



Educational Visits and Trips Policy

Policy adopted by the Governing Body of The Wordsley School	
Date adopted by the Governing Body	28/02/2024
Signed by the Chair of Governors	N Cooper

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1. AIMS AND SCOPE

Educational Visits and Trips (EVTs) are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

School aims to offer a broad and balanced range of exciting and stimulating educational EVT. The opportunities have a positive impact on raising standards, being a valuable and important part of the learning process for people of all ages, in addition

They serve to:

- Bring breadth to the learning experience
- Stimulate enquiry
- Encourage tolerance and quality in relationships between all involved
- Extend, enlighten and enrich the curriculum and the student's learning experience
- Enable participants to acquire a breadth of physical skills, developing a fit and healthy lifestyle.

Residential courses should further self-discipline, organisation, empathy and recognition of our interdependence, forming an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating EVTs, to ensure the health and safety of our pupils and staff, and to make sure that our EVTs are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to EVTs..

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- EVTs to places of interest in the local area
- Day EVTs to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential EVTs organised by the school
- EVTs abroad organised by the school

2. 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 2022](#)

3. ROLES AND RESPONSIBILITIES

3.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for EVTs, including having final authority to approve all EVTs.
- Making sure staff, including the EVTs co-ordinator, have received any necessary training

3.2 The Educational Trips and Visits Co-ordinator (EVC)

Andrew Fisher is the appointed EVC at our school. His role is to:

- Oversee and guide other staff to arrange and organise EVTs
- Assess the ability of other staff to lead EVTs and designate a suitable trip lead for each visit and/or trip
- Ensure assessment of outside activity providers has been completed
- Advise the headteacher when they're approving EVTs
- Access the necessary training, advice and guidance
- Monitor the evaluation all EVTs once complete, from planning to the visit and/or trip itself, and use this to improve future arrangements

3.3 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Seek and obtain approval for all EVTs from the headteacher
- Where so instructed and delegated by the responsible person named in this policy, to plan the proposed visit and/or trip taking into account the health and safety risks that may arise before, during and after the visit and/or trip.
- To appoint, where considered appropriate, any competent deputy or deputies in support of any visit and/or trip.
- To ensure that as much relevant information is obtained on any proposed visit and/or trip, venue and location to enable an appropriate risk assessment to be carried out. This may include an exploratory visit beforehand.
- To ensure that the needs of all those included on the visit are assessed and provided for.
- To ensure that the risk assessment(s) also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.
- Ensuring that all equipment and materials required for the visit and/or trip are adequate and arrangements are made to store them safely and correctly.
- To ensure parents are provided with all the necessary information about the educational visit, any equipment etc they need to provide and the standards of conduct expected of their child(ren).
- Where appropriate, invite parents to any briefing sessions. This should take account of any difficulties that parents may have if they have disabilities, if English is their second language etc.
- To brief all group members, including students and parents, on the main elements of the visit and/or trip, the standards expected and the roles and responsibilities of all prior to commencing the visit and/or trip.
- To finalise all details and arrangements with the responsible person named in this policy.
- Evaluate all EVTs (once complete) against intended learning outcomes, the planning of the EVT and the effectiveness of any provider and/or venue.

3.4 Staff

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

- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure EVTs 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 and/or trip.
- Share any concerns or worries with the trip lead and others, as appropriate.
- Ensure that they do not consume, or be under the influence of, alcohol for the duration of the visit and/or trip.

3.5 Parents and carers

By agreeing that pupils can take part in EVTs, 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 visit and/or trip

3.6 Volunteers

Volunteers attending school EVTs, including parent/carers volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip 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 do not consume, or be under the influence of, alcohol for the duration of the visit and/or trip.

3.7 Pupils

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

- Demonstrate good behaviour in school up to the commencement of the educational trip and/or visit.
- Follow instructions given to them while on the visit and/or trip
- Dress and behave as expected for the length of the visit and/or 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/or trip, and will be expected to uphold the school's behaviour policy at all times.

[Click here to see our Whole School Behaviour Policy](#)

Should a pupil's general behaviour in school not meet expectations and be considered as causing concern, the trip leader has the right to refuse them from attending the visit and /or trip.

4. PLANNING AND PREPARATION

The decision on whether or not a visit and/or trip will take place will be made by Andrew Fisher, and based on factors including:

- 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 and/or trip, including:

- Location and travel distance
- Time of day and year
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Activity level and the duration of these activities.
- 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

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

Once the risk assessment has been approved by the headteacher, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for EVTs that take place outside of normal school hours, and for any EVTs requiring a higher-than-normal level of risk assessment.

We will evaluate each visit and/or trip after its conclusion, from the planning through to the visit and/or trip itself, to continually improve the planning and experience of our future EVTs.

4.1. Inclusion

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

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 and/or trip, 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.

4.2. Refusing attendance to a pupil

In some cases, it may be reasonable and necessary to prevent a pupil that has exhibited challenging and poor behaviour from attending a school visit and/or trip, in order to protect their safety and the safety of others. We will always focus on the individual circumstances of the pupil (in consultation with the pupil and their family) to determine whether or not there are ways to help the pupil to attend the visit and/or trip safely.

A decision as to whether a pupil is permitted to attend an EVT is the Headteacher's. If a pupil has been accepted onto an EVT, but is subsequently denied permission to attend, the school is not obliged to refund any monies already paid.

4.3. Staff recruitment for EVTs

Staff competence is the single most important factor in safe management of EVTs and this should be the basis of staff selection. That being said, a balance has to be struck between experienced staff and providing less experienced staff the opportunity to participate in EVTs.

We would ask that any EVT that requires 4 or more members of staff, that 1 of the staff is one with little to no EVT experience.

5. RISK ASSESSMENT

We will carry out a full risk assessment at least 2 weeks before the start of all EVTs.

This will be completed using the school's risk assessment template tool: Evolve - accessed via Staff Portal. A Log-In is required - Trip leader to liaise with Kerry Harris for access.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and/or trip and another copy left with Andrew Fisher.

5.1 Staff ratios and first aid

Risk assessments for each visit and/or trip will ascertain the safe level of supervision required. On all EVTs, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- The trip leader and Andrew Fisher will determine the Staff/Pupil Ratio using **Appendix 4**
- At least 1 supervising adult able to administer first aid is present on all EVTs
- Appropriate first aid equipment will be taken on all EVTs, in accordance with the school's first aid and health and safety policies. These can be found in resources - see First Aid Lead
- All supervising adults will be made aware of any medical issues or allergies at the start of the visit and/or trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or roll calls
-

5.2 Transport

Transportation for EVTs will be organised by the Trip Leader and/or the provider. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for EVTs will leave from, and return to, the school site.

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. VOLUNTEERS

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on EVTs. Where more parents/carers volunteer than required on the visit and/or trip, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the visit and/or trip
- The setting and circumstances of the visit and/or trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and/or trip and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 2** for our volunteer code of conduct for EVTs.

Volunteers will receive a full induction from staff members on the day of the visit and/or trip, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the visit and/or trip.

Where practical and as required by the nature of EVTs (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

7. COMMUNICATION AND CONSENT

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 and/or 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

Parents/carers will be asked to provide written consent for EVTs by signing and dating a form to be returned to the school **Appendix 3**.

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 - **Appendix 3**.

In the case of overseas EVTs, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. EMERGENCY PROCEDURES AND INCIDENT REPORTING

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of EVTs and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations. See Appendix 7: Emergency Action Card given to Trip Leader before the trip. See Appendix 8: First Contact Information issued to Reception, Headteacher and SLT Trip Leader as guidance to receive emergency calls.

1 member of staff will always accompany a pupil seeking medical treatment.

In the case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

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, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all EVTs 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.

9. CHARGING AND INSURANCE

The price of each visit and/or trip will be communicated to parents/carers in the initial trip/visit letter/advertisement.

Insurance for all EVTs is provided by insurance company: Risk Protection Arrangement. All policies run from 1st April to 31st March the following year on a yearly basis and are renewed automatically.

10. RESIDENTIAL EVTs

The headteacher will approve all residential EVTs longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential EVTs as well as 1-day EVTs. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the visit and/or trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission as soon as approval has been granted by the Headteacher. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For EVTs abroad, we will make sure that any organisation providing activities hold the LOfC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these EVTs.

11. REVIEW

This policy will be reviewed every 2 years by Andrew Fisher, Assistant Headteacher and Educational Visit Coordinator (EVC). At every review, the policy will be shared with the full governing board.

12. LINKS WITH OTHER POLICIES

This policy links with the following policies and procedures:

- Health and safety policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives procedures
- Accessibility plan policy

APPENDIX 1: EVT planning information

To be completed by the staff member proposing the educational visit, and submitted to AF.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none">● Staffing● Volunteers● Physical supplies● Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
Any other information		

APPENDIX 2: Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school EVTs. 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 the trip leader 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.

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:

APPENDIX 3: Educational Visits and Trips parent(s)/carer(s) consent and medical form - Low Risk (Category 1)

Appendix 3: Educational Visits and Trips parent(s)/carer(s) consent and medical form.
Low Risk (Category 1)



Dudley
Metropolitan Borough Council

ANNUAL PARENTAL CONSENT (LOWA1 Form)
(Low risk activities)

This form **MUST** be completed annually by parents/carers for every child whose parents/carers wish to give consent for their child to take part in low risk activities that will involve leaving the school premises. If the activity is low risk but further afield out of the Dudley borough, explicit details will be provided to parents/carers. Schools/Centres are expected to make a judgement on the nature of the risk involved and the level of consent/information required.

Name of child:(Male/Female)

D.O.B:Age.....Class.....

Home Address:
.....Postcode:

I agree that my child (name)be allowed to take part in low risk activities without further consent from myself. I understand that there will be some activities e.g. sporting events, nature visits, local library visits which will take my child off the school/centre premises. They may walk or go in a minibus or coach (public or private) transport. If the activity is low risk but involves travel further afield out of the Dudley borough e.g. theatre trips, theme parks etc, explicit details will be provided. I understand that there may be occasions when my child may be taken by a member of staff in his/her car to hospital or home, or sporting fixtures and other activities. Children will normally be dismissed from the school/centre for events taking place at the end of or extending beyond the school day. Parents/carers will be informed where different arrangements are made. **If your child uses asthma medication or an epi-pen they must bring their medication with them and a spare both clearly labelled with their name.**

<p>Name of parent/carer (please print):</p> <p>Signature of parent/carer:</p> <p>Date:</p>	<p>Address (if different from child):</p> <p>Postcode:</p>
<p>Tel No. for use in emergency:</p> <p>Name:</p> <p>Relationship:</p> <p>a) Home:</p> <p>b) Mobile:</p> <p>c) Alternative: (Indicate times of day if relevant)</p>	<p>Alternative Tel No. for use in emergency:</p> <p>Name:</p> <p>Relationship:</p> <p>a) Home:</p> <p>b) Mobile:</p> <p>c) Alternative: (Indicate times of day if relevant)</p>

The information you provide on this form will be used to administer the event and assist in maintaining the health and safety of your child whilst under the supervision of the Directorate of Children's Services/School/Centre/Provision. Personal and sensitive information will be processed in accordance with the requirements of the General Data Protection Regulation (GDPR) introduced into UK law by the Data Protection Act 2018. For further information please refer to Dudley Council's Privacy Statements which can be found at <https://www.dudley.gov.uk/privacy-disclaimer-statement/>

APPENDIX 3: Educational Visits and Trips parent(s)/carer(s) consent and medical form - High Risk (Categories 2 3 & 4)

Appendix 3: Educational Visits and Trips parent(s)/ carer(s) consent and medical form High Risk (Categories 2, 3 & 4)



PARENTAL CONSENT & MEDICAL COMBINED – (HIGHA2 Form)

(Residential visits, activities out of borough that carry a risk, outdoor and adventurous activities)

This form **MUST** be **FULLY COMPLETED** by the parent/carers of **ANY** child who wishes to take part in the visit/activity detailed below. All questions **MUST** be answered. Any questions which are not applicable should be marked **N/A**.

To be completed by school Visit/Activity details:	Insert school/centre name Organised by:
To be completed by school Start date: End date:	To be completed by school Departure time: Return Time:

Name of child:(Male/Female)
D.O.B:Age.....Class.....
Home Address:
.....Postcode:

Name of parent/carers (please print):
Address (if different from child):
.....Postcode:

Tel No. for use in emergency: Name: Relationship: a) Home: b) Mobile: c) Alternative e.g. work (Indicate times of day if relevant)	Alternative Tel No. for use in emergency: Name: Relationship: a) Home: b) Mobile: c) Alternative e.g. work (Indicate times of day if relevant)
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1. Does your child have any condition or impairment (medical or otherwise) that requires regular treatment?

Yes: ☐ No: ☐

If YES, please continue overleaf, if NO go to question 3

2. What is the nature of their condition/impairment?

Is there anything your child needs additional help or support with?

Please advise if there is any activity that your child is not able to participate in or you would not wish them to engage in?

Please give as much information as possible regarding your child. The more information we have the better we can cater for their needs.

Does your child access any of the following services?

Speech & language therapy Yes: ☐ No: ☐

Physiotherapy Yes: ☐ No: ☐

Occupational therapy Yes: ☐ No: ☐

Physical Impairment/Medical Inclusion Service Yes: ☐ No: ☐

Hearing Impairment Service Yes: ☐ No: ☐

Visual Impairment Service Yes: ☐ No: ☐

For sport and physical activities:

Are you aware whether your child has an individual risk assessment for PE & sport at school?

Yes: ☐ No: ☐

If yes do you consent to us having a copy of the individual risk assessment Yes: ☐ No: ☐

How does your child's condition affect their ability to participate in the activities on offer?
Please give us as much information as possible. This will not prevent them taking part but will help us provide the best service we can appropriate to your child's needs.

Any additional information regarding your child you feel maybe useful:

3. Does your child require regular medication? Yes: ☐ No: ☐

Please give details of any medication that may be required to be administered to/by your child during this activity. Medication (prescription and over the counter) **must** be provided in its original packaging with the dosage clearly shown. If your child has asthma they must bring their asthma medication with them and a spare labelled with their name. If your child uses an epi-pen they must bring it with them and a spare labelled with their name:

** NB – it is the responsibility of the school/provision to ensure the needs of the young people are met - this includes the administration of medication.*

4. Do you consent to self-administration of medication? Yes: ☐ No: ☐

5. Does your child have an individual health care plan at their school/centre? Yes: ☐ No: ☐

6. If yes do you consent to us having a copy of the individual health care plan? Yes: ☐ No: ☐

7. Is your child allergic or sensitive to penicillin or any other substance, which might be used in treatment?

Yes: ☐ No: ☐

If YES, please give details:

8. Has your child been immunised against the following diseases?

POLIOMYELITIS Yes: ☐ No: ☐ Date given if known:

TETANUS (LOCKJAW) Yes: ☐ No: ☐ Date given if known:

9. Does your child usually suffer from travel sickness? Yes: ☐ No: ☐

10. Does your child have any special dietary needs, e.g. food allergies, vegetarian, gluten free, religious etc?

Yes: ☐ No: ☐

If YES please give details:

11. If participating in water borne activities please complete the following if not go to question 12:

Is your child water confident? Yes: ☐ No: ☐

Can your child swim unaided? Yes: ☐ No: ☐

If so how far? 0 – 10 Metres ☐

11 – 25 Metres ☐

25+ Metres ☐

12. Please give any other relevant information you wish the accompanying staff to be aware of:

(Continue on back page if necessary)

13. At the end of the visit /trip my child will leave unaccompanied ☐ or be collected by:

14. DECLARATION

I consent to my child participating in the activity. In the event of an emergency I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

I have noted where and when my child is to be released from the school/organisation and understand that I am responsible for my child getting home safely.

I undertake to advise the Group Leader with the minimum of delay, any change in circumstances referred to on this form between the date signed and the commencement of the trip.

Name of parent/carers (please print):

Signature:

Address (if different from child):

Postcode: Date:

The information you provide on this form will be used to administer the event and assist in maintaining the health and safety of your child whilst under the supervision of the Directorate of Children's Services/School/Centre/Provision. Personal and sensitive information will be processed in accordance with the requirements of the General Data Protection Regulation (GDPR) introduced into UK law by the Data Protection Act 2018. For further information please refer to Dudley Council's Privacy Statements which can be found at <https://www.dudley.gov.uk/privacy-disclaimer-statement/>

To be completed by the school / centre

THIS FORM MUST BE RETURNED TO (Name of the Group Leader) :

ON OR BEFORE THE FOLLOWING DATE :

APPENDIX 4: Staff/Pupil Ratio Guidance

Educational Trips and Visits Staff/Pupil Ratios Guidance

Supervision ratios

It is **not possible** to set down definitive staff/student ratios for a particular age group or activity; a ratio is determined by the risk assessment. That being said, the table below gives a suitable starting point for acceptable supervision ratios. These ratios should always be regarded as a maximum, meaning they must not be exceeded. Where the risk assessment states extra care is required for a pupil, or number of pupils, these may well need to be reduced.

Category 1 & 2 = Day EVTs to theaters/museums etc

Category 3 & 4 = an overnight stay, outdoor activities, use of remote locations and/or a visit to another country.

	Low Risk	High Risk/Hazardous
Domestic	<p>Category 1</p> <p>A domestic day trip to a recognised organisation - with or without onsite supervision.</p> <p><u>Staff/Pupil Ratio</u> 1:15-20</p> <p><u>Examples</u> Theatre Trip Museum Visit</p>	<p>Category 2</p> <p>A domestic day trip with increased risk of harm or an overnight stay of a Category 1 style trip.</p> <p><u>Staff/Pupil Ratio</u> 1:12* see Adventurous Activities</p> <p><u>Examples</u> On-site orienteering Carding Mill Valley (1:10) Overnight stay and theater trip</p>
International	<p>Category 3</p> <p>A trip to a foreign country with a recognised school travel company. Trip will be supervised by reps from travel company and include</p> <p><u>Staff/Pupil Ratio</u> 1:10*</p> <p><u>Examples</u> France Christmas Market visit</p>	<p>Category 4</p> <p>As Category 3 but involving high risk activities or where the excursion is unsupervised by a travel company.</p> <p><u>Staff/Pupil Ratio</u> TBC</p> <p><u>Example</u> Skiing trip</p>

Further guidance

Category 1 Visit	1:15-20
Category 2 Visit	1:12
Category 3 or 4 Visit NOT involving Adventurous Activities	1:10

Adventurous Activities:

Forest walking, Low level walking, field studies, Coastal walking.

Secondary	1:12	
Orienteering Level A: within school grounds	1:30	
Level B: Local park, permanent course	1:10	
Hill and Mountain Walking (Summer)	1:10	
Hill Walking on Local Hills (Winter)	1:10	
Mountain Walking (Winter)	1:6	
Rock climbing – Single pitch	1:9	
- Multi Pitch	1:2	
Gorge Walking (specified gorges)	1:10	
Kayaking – Flat-water	1:10	
- White-water	2:10	
Sea Kayaking – Sheltered water	1:10	
- Offshore	2:10	
- Surfing	1:8	
Open canoeing		
– Flat-water	1:10	
- White-water	2:10	
Alpine Skiing – within ski patrolled areas	1:10	
Nordic skiing – Forest trails	1:10	
Ski Touring / Ski Mountaineering	1:6	
Cycling – On or Off-road		1:8
Sailing – Inland single-handed dinghies	1:6	
- Dinghies	1:1	
- Tidal waters, single-handed	1:6	
Windsurfing	1:6	

APPENDIX 5: EVT Evaluation Form

Educational Trips and Visits Evaluation Form

To be completed by the EVT Leader (once the educational visit has taken place) and submitted to AF.

EVT Title:

Date of EVT:

What were the educational objectives of this visit:

Were the educational objectives of the visit met:

Detail any factors that you identified that may improve the educational value if this trip is repeated:

Did you experience any difficulties relating to the transport provision?

Detail any improvements that you may put in place should the trip be repeated:

Was the overall conduct of the students in line with school behavioural expectations?

If 'No', detail any incidents, accidents, near misses that occurred:

How could your experiences of the visit help inform other teachers who may lead school trips:

Signed: _____

Date: _____

APPENDIX 6: Emergency Procedures for EVT Leaders

Emergency Procedures

The sequence of actions depends upon the nature of the emergency.

Immediate Action

1. Ensure your own safety.
2. REMAIN CALM - Assess the situation.
3. If possible, delegate actions to other leaders and participants so you can keep an overview, and to allow concurrent activity.
4. Ensure the safety of the group. Make sure everyone is accounted for and adequately supervised.
5. Call relevant emergency services if necessary (see phone numbers below).
6. Carry out first aid to the best of your abilities.

First Aid

The aims of first aid are to

1. Preserve life:
 - a. Casualties need to be able to breathe - if they are unconscious put them into a safe airway position.
 - b. Try to find and stop any serious external bleeding.
2. Prevent the condition worsening:
 - a. Protect the casualty from the environment - keep them warm and dry.
 - b. Monitor their condition.
3. Promote recovery:
 - a. Talk to them, reassure them, hold their hand, provide emotional support.

Urgent Action

Take stock and plan, delegating where possible.

Call your establishment's Emergency Contact (or if unavailable, your employer's Emergency Contact) if any of the following apply (see phone numbers below):

- You need support;
- The emergency services are involved;
- The incident is serious;
- The press/media are involved.

They could need the following information:

- Who you are, which establishment you are from and what your role is within the group;
- The number you can be called back on;
- The nature of the emergency and details of the incident;
- What help you need;
- Whether the emergency services are involved;
- How many casualties there are and their status;
- The number of people in your party;
- Your location, and whether you plan to move.

Liaise with, and take advice from, the emergency services if they are involved.

Address the urgent needs of the group:

- Ensure adequate supervision;
- Ensure they understand what to do to remain safe;
- Physical needs, e.g., shelter, food and drink, transport;
- Emotional needs, e.g., remove them from the scene, provide reassurance and emotional support (they can often do this for each other), give them useful things to do, protect them from intrusion.

Control communications - prevent group members from using phones or social media unsupervised or until approval is given.

Start a written log of actions taken and conversations held, with times.

Further Actions and Follow-Up

Take stock again and re-plan the next phase - what have you forgotten?

Deal with any casualties who are in the care of the emergency services:

- Accompany them to hospital;
- Keep track of who is where.

Consider the needs of yourself and fellow leaders - are you/they coping?

Liaise with your establishment or employer - hand over what you can to them, to reduce the stress on you.

Continue the written log with all details of the incident of the actions taken, including names and contact details of any witnesses.

Address the further needs of the group, for example:

- Toilets, washing facilities, clean/dry clothes;
- Transport;
- Accommodation;
- Contact with home.

Refer all media, parental or other enquiries to your establishment or employer.

Contact relevant agencies as necessary (via your establishment/employer if possible), for example:

- Tour operator/travel company/activity provider/accommodation provider;
- Travel insurance emergency assistance;
- Social services;
- Consular Assistance Team (if overseas).

See Emergency numbers below.

Emergency Numbers

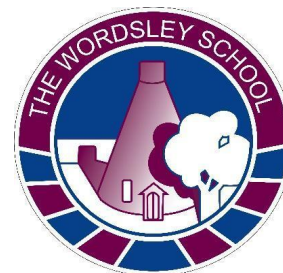
Person/Establishment	Contact Number
Visit Leader	
Assistant Leader	
Wordsley Emergency Contact - School Day	01384 816015
Wordsley Emergency Contact - Evening	
Wordsley Emergency Contact - Weekend	
Wordsley Emergency Contact - Alternate	
Emergency Services in UK	999 or 112 You can text 999 if you have previously registered to do this
Emergency Services in countries to be visited (in some countries there are different numbers for different emergency services)	
Foreign Office Consular Assistance	+44 20 7008 1500
Travel Insurance Emergency Assistance	
Other useful numbers	

APPENDIX 7: Emergency Action Card issued to Trip Leader.

Front of card

The Wordsley School

Emergency Action Card



for

- Remain **CALM** and ensure your own safety.
- Ensure safety of the group, make sure everyone accounted and supervised.
- Attend to any casualties and ring emergency services if necessary 999 (UK) 112 (Europe), 911 (North America).
- Contact School

CALL

	Name	Contact No
The WORDSLEY SCHOOL	Reception	01384 816015
HEADTEACHER		TBC
EDUCATIONAL VISITS LEADER		TBC

Back of card

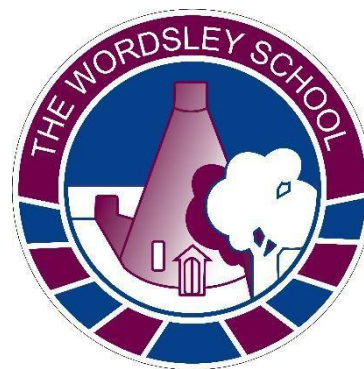
GIVE DETAILS:

- Give the number you can be called back on
- Nature and location of the emergency
- What help you need
- Whether emergency services are involved
- How many casualties and their status

THEN:

- If practicable delegate leadership so that you can be contactable at all times
- Address further needs of the group- toilets, washing facilities, dry clothes etc, transport and contact with home
- Where possible prevent group members from using mobiles or going online.
- Refer all media, parental enquiries to school.

APPENDIX 8: First Contact Card – issued to Reception, Headteacher and SLT Trip Lead.



The Wordsley School

Emergency and Critical Incidents Guidance for First Contact

On Receiving a Call

- 1. Remain Calm**
- 2. Reassure the caller**
- 3. As the following questions and record all the key information:**
 - Who is calling? - what trip?
 - What number can we call you back on?
 - What is the nature of the emergency?
 - What is the number of and status of casualties?
 - Are the emergency services involved?
 - What is the group's current location?
 - What is the total number of people in the group?
 - Is the group staying where they are or moving? If moving where to?
 - What help do you require?
 - What time did the incident happen?
 - What time it is now? if the group is outside of the UK, what is the time difference?
 - Reassure them and thank them. Tell them that you will inform the appropriate people and that they will be called back as soon as possible.