

Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance.

For schools and other establishments where Rotherham Metropolitan Borough Council is the employer and for non-maintained schools and other educational settings where a service level agreement is in place.

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Acknowledgments

This revised Educational Visits Policy and Guidelines, is based on Outdoor Education Adviser's Panel National Guidance and Department for Education (DfE) Guidance Health and safety on educational visits Published 26 November 2018.

Text extracts from [National Guidance](#) and [DfE Guidance](#) have been used in this document which is produced for non-commercial education and training purposes. Where text from the [National Guidance](#) and [DfE Guidance](#) has been used, it has not been individually identified as such for purposes of clarity and readability of this document.

It is also based on information contained in the previous edition of LEA Circular 146 which has been re-ordered to be consistent with the new guidelines referred to above.

Acknowledgement is given to the contribution made by information shared through the Outdoor Education Adviser's Panel and contact with Outdoor Education Advisers from other LAs.

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1. Policy for Learning Outside the Classroom (LOtC) and Educational Visits

This policy details the specific responsibilities for the management and control of learning outside the classroom (LOtC) and educational visits within Rotherham Metropolitan Borough Council and replaces document Rotherham LEA 146 Educational Visits Policy and Guidelines (August 2009).

This policy is for schools where Rotherham Metropolitan Borough Council (RMBC) is the employer (community & voluntary controlled schools, community special schools & maintained nursery schools) and is applicable to other areas and activities of RMBC, such as Early Help, when working with children/young people and offsite visits are planned.

The policy will also apply to non-maintained schools and other educational settings who have purchased Educational Visits Advice and Guidance from RMBC via a service level agreement.

Current copies of this document along with additional guidance, forms, example/generic risk assessments etc. are available via [EVOLVE](#) website.

Rotherham Metropolitan Borough Council Commitment

- To comply with the relevant legislation.
- To comply with and adopt current National Guidance as produced by the Outdoor Education Advisors Panel.
- To comply with relevant RMBC Policies such as the Health and Safety Policy.
- To have competent responsible persons as detailed within this policy.
- To ensure our risk assessment / management process is sensible and proportionate and focuses on the real risks as directed by the HSE.

2. Provision of National Guidance

Rotherham Metropolitan Borough Council has formally adopted the Outdoor Education Advisers' Panel (OEAP) [National Guidance](#) as an integral part of RMBC's 'Learning outside the classroom (LOtC) and Educational Visits (EV) policy'. This ensures that RMBC arrangements are working in accordance with nationally recognised standards and are kept up-to-date.

This policy therefore outlines the main requirements for LOtC and EV and gives links to appropriate sections of the National Guidance if additional information may be required.

The law requires that employees must cooperate with their employer and follow any health & safety arrangements procedures that are put in place; therefore, council employees must follow the requirements of this Policy and of the adopted National Guidance.

Where another employer (such as the governing body of a voluntary aided school) wishes to opt into RMBC's guidance, systems and processes for supporting LOtC activities, they should produce a policy statement that makes this clear within their establishment policy.

Where a LOtC/EV activity is commissioned from an external body, the person commissioning should ensure that the external body has adopted the National Guidance, **or** has systems and procedures in place where the standards are not less than those required by the National Guidance.

3. Status, Remit and Rationale

The National Guidance document 'Status, Remit and Rationale', part of the [Basic Essentials](#) folder, clarifies the range of employees whose work requires them to use the guidance. In summary, it applies to employees whose work involves any of the following:

- Direct supervision of children and young people aged 0-19 undertaking experiences beyond the boundary of their normal operational base.
- Direct supervision of children and young people aged 0-19 undertaking experiences that fall within the remit of Learning Outside the Classroom.
- Facilitating experiences for children and young people aged 0-19 undertaking experiences beyond the boundary of their normal operational base.
- Deploying staff who will supervise or facilitate experiences of or for children and young people aged 0-19 undertaking experiences beyond the boundary of their normal operational base.

This applies regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods.

The 'Status, Remit and Rationale' document briefly touches on legal duties associated with LOtC. For a more detailed explanation of the law and its implications, you are strongly recommended to read the National Guidance document 3.2a Underpinning Legal Framework & Duty of Care [legal framework and employer systems](#).

4. Role-specific Requirements and Recommendations

The National Guidance sets out 'Requirements and recommendations for employers', part of the [legal framework and employer systems](#) folder, which include role specific requirements for:

- Director of Children's Services and Lead Member(s) for Children's Services
- Line manager of an Outdoor Education Adviser (or equivalent post)
- Outdoor Education Adviser, titled Outdoor Learning Manager within RMBC
- Advisers (other than an OEA), including Health & Safety Officer

The National Guidance also sets out requirements and recommendations for roles within establishments, part of the [legal framework and employer systems](#) folder, including:

- Management Boards and Governing Bodies
- Head teachers and managers
- Educational visit coordinators
- Visit and activity leader
- Assistant leaders
- Volunteer helpers
- Those in a position of parental authority

5. Ensuring Understanding of Basic Requirements

As an employer, RMBC is required to ensure that its employees are provided with:

- **Appropriate guidance** relating to visits and LOtC activities
- **Training** to support the guidance and to help ensure that it is understood
- Suitable systems and processes to ensure that those trained are kept updated
- Access to advice and support from appointed advisers that have proven expertise and professional understanding of the guidance, the training and expectations set by current good practice.

'**Appropriate guidance**' for visits and LOtC in RMBC is the adopted [National Guidance](#) produced by OEAP and this policy document with supporting documentation located on [EVOLVE](#).

The relevant **training** courses in RMBC are:

- **Educational Visit Coordinator (EVC)** training – all Rotherham MBC Children's Services establishments are required to have a current Rotherham trained EVC in post. EVCs should attend **revalidation** (refresher) training periodically (e.g. every three years).
- **Visit Leader** training – this course is strongly recommended for all those who lead LOtC activities. Currently there is no revalidation required, however, to meet National Guidance competency requirements, leaders must be current in their knowledge of expectations of good practice, so periodic refresher training is strongly recommended.

Any updates to the policy, etc. that EVCs or visit leaders should be aware of will initially be notified via email to the establishment/EVC and be available via [EVOLVE](#).

When staff members require clarification or further help and advice on visits, they should initially contact their EVC.

For further advice and guidance contact the RMBC Outdoor Learning Manager.

6. Visit Notification and Approval

RMBC provides an electronic web based system, [EVOLVE](#), for the notification and approval of all visits.

Visits are classified into two different categories:

Type 1 - Locally approved visits/delegated approval. For educational visits and activities that do not have additional risks and could be seen as everyday activities which involve no more than an everyday level of risk, such as slips and trips, do not require remote supervision or involve significant hazards. Lead in time for approval is determined by the school/establishment as detailed in their school/establishment educational visits policy.

Whilst it is recommended schools/establishments use [EVOLVE](#) for all visits to maintain uniformity in their procedures, take advantage of the statistical information that can be generated by [EVOLVE](#) or notify the LA for the purpose of requesting advice and guidance; Schools/establishments may if they wish choose not to use [EVOLVE](#) for specific visits – these would normally be activities that do not require consent, be within school time and within walking distance of the school (designated Local Learning Area). Such visits and the process for approving them must be made clear in the school/establishment educational visits policy, leaving no grey areas.

Type 2 - Notifiable visits/ LA approval. For residential visits, adventure activities (whether licensable or not), international visits and visits where there may be significant hazards whether local or further afield or located in hazardous outdoor environments and visits which include water hazards. [EVOLVE](#) applications for type 2 visits should be submitted to the LA 20 working days before the visit and include a copy of the information given to parents providing full details of the visit, a copy of the programme and visit specific risk assessments.

7. Good Practice Requirements and Staff Competence

Good practice is essentially common sense. It arises from a consideration of all the circumstances that apply to the planning, preparation, execution and review of any activity.

Planning should involve:

- Knowledge of the nature of the activity, the location and/or the facilities to be visited.
- Consideration for the particular needs of the specific group of children and young people.
- Awareness and anticipation of situations that could arise, and thorough preparation for all reasonably foreseeable eventualities including the need for alternatives.

Staff participating in offsite activities and visits must be aware of the extent of their duty of care and should only be given such responsibilities as are in keeping with this guidance.

All staff and helpers must be competent to carry out their defined roles and responsibilities. It is particularly important that careful consideration of competence issues is applied to both newly qualified and newly appointed staff.

The National Guidance provides further advice regarding the assessment of competence [legal framework and employer systems](#)

Where staff hold appropriate qualifications for a particular activity, including first aid, details and a copy of the certificate should be uploaded on to their [EVOLVE](#) account/profile.

Refer to the National Guidance document: 'Good Practice for EVC or Visit Leader', found in the [Good-practice](#) folder.

8. First Aid

Managers/Head teachers/Visit Organisers have a legal duty to make sure that there is adequate and appropriate first aid provision for those in their care at all times, including during offsite visits. This involves ensuring access to a competent adult who has an appropriate level of first aid training and to adequate first aid equipment to enable all reasonable emergency action to be taken in response to any accidents, illnesses, and incidents.

The following is recommended, based upon the level of external medical assistance available and the likely time required to access it:

- For visits where other external first aid provision is available and qualified first aid assistance is available to respond immediately no first aid training may be necessarily required for accompanying group leaders. However, it is the Overall Group Leader's responsibility to ensure that adequate external cover is always available.

- Consideration should also be given to whether adequate first aid provision is available during the journeys taking into account the length of the journey and known medical conditions.
- For visits where other first aid assistance or professional medical care might not be available immediately, and could take up to 15 minutes to arrive – 6 to 8 hours of first aid training is recommended for leaders. The visit leader and leaders of subgroups that may operate independently should be appropriately competent in first aid or have a trained first-aider as an assistant.
- For visits where other first aid assistance or professional medical care might not be available immediately, and is likely to take more than 15 minutes to arrive (or in more hazardous situations and environments, where the risk of illness or injury might be considered higher than normal) at least 16 hours of first aid training is recommended for leaders with the **content to include** treatment and prevention injuries and illness that are more likely to occur in the environments staff plan to work in. The visit leader and leaders of subgroups that may operate independently should be appropriately competent in first aid or have a trained first-aider as an assistant.

For EYFS under the statutory framework for the early years foundation stage (March 2017) it remains a legal requirement for at least one person with a valid full 12-hour paediatric first aid (PFA) certificate to be available at all times within a professional child care establishment. This includes cover for sickness and annual leave and to accompany children on trips or excursions. The framework also states (paragraph 3.25) “Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a full current PFA certificate.”

The National Guidance provides further advice regarding first aid see document 4.4b First Aid [Good-practice](#)

9. Preparing Children and Young People

Children and young people who are involved in a visit's planning and organisation, and who are well prepared, will make better informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for an educational visit.

Children and young people should also be involved in planning, implementing and evaluating their own work and should be included in considering any health and safety issues.

The visit leader should ensure that children and young people are capable of undertaking the proposed activity, they should be encouraged to take on challenges but should not be pressured into activities of which they have a genuine fear.

The visit leader should ensure that children and young people understand key information about the visit or activity, including:

- the aims of the visit/activity;
- background information about the activities/venue;
- basic foreign words and relevant foreign culture where appropriate;
- how to avoid specific dangers and why they should follow rules;

- expected standard of behaviour and why safety measures are in place;
- who is responsible for the group or sub-group;
- what items of clothing or equipment they need;
- rendezvous procedures;
- what to do if separated from the group;
- emergency procedures.

If there is a change to the planned programme, new activities/venues should be assessed and pupils provided with relevant information.

Refer to National Guidance document 4.2a Group Management and Supervision [Good-practice](#)

10. Risk Management

The Management of Health & Safety at Work Regulations 1999 requires employers to assess risks in the workplace. A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Normally, for instance in a workshop, the aim is to eliminate risk wherever possible; however, with offsite visits eliminating all risk, this could also remove many of the benefits associated with the activity and hence be counterproductive. Consequently, whilst risk should be managed, and should be at 'acceptable levels', there needs to be a careful balance between the risk of the activity and the benefits of participation and the learning outcomes.

The Health and Safety Executive (HSE) endorse this approach through their [Principles of Sensible Risk Management](#) and advocate that it is important that children and young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

Refer also to HSE: ['School trips and outdoor learning activities: Tackling the health and safety myths'](#).

Risk assessments should be recorded and identify appropriate controls to minimise the risk of serious harm to students or staff. It is, therefore, necessary to undertake a risk assessment for all type 2 activities and visits. Example/generic risk assessments, which support this policy, are provided on [EVOLVE](#) and are a starting point for all visit-specific risk assessments. The example/generic risk assessments should be amended as appropriate and attached to the EVOLVE application.

Type 1 visits may be covered by a school's current policies and procedures and only need a little extra planning beyond the educational aspect of the trip.

The Statutory framework for the early years foundation stage (March 2017) paragraph 3.65 states: "Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios...."

Refer to National Guidance 4.3 [Good-practice](#)

11. Planning

Planning should reflect your school / team / service procedures, employer's requirements, legal requirements and good practice. You should ensure that:

- All staff (including any adult volunteer helpers) and the children and young people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk management process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained (See section 19).
- Proportionate assurances have been obtained from any providers via the Provider Statement or by the provider holding an LOTC Quality Badge (see section 12)
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required.
- All details of the activity provision are accessible to the emergency contact throughout the period of the activity.

At an early stage of the planning process, it is good practice to carry out a brainstorming exercise, in order to identify the benefits and learning outcomes that the activities might achieve. If the outcomes are to be evaluated with any rigor (an Ofsted expectation), then it will be essential that these outcomes are prioritised, and appropriately targeted. A record of these outcomes will help keep the plan focused and can also provide some objectivity for the risk-benefit assessment.

Once the targeted outcomes have been recorded, it will then be possible to identify appropriate on-going review and evaluation strategies, including indicators.

It can be helpful to develop activity-specific procedures and risk assessments at establishment level for regular or routine activities. Such procedures should be robust and equate to 'operational procedures' that make it clear how the activity is planned and delivered, as well as assuring educational quality. Such operational procedures can serve as generic risk-benefit assessments, induction checklists for new staff, and monitoring checklists for senior managers. When establishing operational procedures staff should sign to confirm they have read and understood the procedures which should be renewed on an annual basis.

The degree of complexity of a particular plan or policy (along with its supporting procedures) will need to reflect the nature and complexity of several variables that can impact on any given activity. These variables can be remembered as '**SAGED**':

Staffing requirements – trained? experienced? competent? ratios?

Activity characteristics – specialist? insurance issues? licensable?

Group characteristics – prior experience? ability? behaviour? special/medical needs?

Environmental conditions – like last time? impact of weather? water levels?

Distance from support mechanisms in place at the home base – transport? residential?

Refer to National Guidance 3.3 for check lists personalised by role [legal framework and employer systems](#)

12. Preliminary Visits and Provider Assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of children and young people. It is a vital dimension of risk-benefit management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. Your school/centre's offsite visits policy should clarify the circumstances where a preliminary visit is a requirement.

Where a preliminary visit is not reasonably practicable, you should consider how you will gather sufficient information to make an adequate assessment of the risk-benefit management issues (telephone discussion; website; contacting previous users etc.).

Where a provider is supplying some form of activity delivered by a member of their staff or third party and/or residential accommodation proportionate assurances must be obtained from any providers via the Provider Statement (see [Appendix 2](#)); providers holding an LOfC Quality Badge only need to complete part of the form. The Provider Statement should be sent to the provider to complete and it is recommended that this is completed and checked prior to the establishment becoming financially committed particularly when using a new provider.

Providers are required to hold a minimum level of public liability insurance of £5 million. This also applies to campsites except when being used for one night for a light weight expedition camp (usually where the groups are walking in and out of the site) in which case the parents should be advised that no check has been made of the existence or level of public liability held.

Where a provider has less than £5 million public liability insurance but the specific activity is considered to have substantial educational/developmental benefit to the participants, and is considered a low risk, then in consultation with and prior approval from the Outdoor Learning Manager the activity may proceed; provided parents have been advised and their specific consent obtained to the fact that the insurance is less than the expected minimum and agree to accept the potential consequences. A set form of consent will be provided by the Outdoor Learning Manager for this purpose.

Refer to National Guidance document 4.4h Using external providers and facilities [Good-practice](#)

13. Monitoring

Employers must ensure that any systems they put in place are effectively monitored.

The RMBC Outdoor Learning Manager will carry out a sample of monitoring visits in schools where RMBC is the employer, however, the main monitoring role within schools and centres is delegated to head teachers/centre managers and their EVCs.

Schools/centres and their EVCs should ensure that appropriate systems are in place for monitoring offsite visits. Monitoring includes checks on procedures, checks on training, reviews following visits, and sampling (field observation) to check that procedures are followed during visits.

Further information on monitoring is available in the National Guidance.

Refer to National Guidance document: 3.2b Monitoring under legal frameworks and employer:

14. Emergency Planning and Critical Incident Support

Incidents and accidents should be recorded following employer/establishment procedures.

Any incidents and accidents involving a provider should be reported to the Outdoor Learning Manager.

All visits require a Home/Emergency Contact back at base who will act as a buffer for the visit leadership team; when a visit extends beyond the school day/out of office hours arrangements must be made for the contact to be available for the entire duration of the visit (i.e. constant cover). Details of how to contact the Emergency Contact must be given to parents.

The role of Emergency Contact back at base can be very demanding when an emergency does occur, and it is important to ensure that the people who have that role are competent. The Home/Emergency Contact should normally be an appropriate senior member of staff.

Most emergencies can be dealt with by the staff on the Visit Leadership Team possibly with support from the establishment.

All schools/establishments should develop an Establishment-level Emergency Plan.

All staff on the visit should be aware of who will take charge in an emergency, the named back up cover and what they are expected to do. Staff should be provided with a Visit Leader Emergency Action Card/Plan.

Refer to National Guidance Emergency documentation [Good-practice](#)

A critical incident is an incident where any member of a group:

- has suffered a life threatening injury or fatality
- is at serious risk
- has gone missing for a significant and unacceptable period.
- the incident goes beyond the ability of the Establishment to cope.

All Employers should have a Critical Incident Plan for Off-Site Visit. The RMBC Emergency Plan is in place to support schools / services in the event of a critical incident, if required the establishment should contact the Forward Liaison Officer telephone: 07748 760500

15. Ratios and Effective Supervision

Except in Early Years, the law does not prescribe activity-specific staffing ratios; however, it does require that the level of supervision and group management is 'effective'. Effective supervision should be determined by a risk assessment that takes account of:

- The nature of the activity (including its duration)
- The location and environment in which the activity is to take place

- The age and gender (including developmental age) of the children and young people to be supervised
- The ability of the children and young people (including their behavioural, medical, emotional and educational needs)
- Staff competence

As a starting points for consideration, rather than being definitive, as they may be appropriate only where the activity is relatively straightforward and the group has no special requirements the following ratio is recommended for day visits:

- School years 1 - 3, 1:6
- School years 4 - 6, 1:10/15
- School years 7 onwards, 1:15/20

Residential visits:

- A minimum of 2 teachers or adults.
- 1 teacher or adult for every 10 pupils (6 pupils for school years 1-3).
- Mixed gender groups should have at least 1 male and 1 female teacher.

The Statutory framework for the early years foundation stage (March 2017) sets out specific legal requirements for minimum ratios in this age group, which apply both indoors and on outings.

Refer to National Guidance document 4.2a Group management and supervision and 4.3b Ratios and effective supervision [Good-practice](#)

16. Transport

When planning offsite visits, establishments should give particular consideration to the method of transport to and from the visit. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. RMBC establishments **must** also follow any additional relevant RMBC transport policies and guidance in addition to information contained in this document. All national and local regulatory requirements **must** be followed.

A generic/example transport risk assessment is available on [EVOLVE](#) which considers various transport methods and contains additional information.

Self Drive - A number of factors should be considered as part of the driving/transport risk assessment; including, but not limited to, – driver competence, suitability/maintenance of vehicles, insurance, seat belts, weather conditions and driver fatigue.

The level of supervision necessary should be also considered; remember, the driver of a vehicle transporting children or children and young people cannot drive and supervise at the same time. Therefore a key judgement needs to be made about the likely behaviour and individual needs of the passengers. If any of the children or children and young people may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted. For longer journeys it is recommended that there is an additional adult/driver.

Transport Hire - Establishments should ensure that coaches and buses are hired from a reputable company and appropriate checks/assurances obtained; the Transport Provider Statement (see [Appendix](#)

3) is provided to support establishments in completing this. Refer to National Guidance: 4.5e Hiring a Coach [Good-practice](#)

Use of Private Cars - Transporting children and young people in private cars requires careful consideration. Where this occurs, there should be recorded procedures. Where an establishment co-ordinates the use of parent/volunteer transport the Volunteer Drive Declaration should be used to check and record the appropriate information see [Appendix 4](#).

Details of transport to be used must be made clear to parents and explicit parental consent obtained to transport pupils in private cars and by specified persons.

Refer to National Guidance documentation Transport 4.5 [Good-practice](#)

17. Charging

Head teachers, managers, curriculum planners, EVCs and visit/activity leaders must take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449 to 462 of the Education Act 1996.

Refer to DfE Guidance document: [Charging for School Activities](#) also available on [EVOLVE](#)

18. Insurance

For RMBC employees the following insurances apply via RMBC to offsite visits to the same extent as they do on school premises:

- Employers' liability. Indemnifies the school in respect of claims for compensation for bodily injury suffered by any employee. For the purposes of this insurance, persons acting in a voluntary capacity as assistant supervisors are classed as employees.
- Public liability. Indemnifies the school and employees in respect of claims for compensation for bodily injury and third party property damage.

The Insurance Section of RMBC can provide both personal accident and school journey insurance policies for off-site visits to RMBC establishments including maintained schools, a summary of the policy is available on [EVOLVE](#). The Insurance Section is willing to check the level of cover provided by other insurance policies which RMBC establishments may take out for visits.

For maintained schools insurance for domestic (Uk) visits the school journey insurance is notified and paid for retrospectively.

For all international visits and visits undertaken by other RMBC establishments/services insurance must be arranged in advance.

It is strongly recommended that personal accident and school journey insurance is in place for all Type 2 visits.

Where insurance is not provided via the Council, those establishments should ensure they have appropriate insurance in place, similar to that outlined above.

Refer to National Guidance document 4.4c Insurance [Good-practice](#)

19. Parental Consent

Consent is needed for all visits organised by establishments other than schools.

Consent is needed by schools for visits taking place outside school hours and also for activity taking place both during and outside school hours where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity. Specific consent must be obtained for residential activities.

Where consent is required this can be obtained for each visit or on an annual basis see [Appendix 5](#).

Specific consent must be obtained by all establishments for residential activities, see RMBC Parental Consent and Medical Form [Appendix 1](#).

Where consent is required parents must be provided with sufficient information to make an informed decision about the participation of their child (informed consent).

Consent must be in a written form either paper or electronic.

Refer to National Guidance document 4.3d Consent [Good-practice](#)

Parents and pupils should be told in advance of the visit, and agree to, the procedures for dealing with misbehaviour, how a pupil will be returned home safely and who will meet the cost.

20. Consent for Medical Treatment

Parents should give medical consent, providing authority for their child to receive emergency treatment, including administration of an anaesthetic or blood transfusion. The RMBC consent form ([Appendix 1](#)) includes medical consent. Schools need to ensure that any use of proprietary medications and of an emergency salbutamol inhaler are in line with the schools Medication Policy

Refer to the National Guidance Document 4.4d Medication [Good-practice](#)

21. Safeguarding

It is the responsibility of the Visit Leader, Group Leaders, and all other staff and adults involved, to safeguard and promote the welfare of children and young people during outdoor learning, off-site visits and learning outside the classroom.

Refer to the National Guidance document 4.3e Safeguarding [Good-practice](#).

22. DBS Checks

Employees who work **frequently** or **intensively** with, or have **regular access** to children and young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process. For the purposes of this policy:

- **Frequently** is defined as 'once a week or more'
- **Intensively** is defined as 4 days or more in a month or overnight

However, it must be clearly understood that a DBS check (or other vetting procedure) in itself is no guarantee as to the suitability of an adult to work with any given group of young or vulnerable people.

If you are planning to place an adult, within a situation of professional trust (where children and young people could be vulnerable to physical or mental exploitation or grooming), you should always carry out a common sense risk-benefit assessment.

Refer to National Guidance document Vetting and Disclosure and Barring Service (DBS) Checks found in the [Employer](#) folder.

23. Inclusion

The Equality Act 2010 states that the responsible body of a school must not discriminate, harass or victimise a pupil to whom one of the protected characteristics applies (Disability; Gender reassignment; Pregnancy and maternity; Race; Religion or belief; Sex and sexual orientation) in the way that it affords (or not) the pupil access to a benefit, facility or service. There is a duty to make reasonable adjustments.

Every effort should be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender, religion or any of the other protected characteristics. If a visit needs to cater for children and young people with special needs, every **reasonable** effort should be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Establishments should take all **reasonably practicable** measures to include all children and young people. The principles of inclusion should be promoted and addressed for all visits and reflected in establishment policy, thus ensuring an aspiration towards:

- an entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers

Further information on inclusion, including circumstances where it is reasonable to exclude a young person, e.g. on grounds of behaviour, is available in the National Guidance.

Refer to National Guidance document: 3.2e Inclusion, [legal framework and employer systems](#). Refer to Reasonable Adjustments for Disabled Pupils Equality and Human Rights Commission available on [EVOLVE](#).

24. The Duke of Edinburgh's Award

RMBC is a Licensed Organisation for groups registered in Rotherham to deliver DofE programmes to children and young people aged 14 to 25.

Any group operating under the council's DofE License must adhere to this policy and the DofE Supplement available on [EVOLVE](#). The policy applies to the 'Expedition' section; but is relevant to all

DofE sectional activities (such as canoeing for the 'Physical' section).

25. Adventure Activities Licensing Regulations

Employers, head teachers / managers, EVCs and leaders should have a basic understanding of where and when the provision of adventurous activities is legally regulated.

The Activity Centre (Young Persons' Safety) Act established the Adventure Activities Licensing Regulations and the Adventure Activities Licensing Authority (AALA) and made it a legal requirement for certain providers of adventure activities to be licensed by the Authority (a role undertaken by the HSE since 2007).

Only activities specified in the regulations come under the scheme. These '**in scope**' activities are – **caving, climbing** (except on climbing walls or abseiling towers), **trekking** (as defined) and **watersports** (as defined).

Note: an AALA license is an assurance of safety. It does not accredit educational or activity quality.

Refer to National Guidance document 7a Adventurous Activity Licensing Regulations [Specialist-activities-and-visits](#) folder.

26. Specialist Activities and Visits Including Overseas Visits

Example/generic risk assessments for a variety of specialist activities and visits, which support this policy, are provided on [EVOLVE](#) and are a starting point for all visit-specific risk assessments.

For additional information for specific activities Refer to National Guidance documentation: [Specialist-activities-and-visits](#). These documents are not stand alone and must be read in conjunction with documents associated with your role.

For overseas visits where a child or young person with a known medical condition is to be in a group where staff are not fluent in the language of the country being visited, then appropriate information should be translated and readily available to be given to the medical services in the event of an emergency.

Before driving a minibus in any country outside the UK, the current specific regulations of that country should be checked. Refer to National Guidance document: 4.5b Transport in minibuses [Good-practice](#)

27. The Value and Evaluation of LOtC

Establishments should set up a clear process for evaluating all visits once they have been concluded from the planning through to the visit itself. The National Guidance includes a section on Rigorous Evaluation of LOtC meeting Ofsted expectations [Evaluation and Review](#). Use of the evaluation section on [EVOLVE](#) can also support this.

28. Appendices

These appendices contain forms which are designed to assist establishments to organise and conduct educational visits safely and effectively. Forms may be adapted by establishments to meet their individual needs and should be used, as appropriate, alongside the establishments' own forms.

1. [Consent Form](#)
2. [Provider Statement](#)
3. [Transport Provider Statement](#)
4. [Volunteer Driver Declaration](#)
5. [Annual Consent Form](#)
6. [Incident Response Check List](#)

DRAFT

PARENTAL CONSENT AND MEDICAL FORM FOR AN EDUCATIONAL VISIT

(to be distributed with full details of the visit)

Please print clearly and use additional pages if required

School/Group: _____

Visit to: _____

From: Date/Time: _____ To: Date/Time: _____

1. Name of Participant/student (insert full name) _____

Date of birth _____ Home address: _____

2. Emergency Contact information

a) Name of Parent or contact(s): _____ relationship to participant _____

Home address: _____

Contact telephone numbers:

Work _____ Home: _____ Mobile: _____

b) Alternative emergency contact: Name: _____ relationship to participant: _____

Address: _____

Contact telephone numbers:

Work _____ Home: _____ Mobile: _____

c) Name of participant's doctor: _____ Telephone number: _____

Address: _____

3. Return to Home.

I will attend to collect the participant Yes
or the participant will be returning home by _____

4. Swimming ability and water confidence (for activities in or near water)

Please describe the participant's swimming ability: _____

Is the participant water confident with regard to the proposed activity? Yes No

5. Medical information about the participant

a) Does the participant suffer from any conditions or have additional requirements which the visit leader needs to be aware of for example: medical conditions including any condition and previous injuries, that may restrict, or be aggravated by, physical activities; learning difficulties; emotional or mental health issues; illness; allergies; night-time tendencies (sleepwalking, bedwetting, nightmares); travel sickness etc? Yes No

If yes, please provide details: _____

b) Does the participant take medication? Yes No

If Yes, please give details, including how medication is administered, including details of medication, timing, dosage and any side effects the medication may have:

c) If the participant has been diagnosed with asthma and prescribed an inhaler, or has been prescribed an inhaler as reliever medication do you agree to the use of an emergency salbutamol inhaler?

Yes No

d) Please outline any special dietary requirements of the participant:

f) To the best of your knowledge, has the participant been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

Yes No

If Yes, please give details: _____

g) Is the participant allergic to any medication? Yes No

If Yes, please specify: _____

h) When did the participant last have a tetanus injection? _____

6. Coronavirus

a) Is anyone in the household or support bubble currently required to isolate?

Yes No

If yes when does the 10-day isolation period end: _____

b) Is anyone in the household or support bubble currently showing symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)?

Yes No

c) Has anyone in the household or support bubble tested positive for coronavirus in the last 10 days?

Yes No

If yes please provide date when the symptomatic person first had symptoms: _____

7. Declaration

I consent to my child/child in my care (named above) taking part in this visit. I have read and understood the information provided including the risks involved and the detail regarding supervision and the extent and limitations of the insurance provided. I declare that I have answered all the above questions to best of my ability and have not knowingly withheld any information regarding physical fitness, emotional or mental health issues.

I will inform the Visit Leader/Head Teacher as soon as possible of any changes in medical or other circumstances between now and the start of the visit.

I acknowledge the need for my child/child in my care to behave responsibly.

I agree to my child/child in my care receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Yes No

I understand the transport arrangements for this visit (*including, if applicable, involving travelling in other people's or staff cars*) and my child/child in my care understands the need to wear a seatbelt.

I hereby give permission for the participant to receive, if necessary, the following proprietary medications, at a dose appropriate to their age, to alleviate these complaints:

- | | |
|-------------------------------------|-----------------------------------|
| 1. For colds causing congestion | Decongestant Lozenge (e.g. Tunes) |
| 2. For headache/period pains | Paracetamol or Calpol |
| 3. For insect/plant bites or stings | Proprietary spray or cream |
| 4. For sore lips | Lip Salve or Vaseline |
| 5. For sun protection | Sunscreen |

Please list here any activities which your child/child in your care cannot participate in: _____

Signed: _____ Date: _____

Full name (capitals): _____

THIS FORM OR A COPY MUST BE TAKEN BY THE VISIT LEADER ON THE VISIT AND A COPY RETAINED BY THE SCHOOL/EMERGENCY HOME CONTACT

DRAFT

Provider Statement for Educational Off-site Visits and Activities

FOR COMPLETION BY PROVIDERS AND TOUR OPERATORS OF EDUCATIONAL VISITS AND ACTIVITIES FOR ESTABLISHMENTS WITH ROTHERHAM MBC SERVICE LEVEL AGREEMENT

This form is designed to help the Visit Leader/establishment confirm that a provider meets required standards.

PART 1: To be completed by the Visit Leader

| | |
|----------------------|---------------------------|
| Establishment/School | Click here to enter text. |
| Email | Click here to enter text. |
| Visit Leader | Click here to enter text. |

| | |
|------------------|-----------------------------|
| Name of Provider | Click here to enter text. |
| Date(s) of visit | Click here to enter a date. |

PART 2: To be completed by the Provider:

Provider - please give careful consideration to the following statements and respond with YES, NO or N/A, or give the specific information required. If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete only Section A and the Confirmation.

SECTION A – to be completed by all providers

Yes, No or N/A

1 Learning Outside the Classroom Quality Badge

| | | |
|-----|---|-----------------|
| 1.1 | Do you hold a Learning Outside the Classroom Quality Badge? | Choose an item. |
|-----|---|-----------------|

2 Data Protection

| | | |
|-----|---|-----------------|
| 2.1 | Do you comply with the General Data Protection Regulations (GDPR)? | Choose an item. |
| 2.2 | Will the terms of the contract with the establishment include an outline of how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned? | Choose an item. |
| 2.3 | Do you accept that you may only take or use photographs of participants with the establishment's specific permission? | Choose an item. |

3 Waivers

| | | |
|-----|--|-----------------|
| 3.1 | Do you guarantee that the establishment, the participants or their parents/carers will not be required to agree any waiver which seeks to limit your liability for death or personal injury? | Choose an item. |
|-----|--|-----------------|

4. Coronavirus

| | | |
|-----|--|-----------------|
| 4.1 | Do all venues and or activity arranged comply with current COVID-secure guidance with measures in place to minimise the risk of infection? | Choose an item. |
|-----|--|-----------------|

SECTION B – to be completed by all providers (not holding Learning Outside the Classroom Quality Badge).

4 Insurance

| | | |
|-----|---|-----------------------------|
| 4.1 | What is the expiry date of your Public Liability Insurance which will be current during the proposed visit and activities and which covers all directly provided and sub-contracted activity? | Click here to enter a date. |
| 4.2 | What is the indemnity limit? | £ Million |

5 Health & Safety and emergency policies

| | | |
|-----|---|-----------------|
| 5.1 | Do you comply with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection? | Choose an item. |
| 5.2 | Do you have accident and emergency procedures in place, with records available for inspection? | Choose an item. |

6 Vehicles

| | | |
|-----|--|-----------------|
| 6.1 | Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used, and EU regulations on passenger seats and seat restraints? | Choose an item. |
|-----|--|-----------------|

7 Staffing

| | | |
|-----|---|-----------------|
| 7.1 | Are staff who have access to young people checked for relevant criminal history and suitability to work with young people? | Choose an item. |
| 7.2 | Are there regular opportunities for liaison between your staff and visiting establishment staff? | Choose an item. |
| 7.3 | Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such change be made known to establishment staff? | Choose an item. |

8 Accommodation

| | | |
|-----|--|-----------------|
| 8.1 | Does UK accommodation comply with current fire regulation requirements of the Regulatory Reform, (Fire Safety) Order 2005? | Choose an item. |
| 8.2 | Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned, that it has fire safety and security arrangements equivalent to those required the UK and are records of these inspections available? | Choose an item. |
| 8.3 | Are there security arrangements in place to prevent unauthorised persons entering the accommodation? | Choose an item. |
| 8.4 | Are separate male and female sleeping accommodation and washing facilities provided? | Choose an item. |
| 8.5 | Is visiting staff accommodation sufficiently close to young peoples' accommodation for adequate supervision? | Choose an item. |
| 8.6 | Will all young people have an individual bed to sleep in? | Choose an item. |

9 Sub-contracting

| | | |
|-----|---|-----------------|
| 9.1 | Will you sub-contract any services? (e.g. activity instruction, transport, accommodation) | Choose an item. |
|-----|---|-----------------|

| | | |
|-----|---|-----------------|
| 9.2 | Where any element of provision is sub-contracted, do you ensure that each sub-contractor meets the relevant specifications outlines in the other sections of this statement, and are records of checks of sub-contractors available for inspection? | Choose an item. |
|-----|---|-----------------|

SECTION C – to be completed if the visit contains taught or instructed activities of any sort

10 Adventure Activities (complete if any activities are licensable under AALA)

| | | | |
|------|---|---------------------------|-----------------------------|
| 10.1 | What is your AALA Reference Number and expiry date? | Click here to enter text. | Click here to enter a date. |
| 10.2 | Does the licence cover ALL planned activities, which are in the scope of an AALA licence? | Choose an item. | |

11 Activity Management (complete for all taught or instructed activities)

| | | |
|------|--|-----------------|
| 11.1 | Do you have a policy for staff recruitment and training & assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties? | Choose an item. |
| 11.2 | Do you maintain a written code of practice for all activities which is consistent with National Governing Body guidelines and, if abroad the relevant laws and regulations of the country concerned? | Choose an item. |
| 11.3 | Do you confirm staff competence by appropriate National Governing Body qualifications for the activities undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced Technical Adviser. | Choose an item. |
| 11.4 | Where there is no National Governing Body qualification for an activity are operating procedures, staff training & assessment requirements explained in a code of practice? | Choose an item. |
| 11.5 | Will participants have access at all times to a person with a current appropriate first aid qualification and staff practised & competent in accident and emergency procedures? | Choose an item. |
| 11.6 | Is there a clear definition of responsibilities between your staff and visiting staff regarding supervision and welfare of participants? | Choose an item. |
| 11.7 | Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current practice, with records kept of maintenance checks as necessary? | Choose an item. |

SECTION D – to be completed by tour operators

12 Tour Operators

| | | |
|------|---|---------------------------|
| 12.1 | Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies? | Choose an item. |
| 12.2 | Please provide details of bonding (ABTA, ATOL etc) with reference numbers and expiry dates | Click here to enter text. |

SECTION E – To be completed if the visit includes an overseas expedition as defined in National Guidance document 7q “Overseas Expeditions” [OEAPNG](#)

13 Overseas expeditions

| | | |
|------|--|-----------------|
| 13.1 | Do you comply with British Standard BS8848:2014? | Choose an item. |
|------|--|-----------------|

SECTION F – to be completed by all providers

14 Accreditation

| | | |
|------|--|---------------------------|
| 14.1 | Please provide details of any relevant accreditation with reference numbers and expiry dates | Click here to enter text. |
|------|--|---------------------------|

DECLARATION – to be completed by all providers

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

| | | | | |
|---------------|---------------------------|----------|----------------------------|--|
| Signed | Click here to enter text. | Date | Click here to enter a date | |
| Name | Click here to enter text. | Role | Click here to enter text. | |
| Provider name | Click here to enter text. | | | |
| Address | Click here to enter text. | | | |
| Tel: | Click here to enter text. | Email: | Click here to enter text. | |
| Fax: | Click here to enter text. | Website: | Click here to enter text. | |

Thank you for completing this form, please return the completed form to the establishment/school named on page 1.

PROVIDER STATEMENT- TRANSPORT

FOR COMPLETION BY TRANSPORT PROVIDERS FOR EDUCATIONAL VISITS AND ACTIVITIES FOR ESTABLISHMENTS WITH ROTHERHAM MBC SERVICE LEVEL AGREEMENT

Part 1: To be completed by the visit leader/establishment

| | |
|----------------------|---------------------------|
| Establishment/School | Click here to enter text. |
| Email | Click here to enter text. |
| Visit Leader | Click here to enter text. |

| | |
|----------------------------|-----------------------------|
| Name of Transport Provider | Click here to enter text. |
| Date of visit | Click here to enter a date. |

| | |
|---|---------------------------|
| Any Specific requirements that apply to this use such as type of transport or needs of young people attending | Click here to enter text. |
|---|---------------------------|

Part 2: To be completed by the transport provider

Please answer all questions below with either Yes, No or Not Applicable or supply information requested as appropriate.

| | | |
|-----|---|-----------------------------|
| 1. | We comply with current COVID-secure guidance with measures in place to minimise the risk of infection. | Choose an item. |
| 2. | What is the expiry date of your Public Liability Insurance which will be current during the proposed visit? | Click here to enter a date. |
| 3. | What is the indemnity limit? | £ m |
| 4. | All practices, facilities and equipment comply with DVLA guidelines. | Choose an item. |
| 5. | The staff whom will work / accompany the pupils are appropriately qualified and competent. | Choose an item. |
| 6. | There are procedures in place to ensure all staff working / accompanying young people have been vetted to check their relevant criminal history and suitability to work with young people via the Disclosure and Barring Service with records available on request. | Choose an item. |
| 7. | All equipment and resource provision is suited to the task, adequately maintained and in accordance with statutory requirements and current good practice, with records kept of maintenance checks and any relevant risk assessment. | Choose an item. |
| 8. | Vehicles are kept in a roadworthy condition, comply with existing legal requirements and are appropriately insured. | Choose an item. |
| 9. | Seatbelts are fitted to all seats and are adjustable and in good working order. | Choose an item. |
| 10. | Please specify if coach/es to be provided will have lap belts or 3 point seat belt | Choose an item. |
| 11. | The Visit Leader will have regular opportunity to liaise with our designated staff to discuss the programme/timetable. | Choose an item. |
| 12. | There are appropriate alternative options in the event of bad weather, staff illness, breakdown and other unforeseen circumstances. We have appropriate breakdown cover. | Choose an item. |
| 13. | We have a Code of Conduct for groups that will be provided to the Visit Leader. | Choose an item. |
| 14. | We have documented procedures for dealing with accidents, near misses and emergencies and records are available for inspection. | Choose an item. |

| | | |
|-----|---|-----------------|
| 15. | We comply with relevant legislation such as the Health and Safety at Work Act and associated Regulations, the Food Safety Act and associated Regulations, the Road Traffic Act etc. | Choose an item. |
| 16. | Our staff comply with domestic and European rules regarding driver hours, will not drive under the influence of drugs or alcohol, and will not smoke or use mobile phones whilst driving. | Choose an item. |
| 17. | Will you sub-contract any booking? | Choose an item. |
| 18. | Where any element of provision is sub-contracted, do you ensure that each sub-contractor meets the relevant specifications outlined in this statement, and are records of checks of sub-contractors available for inspection? | Choose an item. |
| 19. | For any international journeys our drivers and coaches are fully compliant with the relevant current legislation for all countries to be visited/travelling through. | Choose an item. |

| | | |
|-----|---|---------------------------|
| 20. | Please provide PSV Operator Licence Details | Click here to enter text. |
| 21. | Please provide Operator Compliance Risk Score | Click here to enter text. |

| | | |
|-----|--|---------------------------|
| 22. | Please provide details of any relevant accreditation with reference numbers and expiry dates e.g. CHAS, Coach Marque | Click here to enter text. |
|-----|--|---------------------------|

| | |
|---------------------|---------------------------|
| Additional Comments | Click here to enter text. |
|---------------------|---------------------------|

I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might adversely affect the safety and wellbeing of user groups.

| | | | |
|---------------|---------------------------|----------|-----------------------------|
| Signed | Click here to enter text. | Date | Click here to enter a date. |
| Name | Click here to enter text. | Role | Click here to enter text. |
| Provider name | Click here to enter text. | | |
| Address | Click here to enter text. | | |
| Tel: | Click here to enter text. | Email: | Click here to enter text. |
| Fax: | Click here to enter text. | Website: | Click here to enter text. |

VOLUNTEER DRIVERS DECLARATION FORM

To the Head Teacher _____ school

I confirm that:

- 1. I am willing to use my own vehicle for transporting pupils on educational visits.**
- 2. I understand my duty of care and supervision responsibilities.**
- 3. I have no known medical condition that affects my driving.**
- 4. I have checked the vehicle is appropriately insured for the intended use, including business insurance where required, and will provide evidence of this.**
- 5. I hold a valid and current driving licence relevant to the category of vehicle being used and will provide the required details to enable a licence check to be completed.**
- 6. The car is legal and road worthy and understand the TAX and MOT status will be checked.**
- 7. I understand that I will be using my vehicle at my own risk.**

| Details of vehicle to be used | |
|-------------------------------|--|
| Make | |
| Model | |
| Colour | |
| Registration Number | |

| Details to enable a licence check to be completed | |
|--|--|
| Driver Licence Check Code (obtained from the on-line service) | |
| last 8 characters of driving licence number | |

| | |
|--------------------------|--|
| Signed | |
| Full Name (Please Print) | |
| Date | |
| Home Address | |
| Mobile Contact Number: | |

ANNUAL CONSENT FORM FOR SCHOOL EDUCATIONAL VISITS AND OTHER OFF-SITE ACTIVITIES

Please complete the attached consent/medical form below if you are happy for your child:

- a) To take part in school visits 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 visits and activities covered by this consent include;
 - all school visits which take place during the school day, holidays or a weekend (not including residential visits).
 - adventure activities
 - off-site sporting fixtures outside the school day,
 - all off-site activities for nursery schools.
- The school will send you information about each visit/activity before it takes place and ask you to confirm you have read the details and wish your child to be included in the visit/activity by returning a simple reply slip together with any voluntary contribution or payment as appropriate.
- 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 and return the consent/medical information below if you agree to the above.

ANNUAL CONSENT FORM FOR SCHOOL EDUCATIONAL VISITS AND OTHER OFF-SITE ACTIVITIES

Name of student..... Date of BirthClass/Form.....

Address

..... Home Telephone No.

Name of parent/carer.....Relationship

Work Telephone No. Mobile Telephone No.

Medical information about your child

a) Please provide details of any conditions which the school needs to be aware of for example: medical conditions including any condition and previous injuries, that may restrict, or be aggravated by, physical activities; learning difficulties; emotional or mental health issues; illness; allergies; travel sickness etc?

b) Please give details of any medication required, including how medication is administered, timing, dosage and any side effects the medication may have:

c) Please outline any special dietary requirements of your child:

d) When did your son/daughter last have a tetanus injection?

Swimming ability and water confidence (for activities in or near water)

Please describe your child's swimming ability:

Is your child water confident with regard to activities in or near water? Yes No

Declaration

I agree to my son/daughter attending educational visits and activities during the academic year and I acknowledge that to be included he/she will need to maintain responsible behaviour.

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by the medical authorities.

I declare that I have answered all the above questions to be best of my ability and have not knowingly withheld any information regarding physical fitness, emotional or mental health issues.

I will inform the school of any changes to my child's medical condition or individual needs, agreement to medical treatment and any changes to emergency contact numbers during the academic year.

Signed (Person with Parental Responsibility):

Full name (capitals):Date.....

CHECKLIST FOR HEAD TEACHERS RESPONDING TO AN INCIDENT DURING AN OFF-SITE VISIT

| | | | |
|------------|----------------|-------|------|
| Your name: | Your position: | Date: | Time |
| | | | |

BACKGROUND:

- Advice for teachers/leaders dealing with emergencies on off-site visits National Guidance Emergency documentation [Good-practice](#). Leaders are advised to have a copy of the emergency procedure with them on the visit.
- This checklist provides guidance for a Head Teacher (back at school) dealing with such a situation. Schools should integrate this advice into their school's general emergency plan.
- When any group is on an off-site visit, the Head Teacher (or a deputy or senior teacher if the Head is on the visit or is unavailable) should provide 24-hour emergency contact for the group. **The Head Teacher or school contact must have, readily available, written details of the visit including a list of all involved, contact arrangements with the group and day and night contact details of parents and staff next-of-kin.**
- Copies of the EVOLVE visit approval form, attendance list, visit details, parental consent forms and the school's staff contact list should provide the necessary information. On residential or after-hours visits, the Head Teacher or school contact may need to take this information home. **Make sure your arrangements will work after hours, at weekends and during school holidays if visits are taking place at these times.**

PLEASE NOTE: The nature of your response will depend on the scale and seriousness of the incident. Not all this form will be relevant in every circumstance.

ACTION:

1. Maintain a written record of your actions using this pro forma and attached log sheet.
2. Offer reassurance and support. Be aware that all involved in the incident, those at the school and you, may be suffering from shock or may panic.
3. Find out what has happened. Obtain as clear a picture as you can:

Who has informed you of the incident? (usually the visit leader)

| | | | |
|--|---------|-------------------|---------------------------|
| Name: | Status: | Telephone Number: | Additional Tel Number(s): |
| | | | |
| Where are they now and where are they going? | | | |

Remind the visit leader to follow the emergency procedure advice; leaders are advised to have a copy with them on the visit. See National Guidance Emergency documentation [Good-practice](#)

Details of the educational visit/activity during which incident occurred:

| | | | |
|---|---------|----------------------|---------------|
| Location and nature of activity/visit: | | | |
| Name of person in charge of activity/visit: | | Telephone Number (s) | |
| Number of people on the visit: | Pupils: | Teachers: | Other Adults: |

Details of the incident:

| | | | |
|--|-------|----------------------|------------------------------------|
| Date and time of incident: | | Location: | |
| What has happened? | | | |
| People affected: | Name: | Injury: | Where they are / will be taken to: |
| Emergency Services involved and advice they have given: | | | |
| Names and locations of hospitals involved: | | | |
| Arrangements for pupils not directly involved in the incident: | | | |
| Name of person in charge of your group at the incident: | | Telephone Number(s): | |

Who to inform

Remember: Keep a record of who is informed and of what on the attached log sheet so that people are not called twice.

| Actions | Tick if done |
|--|--------------------------|
| School staff - Depending on time and scale of the incident, inform relevant school staff so that you can delegate tasks. | <input type="checkbox"/> |
| Parents of any injured pupils - Immediately inform these parents of what has happened and where their son/daughter is. Record what their plans are, e.g. to travel to their son/daughter, any assistance they need and any means of communications with them (e.g. mobile phone number). In event of a major incident the police may give advice regarding naming badly/severely injured people or fatalities and informing parents. You may also need to inform next-of-kin of any staff who have been involved, again the police may give advice if severely injured or fatalitie. | <input type="checkbox"/> |
| Parents of any other pupils on the visit but not directly involved in the incident. Decide which parents should be informed and by who and contact them as appropriate. Parents should first hear of the incident from the school (or from the visit leader), not from hearsay or from the media. Information given must be limited until the facts are clear and all involved parents/next of kin are informed. | <input type="checkbox"/> |
| Chair of Governors. Contact and inform the Chair of Governors. | <input type="checkbox"/> |
| Employer. Contact and inform the employer | <input type="checkbox"/> |
| The LA. Initial contact should be made with the Council's Forward Liaison Officer (FLO): telephone: 07748 760500 | <input type="checkbox"/> |
| Insurers. The appropriate insurers should be informed as soon as possible particularly if the visit is abroad, and the incident results in substantial medical or other expenses. | <input type="checkbox"/> |
| Pupils and staff at school and their parents. Decide what information you should give. Remember that information given must be limited until the facts are clear and all involved parents/next of kin are informed. In the event of a serious incident consider how to tell pupils and what support (e.g. from Education Psychology Service) distressed children and adults may require. Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones). | <input type="checkbox"/> |

Media Management

| | |
|--|--------------------------|
| Introduce, if necessary, controls on school entrances and telephones | <input type="checkbox"/> |
| If RMBC establishment staff are advised to avoid responding to media enquires and direct these to RMBC Communications Team | <input type="checkbox"/> |

Reporting of accidents

| | |
|---|--------------------------|
| Tell the staff involved to prepare a written report noting events and times. Accident report forms should be completed and, in the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours. | <input type="checkbox"/> |
|---|--------------------------|

Next Steps

| | |
|--|--------------------------|
| Review the incident and its implications with staff as soon as possible. Take advice on the range of support available to you from statutory and voluntary organisations. Arrange any immediate and longer-term support required e.g. help from the LA, counselling from EPS, legal advice, help from local churches or voluntary organisations. Monitor the situation and its effect on individuals for as long as necessary. | <input type="checkbox"/> |
|--|--------------------------|

INCIDENT LOG SHEET OF TELEPHONE CALLS AND OTHER MATTERS
(Photocopy for additional sheets)

Nature of incident
NAME..... **DATE**..... **SHEET No**

| No. | Time | Name | Information | Action Required | Done (tick) |
|-----|------|-----------|-------------|-----------------|--------------------------|
| | | From / To | | | <input type="checkbox"/> |
| | | From / To | | | <input type="checkbox"/> |
| | | From / To | | | <input type="checkbox"/> |
| | | From / To | | | <input type="checkbox"/> |
| | | From / To | | | <input type="checkbox"/> |