reduce any risks to an acceptable level?
- Is the party leader able to put the safety measures in place without specialist assistance?
- What arrangements are there for dealing with an emergency?

The risk assessment should take into account factors such as:

- the type of activity and the level at which it is undertaken
- the age, competence, fitness and temperament of the group members
- any special educational or medical needs of individuals within the group
- supervision ratios
- the competence, experience and qualifications of the supervisory team
- the location, routes and modes of transport to it
- contact details and permission for emergency and medical treatment if parents cannot be contacted



### Recommended Ratios

The recommended ratio of adults to children is:

Nursery and reception	1:6 (1:4 for under two's)
Years one to three	1:8
Years four to six	1:10-15

### Consent

Specific written parental consent is generally not required for educational visits which take place during the normal school day. Written consent is usually only needed for trips that need a higher level of risk assessment or are outside normal school hours.

A trip leader must always get written consent for nursery age children. For children over nursery age, written consent is not needed for most trips, as they're part of the curriculum. However, the School will always inform parents of the trips taking place and provide sufficient information to parents to enable them to opt out of specific visits should they wish to do so.

When a child enters the School, the parents will be asked to give written general consent for children in Reception to Year 6 for all educational visits which take place outside of the School day, and for all trips which involve Nursery children. This will cover them for their whole time at the school.

### First Aid Provision

Staff will have regard to the Schools' first aid and administration of medicine procedures and will ensure that there is adequate first aid provision on each educational visit.

The minimum requirements for educational visits are:

1. a suitably stocked first aid container;
2. at least one appointed person to take charge of first aid arrangements;
3. in Early Years settings at least one person who has a current paediatric first aid certificate must attend the educational visit.

### Transport Arrangements

The Schools will use buses or coaches from their regular provider for class trips, where possible. Where public transport such as the Underground is used this will be considered in the risk assessment.

### Charging Policy and Financial Arrangements

For educational visits and other school trips, the school or parents pay for:

- travel costs
- entry costs



This will be determined in the planning of the trip and parents will be notified accordingly.

The group leader will ensure that he or she has access to sufficient funds to meet any emergencies that can be reasonably foreseen. Any cost incurred by the school must be approved by the Head or educational visits coordinator.

### **Insurance**

There shall be appropriate insurance cover in place for each educational visit which should include, but is not restricted to, employer's liability insurance, public liability insurance and personal accident insurance.

Staff should consider whether the whole of the educational visit is covered by the Schools' existing insurances. If not, staff should consider whether separate insurance is required.

Parents should be told which insurances are arranged by the School and which are arranged and payable by Parents. Parents should be told of any insurances that have not been verified, for example, host parents abroad.

Parents should be told that if they require cover for specific events (for example repatriation to somewhere other than the United Kingdom) they must make their own arrangements.

The Schools cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

### **Child protection**

The Schools' safeguarding and child protection policy and procedures will apply at all times during educational visits.

For the duration of the educational visit, the group leader will carry out the duties of the School's Designated Person or will name an appropriate adult member of the group to do so. If necessary the School's Designated Person will be contacted for advice.

Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the educational visit will be dealt with appropriately at the time and will be reported to the Schools' Designated Person and to the Head immediately on return.

### **Inclusion**

The School will make every effort to ensure that all pupils are able to take a full and active part in educational visits, irrespective of disability, special educational or medical needs, ethnic origin, religion, gender, sexual orientation etc. This will include making reasonable adjustments to help overcome or minimise difficulties encountered by pupils who suffer from disabilities.

The School will only consider preventing a pupil from attending an educational visit as a last resort and will only do so following consultation between the school the pupil and the parent(s). The reasons a School may need to consider preventing a pupil from attending an educational visit might be where it is a proportionate means of achieving a legitimate aim, for example because of an unacceptable risk to the health and safety of the pupil concerned or others on the educational visit or where it is not possible to make reasonable adjustments to enable the pupil to attend.

The School will work with parent(s) and pupil(s) in order to agree a way forward in respect of the proposed educational visit and retain a written record of the steps taken and the final decision.



## Roles and Responsibilities

### The Group Leader

The group leader will have overall responsibility for the group at all times. In delegating supervisory roles to other adults in the group the group leader will ensure that:

- The appropriate booking form is completed
- supervisory responsibility is allocated to each adult for named pupils
- each adult knows which pupils they are responsible for
- each pupil knows which adult is responsible for them
- all adults understand that they are responsible to the group leader for the supervision of pupils assigned to them
- any parents accompanying the trip are not allowed to have sole charge of a group of named pupils
- all adults and pupils are aware of the expected standards of behaviour
- staff are suitably competent to instruct pupils in an activity
- approval is sought from the head / deputy head
- all planning documents and risk assessments have been completed and submitted to the EVC and Dep. Head
- adequate first aid provision is available
- ratio of staff to pupils is adequate
- he/she continually monitors the appropriateness of the activity throughout its duration considering where the appropriate the abilities of the group members and the prevailing conditions
- ensure children and staff are aware of the behavioural expectation of staff whilst on the trip
- ensure no volunteers have unsupervised access to children
- have regard to the safeguarding, behaviour management policy and school minibus statement
- all teachers of lessons that will be affected by the trip have been informed (including internal and visiting teachers) and the kitchen has been informed

The group leader will be expected to have made an exploratory visit to the location or researched the visit in advance if a visit is not possible.

### Supervisors

Individual supervisors will be expected to:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities
- carry a list/register of all group members
- directly supervise the pupils, particularly when they are mingling with the public and may not be easily identified
- regularly check that the entire group is present
- have a clear plan of the activity to be undertaken and its educational objectives
- have the means to contact the group leader or other supervisors if needing help
- have prior knowledge of the venue (the group leader should normally have made an exploratory visit)
- anticipate any potential risk by recognising hazards and act promptly where necessary
- continuously monitor the appropriateness of all activities and the physical and mental condition and abilities of the group and suitability of prevailing conditions
- exercise appropriate control of the group and ensure that pupils abide by the agreed standards of behaviour
- have a clear understanding of emergency procedures and be able to carry them out
- ensure that all pupils are aware of an appropriate rendezvous point
- ensure that all pupils know what to do if they become separated from the group
- have appropriate access to first aid
- follow the School Staff Code of Conduct



### Head Counts

The Teacher in charge conducts, or arranges for another Teacher or Teaching Assistant to conduct a head count of the children:

- Before leaving school
- (If applicable) On sitting down in the coach
- On arrival at the destination
- At regular intervals while at the destination
- On leaving the destination
- On arrival back at the school, as the children exit the coach

Where we walk, the children walk in pairs, with one adult at the front, one in the middle and one at the back. Staff always walk on the side nearest the road. Children are reminded about basic road safety and of the expected standards of behaviour. When we travel by coach, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.

### Accidents and emergencies

All members of the educational visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

In the event of an emergency all members of the group should:

- assess the nature and extent of the emergency;
- take immediate action to safeguard themselves and other members of the group;
- remain calm.

Staff should:

- summon emergency assistance and / or medical assistance and / or inform the police, if appropriate;
- if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;
- seek assistance from the Head / EVC where appropriate;
- follow the procedures below.

The group leader should ensure that the incident is properly recorded and that the Head is contacted as soon as reasonably practicable.

The group leader or Head will make arrangements to inform parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable. The Head will ensure that appropriate reports are made to other agencies such as ISI or the HSE.



## Appendix 1

### Procedure for Booking Trips

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To ensure the smooth operation of a school with a very busy daily schedule of booked events it is essential that trips are organised well in advance. This enables a sensible distribution of trips throughout the term and will ensure that all classes and visiting providers have time to plan for any potential disruption. As the school becomes busier each term's calendar will become more complex. The calendar will be finalised during school holidays and will be published in final form on the first day of a term. All specialist external providers of services in the school are also expected to make all plans with the school before the start of the term.

#### **Normal Booking procedure**

##### **Initial Ideas**

A proposal for a trip outside school should be made to the Deputy Head. This should include evidence of the academic relevance of the trip, details of the venue, classes involved rough costs and numbers of staff needed.

1. The deadline for proposals is 2 full weeks before the end of the preceding term.
2. SLT will discuss this proposal and make a decision as to whether the trip should be authorised.
3. If the trip is authorised SLT will make some recommendations regarding suitable times of the term and preferred days of the week.
4. A detailed plan should then be made, following provisional booking of the venue and transport providers, with exact timings, dates and staff requirements. Reference should be made to the draft calendar, advance cover notes and the timetable to ensure that there are not any clashes. Efforts should be made to avoid disruption to lessons such as PE, Swimming, Music, Piano etc. Efforts should be made to ensure pupils are back at school for normal finish, thus not disrupting pick up and clubs. This plan needs to be presented to the Deputy Head one week before the end of term.
5. Any adjustments and final decisions regarding the trip need to be made by the last day of term.
6. The Deputy Head will then add the trip to the calendar and the Assistant Head Academic should be informed of any cover needed so that he can arrange cover as necessary.
7. The Head of Year will inform kitchen of any changes to the normal routine that affects lunch sittings. The Head of Year will inform visiting providers of any pupils who may be missing from their lessons.

Procedure in the unlikely event that a trip needs to be booked after the calendar has been published.

1. The same initial proposal needs to be submitted to the Deputy Head with clear reasons as to why this trip needs to be booked at this late stage. This needs to be done at least one month before the earliest possible date for the event.
2. SLT will then assess this proposal within one week and provide their recommendations.
3. If authorised full details and bookings need to be made within the next week.
4. The Deputy Head will then update the calendar and inform all parents and staff of the change in the calendar.





### **Adventure Activities and external providers**

Where the main activity is an Adventure Activity or any activity which is facilitated by an external provider, the Group Leader will have regard to the appropriate legislation and guidance available at that time. This should include, but is not restricted to the guidance Handbook for group leaders (DFES-0566-2002), Standards for adventure (DfES 0565 2002) and Group safety at water margins (DfES/CCPR/2002).

Anyone who leads an Adventure Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where no such body can be identified, the School will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations.

The Group Leader should check if external providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) and, if so, that they hold a current licence at [www.aals.org.uk](http://www.aals.org.uk).<sup>1</sup>

If an external provider is used, the Group Leader should ensure that they are competent and should endeavour to use providers holding a Quality Badge or other accredited providers, wherever possible. More details can be found relating to the Quality Badge Scheme can be found at <http://www.lotc.org.uk>.

If an external provider holds a Quality Badge further assessment of their competence is not required, but the Group Leader should check that they can meet the particular needs of the group.

If the group leader assigns the technical instruction of the group to an external provider he / she should agree with the external provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of supervisors and external providers.

The group leader and School staff retain responsibility for the moral and emotional well being of pupils during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.

Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.

The group leader will take appropriate steps to ensure that external providers do not have substantial unsupervised access to pupils unless this has been authorised and risk assessed by the School.

The group leader will ensure that all appropriate safety measures are taken and that all safety equipment provided is used in accordance with the recommendations of the appropriate national governing body or association for the sport or activity concerned.

Prior to commencement of any Adventure Activity the group leader should be fully satisfied with arrangements for health and safety.

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In the event that he / she is not satisfied he / she will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Plan B.

### **Off-site accommodation and trips abroad**

The Schools will ensure that all off-site accommodation provided for use by pupils on educational visits is satisfactory and, where possible, has been assessed by the School before use.

Where this is not possible, for example: for exchange visits in private households and / or on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as by seeking references from other schools.

Pupils staying in off-site accommodation on educational visits will be supervised at all reasonable times by supervisors or by legally appointed chaperones or external providers who have been approved by the School to accommodate and supervise them on its behalf.

Supervisors will have at least daily contact with pupils and regularly discuss any concerns that pupils may have in relation to their accommodation or care.

The group leader will ensure that pupils have details of the School's designated point of contact, who will be contactable at all times.

Group leaders making their own arrangements need to be clear about procedures in the relevant country for vetting the suitability of external providers, host families and others, including criminal background checks insofar as these are available and keep a record of checks which are made.

If the host School, placing agency or external provider does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of pupils, the group leader should seek further assurances and / or reconsider whether the educational visit should take place at all.

### **Visits outside the UK**

Care should be taken over selection of the supplier of transport and accommodation and only firms with ABTA membership should be used.

The Group Leader will ensure that each pupil has their passport and necessary visas and other travel documents before embarking on an Educational Visit outside the UK.

If possible one of the Supervisors should be able to speak and read the language of the country visited, or at the very least be able to hold a basic conversation and know what to say in an emergency.

It is advisable for pupils to carry a note in the relevant foreign language in case they get lost asking the reader to reunite them with the group and / or take them to the police station. They should also carry the Group Leader's name and contact number.

The Group Leader must ensure that each pupil knows:

- that he / she may not bring into or take out of the United Kingdom: animals, insects, vegetable matter, flick knives, real or imitation firearms or other prohibited items;
- all similar rules that apply on arrival in and leaving any country being visited;



- that children under 17 are not entitled to duty free allowances;
- that any pupil bitten by an animal must seek medical treatment immediately.

Each pupil attending a visit in another EU member state should have a European Health Insurance Card (EHIC). This can be applied for on-line, by telephone or by post and is obtainable free of charge. See [www.ehic.org.uk](http://www.ehic.org.uk).

Where relevant, risk assessments will include obtaining information on the need for vaccinations and / or inoculations and ensuring that these are carried out in good time before the Educational Visit takes place.

### **Farm Visits**

Due to the additional risk involved when visiting a farm staff must ensure:

- pregnant members of staff do not attend
- children wash their hands immediately after leaving the farm
- the farm reputable
- refer to the HSE guidance on farm visits (this is a pdf document located in the S drive under policies)

### **Swimming Lessons**

Parents are able to watch their children swim. However, they must not accompany the children in the changing room unless they have a full CRB check. Staff must ensure that parents are aware of this before they attend the trip.

### **Pupils' Pocket Money**

The group leader will make appropriate arrangements to ensure that pupils' pocket money is kept safe and issued at regular intervals to ensure that individual pupils are not carrying excessive amounts of cash.



## Appendix 2 Model Forms

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The following are only model forms and can be used for all Educational Visits, although not all sections are relevant to every visit and alternatives may be used if covering the same areas:

- 1 Application to the Deputy Head for approval of an Educational Visit
- 2 Confirmation of approval for an Educational Visit
- 3 General consent of Parent / Guardian for all Educational Visits
- 4 Consent of Parent / Guardian for a specific Educational Visit



## Form 1: Application to the Deputy Head for approval of an educational visit

The Group Leader should complete this form as soon as possible once the preparations are complete.

The Group Leader should have already received approval of the proposed Educational Visit in principle and should have regularly updated the Deputy Head/EVC on the progress of the preparations.

**The Group Leader should complete risk assessments and obtain parental consent where appropriate.**

Please complete and return a copy to the Deputy Head and one to each member of your team/department:

Application for approval for an Educational Visit			
Group Leader		Year Group	
Number of children in group:		Ration of adults to students:	
Names of pupils with special educational or medical needs:			
Lunch details: (packed lunch or lunch at school)		Cost of the booking:	
Trip destination/workshop location (full address: _____ _____ _____			
Purpose of visit and specific educational objectives: _____ _____			
Date of departure: _____	Departure time and pick up location (eg <i>Depart 79 at 9.30am</i> ): _____		
	Return time (collection time/location and time of arrival back at school): _____		
Transport arrangements (coach/underground/walking etc): e.g. Naughton's Coaches			



**Name, address and telephone number of the contact person in the school who holds all information about the visit or journey in case of an emergency:**

Laura Balfour, Eaton Square School, 55-57 Eccleston Square, London, SW1V 1PH  
+44 (0) 207 225 3131 +44 (0)20 7931 9469

**Existing knowledge of places to be visited and whether an explanatory visit is intended: \_\_\_\_\_**

**Insurance arrangements for all members of the proposed party (including voluntary helpers)**

**Insurance company** Ecclesiastical Insurance Office plc  
**Address:** Beaufort House, Brunswick Road, Gloucester GL1 1JZ  
**Insurance cover:** EMPLOYERS' LIABILITY INSURANCE  
**Policy number** 02 ISS 6085798

**External organising company / agency (if any) (eg Exploration Society):**

Name:.....

Telephone:.....

Address .....

.....

Licence number .....

Include licence number if the body is registered with the Adventure Activities Licensing Authority.

**Accommodation to be used, if any:**

**Name of accommodation** .....

**Address** .....  
.....

**Name of centre head** .....

**Telephone** .....

**Details of programme of activities (including any Adventure Activity and the associated planning, organisation and staffing):**



**Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:**

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**Signed Group**

**Leader** .....

**Date** .....

**Information on parental consent**

Information on whether the Group Leader received all consent forms duly completed and signed if needed beyond general consent (parental consent may precede or follow approval)

**Please attach a copy of the information sheet sent to Parent, the parental consent form and the risk assessment form (where appropriate)**



## Form 2: Confirmation from the EVC / Head / Governing Body for a visit to go ahead

(This may be emailed to staff)

<b>Confirmation from the EVC / Head / Governing Body for a visit to go ahead</b>	
<b>To the Group Leader</b>	
I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this Educational Visit. Approval is given.	
Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.	
Please provide me with feedback about the Educational Visit, including details of any incidents as soon as possible but no later than 14 days after the party returns.	
<b>Signed</b>	.....
<b>Name</b>	.....
<b>Date</b>	.....





### Form 3: General consent form for all educational visits and other off-site activities

To be completed when the pupil enters the School.

\*Please ensure that you update us if these details change

#### Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child, \_\_\_\_\_ (please insert child’s name):

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

#### Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
  - all visits (including residential trips) which take place during the holidays or a weekend
  - adventure activities at any time
  - off-site sporting fixtures outside the school day,
  - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

#### Medical information

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

.....  
.....

Signed.....

Date.....



**General consent form for all educational visits and other off-site activities**

Please note that the School does not generally require written consent for trips which take place during normal school hours and which form part of the School's curriculum. The School will therefore not request written consent from parents for the majority of Educational Visits offered.

However, consent is required for certain off site activities and those which take place outside of normal School hours.

Please sign the Parent(s) / Guardian(s)' declaration below if you agree to your child to taking part in the following visits:

- all activities which involve Pre-Nursery, Nursery or Reception children
- off-site activities that will extend beyond the normal start and finish of the School day
- overnight and residential stays
- activities during School holiday period or during weekends
- visits outside the UK
- Adventure Activities
- all activities involving remote supervision and / or where supervision will be exercised by an External Provider
- activities for which risk assessment has shown a high risk
- off-site sporting activities outside of normal School hours.

The School will provide you with information about proposed Educational Visits before they take place, which will give you the opportunity to tell the School if you do not wish your child to take part in a particular trip.

This form must be returned to [● name of member of staff]

**Pupil's first name and surname** .....

**Date of birth** ..... **Form** .....

**Pupil's home address** .....  
.....  
.....  
.....

**Name of parent / guardian** .....

**Home telephone\*** .....

**Daytime telephone\*** .....

**Emergency contact details (if different to above)\*** .....



**Health, disability and special needs**

Please provide details of your child's medical condition(s), long term medication requirements, dietary requirements or special needs below:

I confirm that to the best of my knowledge and belief the pupil is in good health. I am aware of no reason or medical grounds why the pupil should not take part in Educational Visits.

I have provided full information on any disability or special needs that might affect the pupil's ability to take part in Educational Visits or have an effect on the safety and welfare of others in the party.

I agree to update the School in the event that my child's health, disability or needs change.

**Accident / illness**

I consent to all emergency or other medical or dental treatment including inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of the pupil.

**Swimming and other Adventure Activities (delete as appropriate\*)**

I confirm that:

- my child is able to swim 50 metres
- my child is water confident in a pool
- my child is confident in the sea / open inland water
- my child is safety conscious in water.

**Visits abroad**

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

I confirm that the pupil has had the necessary vaccinations / inoculations for the country to be visited.

**Transport**

I consent to the pupil travelling by any form of public transport and / or in a motor vehicles driven by the Group leader or any other Supervisor who is authorised by law and duly insured to drive.



**Personal effects of the pupil**

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

**Breach of discipline**

I understand and accept that if the pupil is sent home early from the Educational Visit because of a breach of discipline, I will be required to meet the costs.

**Indemnity**

I agree to indemnify the staff and the School against every loss not recoverable under the terms of the Educational Visit insurance including any liability incurred by the pupil (alone or with others).

Please note that nothing in this form excludes the legal rights of the pupil or those with parental responsibility in the event of negligence by the School causing personal injury or death.

**Parent(s) / Guardian(s) declaration**

**Name of Parent / Guardian** .....

**Signed** .....

**Relationship to pupil** .....

**Date** .....

**Name of Parent / Guardian** .....

**Signed** .....

**Relationship to pupil** .....

**Date** .....



## Form 4: Consent form for a specific visit

\*Please ensure that you update us if these details change

Consent of parent / guardian to the Educational Visit			
This form must be returned to [● name of member of staff] by midday on [● 00 month year]			
<b>Pupil's first name and surname</b>	.....		
<b>Date of birth</b>	.....		
<b>Age on [date]</b>	.....	<b>years</b>	..... <b>months</b>
<b>Boy / girl</b>	.....	<b>Form</b>	.....
<b>Pupil's home address (home)</b>	.....		
	.....		
	.....		
<b>Name of Parent / Guardian</b>	.....		
<b>Home telephone*</b>	.....		
<b>Daytime telephone*</b>	.....		
<b>Emergency contact details for the duration of the visit (if different to above)</b>			
.....			
.....			
Please sign the Parent(s) /Guardian(s) declaration below if you agree to your child to taking part in the proposed Educational Visit to [● place] on [● date].			



**Health, disability and special needs**

Please provide details of your child's medical condition(s), long term medication requirements, dietary requirements or special needs below:

I confirm that to the best of my knowledge and belief the pupil is in good health. I am aware of no reason or medical grounds why the pupil should not take part in Educational Visits.

I have provided full information on any disability or special needs that might affect the pupil's ability to take part in Educational Visits or have an effect on the safety and welfare of others in the party.

**Accident / illness**

I consent to all emergency or other medical or dental treatment including inoculations, general or local anaesthetic, surgery or blood transfusions which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of the pupil.

**Swimming and other Adventure Activities (delete as appropriate\*)**

I confirm that:

- my child is able to swim 50 metres
- my child is water confident in a pool
- my child is confident in the sea / open inland water
- my child is safety conscious in water.

**Visits abroad**

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

I confirm that the pupil has had the necessary vaccinations / inoculations for the country to be visited.

**Transport**

I consent to the pupil travelling by any form of public transport and / or in a motor vehicles driven by the Group leader or any other Supervisor who is authorised by law and duly insured to drive.

**Personal effects of the pupil**

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



**Breach of discipline**

I understand and accept that if the pupil is sent home early from the Educational Visit because of a breach of discipline, I will be required to meet the costs.

**Indemnity**

I agree to indemnify the staff and the School against every loss not recoverable under the terms of the Educational Visit insurance including any liability incurred by the pupil (alone or with others).

Please note that nothing in this form excludes the legal rights of the pupil or those with parental responsibility in the event of negligence by the School causing personal injury or death.

**Parent(s) / Guardian(s) declaration**

**Name of Parent / Guardian** .....

**Signed** .....

**Relationship to pupil** .....

**Date** .....

**Name of Parent / Guardian** .....

**Signed** .....

**Relationship to pupil** .....

**Date** .....

**Pupils declaration**

I promise to observe the rules governing behaviour on Educational Visits and also the School Rules and / or Code of Conduct (where applicable). I will do my best to ensure the safety of myself and other members of the party. I will at all times act with courtesy and consideration for others and do my best to uphold the name of the School.

**Signed (by pupil)** .....

**Name** .....

**Date** .....