



**PLANTSBROOK LEARNING TRUST**

**EDUCATIONAL VISITS POLICY**

**Adopted : March 2015**  
**Review Date: March 2016**

## **Aim**

The aim of this policy is to sustain and promote a broad range of off-site educational visits for each of the academies within Plantsbrook Learning Trust (the Trust), whilst ensuring safe practice and competent supervision.

## **Rationale**

Plantsbrook Learning Trust recognises the direct and indirect educational and social benefits of pupils participating in educational visits. Visits can stimulate an interest in new areas and present opportunities for pupils to demonstrate a wide range of qualities and skills that are not available in the classroom. They help to develop a pupil's investigative skills and residential visits in particular encourage greater independence. Visits can also be a valuable form of professional development for staff as well as offering them insights into the skills, strengths and interests of pupils that can often not be gained within the classroom. As a Trust, we are committed to incorporating educational visits into schemes of work in order to enhance pupils' understanding and experiences.

## **Purpose**

- To extend the curriculum opportunities and experiences available during the pupils' normal school day
- To provide opportunities for pupils to broaden their educational experiences, to appreciate cultural heritage and to become responsible and well-informed citizens.
- To encourage and develop qualities of self-awareness, self-reliance, co-operation, initiative, leadership and teamwork.
- To foster self-esteem, self-confidence and self-discipline.
- To provide opportunities for the development and practice of planning and evaluation skills.
- To increase the motivation of pupils and to increase their enjoyment of learning.
- To help pupils recognise the different skills and abilities both of themselves and others and to be tolerant of those differences.

## **Principles**

- There will be a range of activities to cater for pupils' individual needs and particular interests.
- All pupils are entitled to participate irrespective of social background, culture, race, gender, differences in ability and disabilities.
- Careful and sensitive consideration will be given to the cost of any proposed activity.
- Academy financed curriculum activities must be directly related to the curricular aims of the Trust and the aims of the individual academy.
- All staff are encouraged to contribute to curriculum enrichment activities. Approval from the Headteacher at the academy is required for each curriculum enrichment activity.
- Activities arranged on academy premises must not involve students overtly in political issues or otherwise promote activities inappropriate to the work of the school.

## **Guidelines**

- All off-site activities must have clearly stated aims and objectives reflecting the academy's aims.
- The inclusion of off-site activities needs to be practicable, considering the constraints of staffing, cost and time.
- Educational visits should be available to all of the pupils and particular consideration should be given when selecting venues and organising transport, for any pupils with a disability.

- All off-site activities must have prior approval and be carefully and thoroughly planned, costed and insured. Planning should include a thorough written risk assessment based on the following considerations:
  - What are the hazards?
  - Who might be affected by them?
  - How can risks be reduced to an acceptable level?
  - Can these measures be implemented?
  - What steps will be taken in an emergency?
- The level and nature of supervision during any activity must be appropriate to the activity and to the age and number of pupils involved, bearing in mind the health, safety and well-being of the pupils. The minimum adult-to-pupil ratio is dependent on the nature of the visit.
- The visit organiser should be satisfied that the venue is a suitable one, relevant to the stated aims and that any officials from the venue who will be involved in the visit are qualified and reliable.
- In the case of any outdoor activity, a member of staff **should** have made a preliminary visit to the venue, for safety reasons and for sound educational planning.
- Where there is a limit on the number of participants, the selection process must be fair and equitable and made clear to parents/carers at the outset.
- If the visit crosses over the lunch-time period the Catering Manager at the academy will need to be informed, in order that children entitled to a free meal are provided with a packed lunch. This information must be with the Catering Manager a minimum of one week prior to the visit taking place.
- Before organising a visit abroad, staff should ensure that the necessary arrangements are made for passports and visas, medical expenses and insurance, and vaccinations. Travel regulations should also be checked for the countries in question.
- A parents' information meeting must be organised for all residential trips.
- For visits abroad by coach, a member of staff must sit by the rear exit door to comply with European regulations.
- There should be a minimum of two adults per coach to supervise and deal with any emergency. Staff should **not** sit together and should sit amongst pupils in order to gain an all round perspective.

### **Obtaining permission for visit**

- Approval from the Headteacher is required before the planning of any visit takes place, this applies also to visits organised for post-16 students. The relevant form (**Appendix A – Form 1**) should be passed to the Headteacher and, once agreed, the visit organiser will be informed and, if appropriate, Local Governing Body approval will be sought. For visits that are residential, both home and abroad, or are hazardous Local Governing Body approval is required.
- It is essential that the date of the visit is checked with the School calendar to ensure that there are no clashes with other events. The Cover Administrator **must be advised at least two weeks in advance of details of the visit/activity in order to be able** to arrange for any cover for members of staff accompanying the visit/activity, which will be charged to the trip, if applicable, and should, therefore, be included in the cost of the visit/activity.

### **Documentation**

A checklist for visits/activities is included in the appendices.

### Financial Arrangements

- A costing sheet (**Appendix A – Form 3**) must be completed prior to letters being passed to pupils.
- The member of staff organising the visit must liaise with the Trust's Finance Office to agree a date/dates and arrangements for collection of monies. No payments can be made to a member of staff and any money received by the Finance Office will be recorded in accordance with financial procedures and a receipt issued on request.
- All payments from parents and/or pupils must be handed in to either the Finance Office at Plantsbrook School or the main Administration Office at Town Junior School in a clearly marked, sealed envelope.
- For visits/activities which require a cheque or BACS payment to be made, appropriate paperwork (including an invoice) should be passed to the Finance Office with a minimum of 5 days notice.
- A Cheque or BACS payment cannot be issued for any visit/activity where there is insufficient funding in the appropriate account.

### Insurance Cover

Insurance cover for off-site visits is provided by Zurich Insurance, as part of the school's overall insurance policy.

### Responsibilities of Teacher in Charge

- All educational trips and visits are organised in accordance with the DfE Guidance on Educational Visits and guidelines on the Outdoor Education Advisers' Panel National Guidance website (<http://oeapng.info>). The School also follows Birmingham City Council's guidance as detailed in 'Learning Beyond the Classroom 2015' (a copy of this document is available in the Trust Finance Office and from the Deputy Headteacher at Town Junior School) – this document incorporates the National Guidance from the Educational Advisers' Panel.
- It is the responsibility of the visit organiser to ensure that guidelines and appropriate regulations are followed, and that where necessary pre-visits are undertaken, and that all accompanying staff understand their roles and responsibilities for the duration of the visit/activity.
- In the event of an emergency the visit organiser is responsible for ensuring that the emergency procedures included in this policy and summarised on the emergency reference card (Appendix A – Form 6) are followed.

### Risk Assessments

- Written risk assessments for all off-site visits are required (**Appendix B**).
- Completed risk assessments must to be forwarded **at least one week prior to the visit** to the Trust's Director of Finance and Support Services at Plantsbrook School and to the Deputy Headteacher of Town Junior School, who will check through the document.
- Visits will not be allowed to go ahead without a completed, written risk assessment.
- Copies of risk assessments are kept on file for reference.
- On conclusion of the visit, the risk assessment should be reviewed and, if necessary, amended for future reference.

### Staffing

Educational visits should be accompanied by a minimum of 2 adults, of which at least half must be employees of the school. School pupils cannot be included as adult escorts. All visits involving an

overnight stay should have at least one accompanying adult of the same sex as the students. Adults employed by the venue or an agency must not be counted when calculating adult pupil ratio. Where a visit is local (10 miles) and does not extend the school day by more than 1 hour (before or after), it may be possible for a single adult to accompany the pupils, subject to assessing and recording the risks on the risk assessment form.

Minibuses should, ideally, have an adult supervisor in addition to the driver. For longer journeys, two drivers are recommended. On coaches, there should be at least 2 adults, in addition to the driver.

The following staffing ratios should be used as a guide only, as the risk assessment will determine the ratios required:

### **Day Visits**

These are day visits (i.e. take place within the normal school day or extend the school day by no more than 1 hour before or after the normal school day), where the element of risk is similar to that normally encountered in daily life.

If the visit results in the school day being extended by more than 1 hour before or after the normal school day, this will need to be considered in the risk assessment.

Any off-site activity, however, will demand an awareness of rural or urban hazards and the exercise of due care.

Examples of such activities may include farm visits, visits to sites of historic, commercial or cultural interest, most fieldwork, sports and leisure centre visits, local walks, journeys to the theatre etc.

### **Adult/Pupil Ratio:**

<b>Secondary</b>	<b>1 adult: 20 pupils</b>
<b>Primary</b>	<b>Year 3 : 1 adult: 8 pupils</b>
	<b>Years 4, 5 &amp; 6: 1 adult: 10 pupils</b>

### **Pupils with Special Needs**

The adult/pupil ratio for pupils with special needs will be based on the written risk assessment of the individual special needs requirements and the medical needs of the pupil(s).

There may be occasions, for example between 'school' sites, where the above ratio may reasonably be varied, subject to the agreement of the Headteacher of the relevant academy.

### **Residential Visits**

Visits involving any nights away from home (residence in a hotel, hostel, activity centre, holiday complex and camping).

### **Adult/Pupil Ratio:**

<b>Secondary</b>	<b>1 adult: 15 pupils</b>
<b>Primary</b>	<b>1 adult: 8 pupils</b>
<b>Special Needs</b>	The adult/pupil ratio for pupils with special needs will be based on the written risk assessment of the individual special needs requirements and the medical needs of the pupil(s).

### **Adventure Activities**

Adventure activities which have an element of risk requiring leader competence and qualification.

These activities usually fall in the scope of the Adventure Activities Licensing Authority (AALA). Such activities may take place in hazardous or remote environments and generally require more specific skills, experience and safeguards in order to contain risk at an acceptable level. Examples of these activities are mountain and moorland, canoeing, climbing and camping and are generally referred to as outdoor pursuits.

### **Adult/Pupil Ratio:**

**Adult/pupil ratios and the levels of leader competence vary according to the activity to be undertaken, as determined and considered in the written risk assessment.**

### **Overseas & Higher Risk Visits**

This category includes the following:

- All visits and residential visits abroad
- Activities having an element of risk, but for which, there is no register of approved leaders
- Activities where there is a level of uncertainty about the safe conduct of that particular activity.

### **Adult/Pupil Ratio:**

**Secondary                    1 adult: 15 pupils, plus 1 extra adult**  
**Primary                      1 adult: 8 pupils**

### **Special Needs**

The adult/pupil ratio for pupils with special needs will be based on the written risk assessment of the individual special needs requirements and the medical needs of the pupil(s).

### **Other Factors affecting Adult/Pupil Ratios**

For any visit where the party subsequently splits into sub-groups, the number of adults required to accompany each sub-group will be based on the written risk assessment of the activities and the pupils in the group.

It is good practice for female and male adult supervisors to accompany mixed groups of young people, and for overnight trips to be supervised by at least two adults to match the gender mix of the pupils.

An improvement on these basic adult: pupil ratios and staffing may be required dependent upon the:

- Nature and location of the activity
- Gender, ages, attitudes, disability, behaviour and competence of the group members
- Duration of the activity
- Weather conditions
- Availability of prompt outside assistance
- Type of accommodation
- Experience and competence of the staff. (Inexperienced staff should be counted as group members).

The longer an activity or visit lasts, the more essential it is to have an adequate staffing ratio, and this should be considered when the risk assessment is prepared.

### **Staff accompanied by their own children**

Due to the likelihood of conflict of role, staff should **not** be accompanied by their own child or children without the specific agreement of the Headteacher. Where agreed, some adjustment may need to be made to the staffing ratio.

It is not necessary for all escorts to be members of the teaching staff. However, it is a requirement that non-school personnel should have been DBS checked.

### **Consent by Parents or Guardians**

Parents or guardians should be notified of intended visits well in advance. They must be informed of the activities their children will be undertaking, the general arrangements for ensuring their child's safety and well-being, and of any cost they will be expected to bear. In the case of looked after children or where children are no longer residing with parents, the carer and/or Children's Services will be notified.

Separate consent is required for swimming.

### **Medical Arrangements and Emergencies**

- It is recommended that at least one member of staff accompanying the visit/activity has knowledge of first aid and preferably holds a current first aid certificate. A first aid box should be taken on all visits.
- Pupils should be medically fit to cope with the activities to be undertaken during the visit.
- Parents/carers should be asked to confirm their child's general fitness as well as provide details of any regular medication on the consent form ([Appendix A – Forms 4 & 5](#)).
- Parents/carers of any pupils with severe medical conditions must provide a written declaration from their child's GP or consultant to confirm they are medically fit to participate in the activities planned. A copy of the declaration must be given to the Trust's Director of Finance & Support Services, who will forward the information to the school's insurance company.
- A list of all pupils involved in a visit must always be left in school with an additional copy provided to the Reception/Main Administration staff. For visits that include overnight stays, at least two senior members of staff should have a comprehensive list of all pupils and staff for emergency procedures.
- In the event of a pupil suffering an accident/illness, medical attention should be obtained as necessary. The teacher leading the visit should a) inform the Headteacher who in turn must make arrangements for parents/carers and the Local Authority to be informed (where appropriate).
- The visit organiser should ensure that a detailed written report, with a medical report where applicable, should be completed on return to school.

### **Emergency Procedures**

All those involved in the planning, approval and organisation of visits should recognise that risks involved will be minimised if careful attention is paid to planning, preparation and supervision. An emergency is difficult to define. There are many variables, given the extent of a problem that may arise and how leaders may respond. Emergencies will require an on-the-spot response by the party leader.

In the event of emergency procedures being implemented, it is the responsibility of either the Headteacher or the Local Authority (Governor Support Unit) to make all official statements to the media. It is important that the visit organiser or party members do not make any comment either directly or indirectly to the media. No admission of liability should be made.

If it becomes necessary for young people to return either to School or their established base, separately to the rest of the group, it is important that an adult accompanies them. If this adult is not a parent or close relative then it should be a member of staff. Such an occurrence will affect adult/pupil ratios and the visit organiser will need to make appropriate arrangements. Any serious

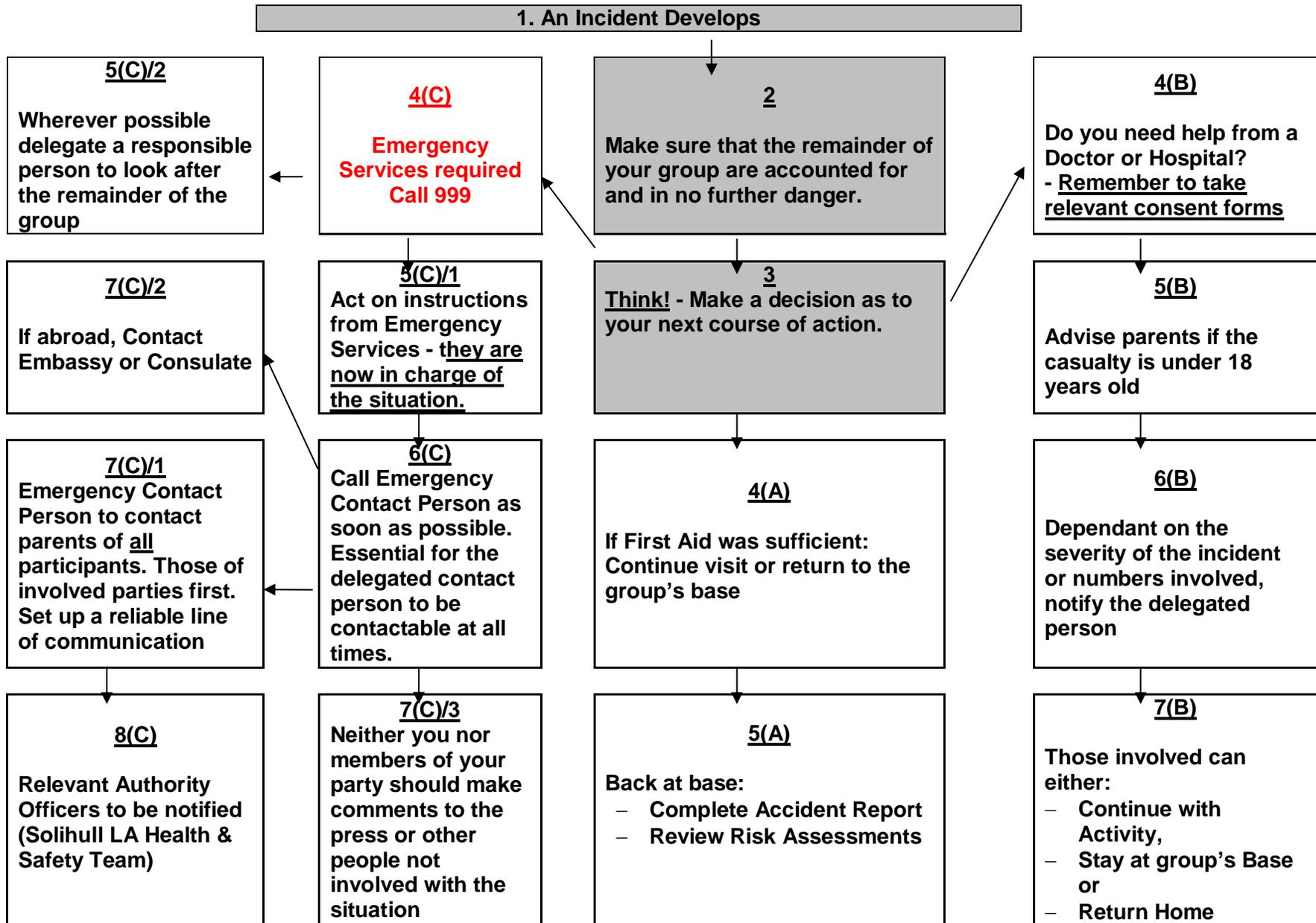
injury or illness should be notified to parents as soon as possible through the visit organiser, or if the emergency services are involved, through the emergency contact person.

Training will be made available regarding these procedures via Educational Visit Co-ordinator or another specified organisation.

### **Procedures to follow in the event of an Incident**

The **Incident Management Table**, below, has been designed to be a practical field guide for managing emergencies that involve medical / injury incidents or when the Emergency Services may need to be called. Visit organisers may find it useful to take laminated copies of the flowchart and the supporting notes with them on the educational visit.

## Incident Management Flowchart for Visit Leaders



**Actions to be taken by the Visit Organiser/Leader involved in the incident**  
**The following notes are an extension to the flowchart referred to above.**

**Note:**

The Police have a responsibility for investigating all serious accidents or fatalities whether on the highway or in the hills. If the accident is in the United Kingdom the Police will endeavour to withhold the identities of casualties until parents have been informed.

Ref.	Instruction	Notes
1	An Incident Develops	Assess the nature and extent of the emergency.
2	Make sure that the remainder of your group is accounted for and in no further danger.	Give first aid as appropriate: this will probably indicate the extent and severity of the situation.  If first aid is sufficient – continue the visit or return to the group's base.
3	Think! Make a decision. STOP, think and decide your course of action. Dependent on the severity of the situation you have 3 choices available to you	<ul style="list-style-type: none"> <li>You can solve the problem with first aid.</li> <li>The incident requires medical assistance, but NOT from the emergency services.</li> <li>You need help from the emergency services</li> </ul>
4(C)	<p align="center">Emergency Services Required</p> <p align="center">Call 999</p>	<p>This is the most serious route to take.</p> <p>Call the emergency services as required, give your name and address, location and telephone number followed by:</p> <ul style="list-style-type: none"> <li>The location and time of the accident.</li> <li>State the nature of the incident, details of injuries and who is injured.</li> <li>The condition of those involved and where they are located.</li> <li>State what action you have taken so far</li> </ul>
5(C)/2	Wherever possible delegate a responsible person to look after the remainder of the group	Having handed over to the Emergency Services, you are still responsible for the rest of the group.
7(C)/2	If abroad and appropriate notify the British Embassy or Consulate	
5(C)/1	Act on instructions from the Emergency Services.	<p>You should now allow Emergency Services to take control of the situation. However, whilst they have taken responsibility for the Duty of Care for your group or individual(s) involved in the incident, the leader will need to care for the remainder of the group, if necessary, and will need to follow the group's own emergency procedures.</p> <ul style="list-style-type: none"> <li>If required collect the remainder of the group and arrange for their return to base. If it is a serious incident staff and children may be in a state of shock. They will also require care and comfort.</li> <li>Keep them informed. Protect them from any press or media attention.</li> <li>An adult should accompany any casualties to hospital.</li> <li>If necessary, arrange for one adult to remain at the incident site to assist or liaise with the Search/Rescue/Emergency Services.</li> <li>If appropriate contact the group's off-site base and/or the visit organiser.</li> <li>Advise party members not to contact other people</li> </ul>

6(C)	Call Emergency Contact Person as soon as possible and implement agreed emergency procedures.	<p>An Emergency Contact Person will need to be accessible at all times. Give the following information:</p> <ul style="list-style-type: none"> <li>• Your name, location and telephone number.</li> <li>• The location and time of the accident.</li> <li>• The nature of the incident.</li> <li>• Details of injuries and names of individuals involved.</li> <li>• The condition of those involved and where they are located.</li> <li>• What action you have taken so far.</li> <li>• Agree location and telephone numbers for future communication.</li> </ul> <p><b>The above information is very important. Write it down first to make sure all the facts are given. This will allow the appropriate action to be taken.</b></p>
5(A)	Return to the base or an agreed location to maintain communication and be with the remainder of the Group.	<p>If appropriate the following should be actioned:</p> <ul style="list-style-type: none"> <li>• A written report should be prepared by all adults involved whilst still fresh in the memory. A record should be kept of names and addresses of any witnesses. Keep any equipment involved in its original condition.</li> <li>• Restrict access to a telephone until the Headteacher or delegated contact person has been informed and sufficient time has elapsed for the Headteacher or delegated contact person to contact the parents of those directly involved.</li> <li>• Do not make statements to press/media or allow anyone else to make statements. Legal liability should not be discussed or admitted. Refer all press/media to the Local Authority (Governor Support Unit).</li> <li>• Between 9.00 a.m. and 5.00 p.m. (0121) 303 2541/4692</li> <li>• Depending upon the situation jointly decide the next course of action with the visit organiser, group and Emergency Contact Person.</li> <li>•</li> <li>• <b>On return to School complete accident/near miss forms.</b></li> </ul>

### Actions to be taken by the Emergency Contact Person

Depending upon the situation all or some of the following will be relevant:

- a) Write down all the information that is given and confirm that it is correct.
- b) As the incident is likely to be picked up by the media, it is vital to identify an alternative telephone number known only to the visit organiser and the contact person to maintain a free communication channel in the event of any future problems. If at all possible this should not be a mobile phone because of its limitations.
- c) If the Emergency Contact is not the Headteacher, then, if possible, notify the Headteacher.
- d) Notify the next of kin of the young people directly involved in the incident. Advise if appropriate of:
  - The nature of the incident
  - The location of the incident
  - Any travel arrangements that may be necessary
  - A means of continued communication
- e) Notify the next of kin of the remainder of the group. Advise if appropriate of:
  - The nature of the incident
  - The well being of their child
  - A means of continued communication
- f) At the discretion of the Headteacher or Emergency Contact Person notify Solihull Health & Safety Team (0121 704 6829)

In the event of a major emergency any further information will be issued by the Headteacher.

### **Mobile Phones**

Many leaders now carry a mobile phone to save time in the event of an emergency. While it may be a useful item of additional equipment, technical difficulties arise easily especially in mountainous areas and when batteries cannot be recharged. Their use, therefore, should complement and not replace traditional safety and communication procedures.

**It is also likely that many young people will carry mobile phones: Visit organisers will need to decide a policy regarding the carrying of phones by the group.**

**PLANTSBROOK SCHOOL**  
**EDUCATIONAL VISITS FORMS**

The educational visit forms are to be completed for any visit away from the school site.

Additional forms are required for visits overseas and also for defined adventure activities.

**Plantsbrook Learning Trust**  
**Plantsbrook School / Town Junior School**  
**Form 1: Application to Organise an Offsite Visit**

<b>Destination:</b>		
<b>Visit Organiser:</b>	<b>Date of visit:</b>	<b>Timings:</b>
<u><b>Transport arrangements:</b></u>  <b>If the school mini bus is to be used, is the driver mini bus trained : Y/N</b>  <b>Name of driver:</b>  <u><b>Accommodation arrangements:</b></u>		<b>Staff involved &amp; cover requirements:</b>       <b>Date checked with Cover Administrator:</b> .....
<b>Year group(s):</b>	<b>No of pupils:</b>   <b>No of free school meal pupils: .....</b>	
<b>Aim of visit:</b>		
<b>The proposed visit is:</b> <p style="text-align: center;"><b>a curriculum / an enrichment activity</b></p> <p><i>(Please note that for curriculum visits parents/carers can only be asked for a 'voluntary contribution' and the visit should be offered to all students for whom it would form part of their curriculum)</i></p>		
<b>Overall cost of the visit:</b>	<b>Funded by:</b>  <b>Cost per pupil:</b>  <b>Other (please specify)</b>	

**Preparation required by pupils:**

**Preparation required by staff:**

**Intended follow up work:**

**Headteacher's approval (signature):** .....

**Date:** .....

**On returning to school, please complete an evaluation of the visit and identify any organisational changes required for a future visit and an overall assessment of the venue/activities:**

## **FORM 2: CHECK LIST FOR VISITS**

The checklist is designed to ensure all routine planning requirements are completed. Visit organisers should ensure that all questions can be answered in section 1 before requesting approval for the visit. Questions in Section 2 must be answered before the visit departs. It is acknowledged that certain issues may not apply to certain local or regular visits.

Educational visit to: .....

Date(s) of visit: .....

Visit Organiser: .....

Has the school's educational visit policy procedures and the guidance in Birmingham City Council's document 'Learning Beyond the Classroom' been followed?	
Is there a written statement of the purpose of the visit, giving details of the destination & travel arrangements?	
Is the visit the best way of delivering the defined educational aims?	
Is the location and time of the year commensurate with the aims and group needs?	
Has the school calendar has been checked to ensure there are no clashes/exams?	
Has the Headteacher approved the activity?	
Has background investigation been undertaken?	
Has the accommodation, its security and fire certification been checked?	
Do transport arrangements (minibus, car, coach) confirm to the requirements of BCC guidance?	
Has the Trust's Finance Office been provided with copies of letters to parents, <b>costing sheet</b> and the arrangements for payments from parents discussed with the finance team?	
Is there a list of pupils for whom the activity is planned and attached to the completed visit forms? (All school visits must be inclusive)	
Are numbers of staff and/or voluntary helpers recruited in line with the school's adult to pupil ratio guidelines and referred to in the risk assessment.	
Have child protection procedures been followed, including DBS checks, where appropriate?	
Has parental permission been given and permission obtained?	
Have consent slips returned by parents been filed and retained?	
Are pupils and parents aware of clothing requirements?	
Is a detailed programme arranged, including alternatives?	
Have medical issues for the students and staff attending the visit been checked and letters obtained from a GP or Consultant confirming that the individuals are fit to participate in all activities planned.	
Have copies of any letters from GP's or Consultants been passed to the Trust's Director of Finance & Support Services in order that the school's insurers can be notified.	
Has a risk assessment of the visit been carried out and recorded and passed to the Director of Finance & Support Services at Plantsbrook or Town Junior School's Deputy Headteacher?	
Are satisfactory arrangements in place for children with special needs/VI?	
Are medical and first aid arrangements commensurate with the visit?	
Has the First Aid & Welfare Officer been notified of the visit at least 2 weeks in advance, in order to ensure all medication and first aid kits are made available to the	

visit organiser?	
Are emergency procedures, contacts and communication arrangements in place?	
Has the Catering Manager been notified of the visit and the numbers of pupils taking part at least 1 week in advance?	
Have details of the trip been posted on the notice board in the staffroom?	
Does Reception have an accurate list of both staff and students participating in the visit, and staff mobile telephone numbers?	
Have morning registers been completed and forwarded to the Attendance Officer for all early morning visits?	

**To be completed by the Visit Organiser:**

I confirm I have completed all the procedures outlined above.

Signed: .....

Date:.....

Name (print): .....

**PLANTSBROOK LEARNING TRUST**  
**Form 3: Educational Visit/Offsite Activity Costing Sheet**  
 PLANTSBROOK SCHOOL / TOWN JUNIOR SCHOOL

Visit/Offsite Activity: .....Date of Visit: .....

	Forecast Cost	Actual Cost
<b>A.</b> Number of students -		
Number of staff Adult:Pupil Ratio :		
<b>B.</b> Transport		
<b>C.</b> Accommodation		
<b>D.</b> Costs associated with risk assessment, if applicable		
<b>E.</b> Contingency for trips abroad – 0.5% of total cost		
<b>F.</b> Incidental (please list) – e.g. entrance fees, refreshments etc.		
<b>G.</b> Any other costs – please list		
<b>Total Cost of Visit</b>		
<b>Cost per pupil (B+C+D+E+F+G divided by A)</b>		

**Signature:** .....

**Date:** .....

**Name (please print):** .....

**Form 4: Student Consent & Emergency Contact Form: Under 18**

**Student Name:** ..... **Tutor Group:** .....

**Visit:** ..... **Date of Visit:** .....

**This form must be completed and signed by a Parent or Guardian**

*(Please tick all appropriate boxes)*

**Medical Information** (This information will be treated in confidence)

Please provide any information regarding medical conditions that may be relevant  
e.g. Asthma, Allergies, Diabetes, Epilepsy, Dietary Requirements etc.

None

Is your child currently taking any medication?

e.g. antibiotics, inhaler

None

Is there anything else that you could bring to our attention?

e.g. travel sickness

None

**Doctor's Name and Address** .....

..... **Telephone Number** .....

**National Health Number** .....

(Essential for overseas trips)

Has your son/daughter had a tetanus injection in the last 10 years?

No  Yes

**In the event of a medical emergency every possible effort will be made to contact you. We request that you agree to your child receiving emergency medical treatment if the situation arises.**

I agree to my son/daughter receiving emergency treatment, including anaesthetic, as considered necessary by the Medical Authorities present.

No  Yes

**Water Activities only**

My son/daughter can swim 50m

Is just water confident

Does not wish to participate in water activities

**Emergency Contact Information**

Home Address ..... Home Tel .....  
..... Work Tel .....  
..... Mobile .....

If not available at above please contact

Name.....

Phone.....

Relative/Neighbour.....

**Consent**

I am aware that school will advise me in advance of any off-site activity that my child is to participate in and I understand that I can seek more detailed information by contacting the school.

I consent to my child taking part in all activities organised by the Staff in connection with the programme.

I have told my child to pay particular attention to Staff giving advice on matters of safety, behaviour & general procedures.

Signature ..... (Parent/Guardian) Date .....

**Form 5: Consent and Emergency Contact Form – For Staff & Over 18's**  
 This form must be completed by the participant and signed *(Please tick all appropriate boxes)*

**NAME OF TRIP.....DATE OF TRIP.....**

**Name:** ..... **DOB:** ..... **Age:** .....

**Address:** .....

**Home Tel No:** ..... **Work Tel No:** ..... **Mobile:** .....

**EMERGENCY CONTACT NUMBERS**

1. **Name:** ..... **Relationship:** ..... **Tel No:** .....

2. **Name:** ..... **Relationship:** ..... **Tel No:** .....

3. **Name:** ..... **Relationship:** ..... **Tel No:** .....

**Medical Information** (This information will be treated in confidence)

Please provide any information regarding medical conditions that may be relevant  
 e.g. Asthma, Allergies, Diabetes, Epilepsy, Dietary Requirements etc.

None

.....  
 Are you currently taking any medication?  
 e.g. antibiotics, inhaler etc.

None

.....  
 Is there anything else that you could bring to our attention?  
 e.g. travel sickness, sleep walking etc.

None

**Doctor's Name and Address:**

**Tel No:** ..... **National Health Number:** .....  
 (Essential for overseas trips)

**In the event of a medical emergency every possible effort will be made to contact your Next of Kin. We request that you agree to receive emergency medical treatment if the situation arises. It is important for you to understand that such a decision will be decided upon by a Doctor. If you do not agree we would be grateful if you would discuss this matter with the trip co-ordinator.**

**Water Activities**

I am: able to swim 50 metres  Just water confident  Do not wish to participate in water activities

**Diet Declaration**

My diet is: all food  No meat/fish  Other  \_\_\_\_\_

I require: .....

**Vaccinations**

Have you had a tetanus injection in the last 10 years? Yes

**Consent**

- I am aware that I have to pay particular attention to advice on matters of safety, behaviour and general procedures.
- I consent to participate in all activities organised in connection with this programme.

**Signed:** ..... **Dated:** .....

## **FORM 6 : EMERGENCY REFERENCE CARD & EMERGENCY CONTACTS**

### **In the event of an incident:**

- **Make injured party safe, if appropriate.**
- **Remember your responsibilities to the other members of the group - remove them from danger & ensure safety.**
- **Administer first aid as appropriate/required.**
- **At the earliest opportunity alert emergency and rescue services by dialling 999 or 112, as appropriate.**
- **Notify emergency contact member of the Leadership Team.**
- **Do not allow other members of the group to phone home until contact has been made with a member of the Leadership Team.**
- **Do not make any comments to the press or other media.**

### **Emergency Contact Telephone Numbers**

For visits within normal school hours, the school number will be the nominated Emergency Contact (0121 362 7310).

If there is a possibility that a visit may overrun the school day, emergency contact details must be obtained from two members of the Leadership Team. The level and duration of the visit or activity will dictate whether all or some of the following is required.

<b>Name</b>		<b>Name</b>	
<b>Tel No. Day</b>		<b>Tel No. Day</b>	
<b>Tel No. Evening</b>		<b>Tel No. Evening</b>	
<b>Mobile</b>		<b>Mobile</b>	

<b>Name</b>		<b>Name</b>	
<b>Tel No. Day</b>		<b>Tel No. Day</b>	
<b>Tel No. Evening</b>		<b>Tel No. Evening</b>	
<b>Mobile</b>		<b>Mobile</b>	